

**LEE COUNTY HIGH SCHOOL**  
**A GEORGIA SCHOOL OF EXCELLENCE**

One Trojan Way  
Leesburg, GA 31763

Main Office	229-903-2260
Fax	229-903-2291
Registrar / Guidance	229-903-2265
Athletics	229-903-2261
Fax	229-903-2292
Theatre	229-903-2297
Career Center	229-903-2268
Student Services	229-903-2261

**Website: <http://www.lee.k12.ga.us/lchs>**

Principal	Dr. Karen Hancock
Assistant Principals	Mr. Jodie Knight Dr. DeeAnn Owens Mr. Kevin Taylor Mr. Hank Wright
CTAE Director	Mr. Brian Roberson

This is your Student Handbook for the 2021-2022 school year. You will be given a handbook acknowledgement form. This form should be signed by you and your parent(s) or guardian after reading the online handbook. A request may be made for a hard copy of the handbook.

## **LEE COUNTY SCHOOL SYSTEM MISSION STATEMENT**

The Lee County School System has a drive for excellence and a passion for distinction in providing challenging educational experiences for all students.

### **BELIEF STATEMENTS**

#### **We believe in...**

- investing in our students through strong partnerships between home, school, and community.
- providing each student a quality and challenging education through engaging learning opportunities.
- ensuring everyone an environment in which they feel safe, valued, and nurtured.
- offering opportunities for students to be successful through highly effective teachers and targeted resources.
- preparing our graduates with the academic, social and work skills necessary to be productive citizens in school and life.

### **LEE COUNTY HIGH SCHOOL VISION**

Learning  
Encouraging  
Excelling

### **TROJAN P.R.I.D.E.**

Preparation  
Respect  
Integrity  
Dependability  
Excellence

### **LGHS ALMA MATER**

Nestled in the fields of Georgia,  
'Neath the skies so blue,  
Stands our noble Alma Mater,  
Known to all but few.  
Lee County High School  
Lee County High School  
We'll be true to you.  
Grateful hearts with love unfailing,  
All our vows renew . . .

Dear Trojan Community,

Welcome to Lee County High School!

On behalf of the Lee County High School faculty, I want to welcome our students to the new school year. Your enrollment in our building has established you as a member of a tradition of excellence. Our students and staff continue to display a passion for distinction in the classroom, in competition, in the performing arts, and in service to our community. We are proud of their many accomplishments, and we will continue to strive for success in all endeavors. I challenge you to devote both your time and effort into performing your best in the classroom and in any of our school-sponsored extracurricular activities.

Parents, I thank you for allowing us the privilege of working with your children. Our teachers are dedicated to providing the best academic experience to help assist students in reaching their highest possible educational goals. Our counselors assist students in planning for both the present and the future and help students become self-directing and responsible school citizens. We encourage parents to be active in students' post-high school planning process. Please join the Parent Teacher Organization, booster clubs, CTAE Advisory Committee or other parent organization groups and become immersed in our school environment. If you have any questions or concerns, please do not hesitate to ask your child's teacher, counselor, or an administrator.

The procedures and policies outlined in this handbook are designed to help create a safe and positive learning environment. I encourage you to read it carefully and seek additional clarification if necessary.

I look forward to working with all of you throughout the school year.

Sincerely,

Karen Hancock  
LCCHS Principal

**IT IS THE POLICY OF THE LEE COUNTY BOARD OF EDUCATION NOT TO DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, COLOR, NATIONAL ORIGIN, RELIGION OR DISABILITY IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT PRACTICES.**

In compliance with the requirements of Every Student Succeeds Act (ESSA), the Lee County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provided instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so their qualifications.

If you wish to request information concerning the child's teacher's qualifications, please contact your child's principal or designee.

**DISCLAIMER**

The staff and administration of Lee County High School have carefully prepared the information contained in this handbook. This information is in compliance with the Lee County Board of Education Policy Manual, which is available online on the LCSS home page at [www.lee.k12.ga.us](http://www.lee.k12.ga.us). The administration acknowledges that not every situation can be covered in a handbook; therefore, we reserve the right to handle each situation as we deem appropriate.

**2021-22 CALENDAR**

Students Report 1st Day of Class	Aug. 6
Student Holidays(no school)	Sept. 6-7
Student Holidays(no school)	Oct. 8, 11-12
Thanksgiving Holidays(no school)	Nov. 22-26
Early Dismissal/End of 1st Semester	Dec. 17
Christmas Holidays(no school)	Dec. 20 - Jan. 3
1st Day of Second Semester	Jan. 4
Martin Luther King Holiday(no school)	Jan. 17
Student Holidays(no school)	Feb 18, 21
Student Holidays(no school)	Mar. 11, 14
Spring Break(no school)	Apr. 4-8
Last Day of School/Early Release	May 25

**7 PERIOD MODIFIED SCHEDULE****Monday, Tuesday and Friday**

<b>Period</b>	<b>Class Times</b>
<b>1st Period</b>	<b>8:15 - 9:06</b>
<b>2nd Period</b>	<b>9:11 - 10:02</b>
<b>3rd Period</b>	<b>10:07 - 11:02</b>
<b>4th Period</b>	<b>11:02 - 12:27</b>
<i>A Lunch</i>	<i>11:02 - 11:37</i>
<i>B Lunch</i>	<i>11:32 - 12:02</i>
<i>C Lunch</i>	<i>11:57 - 12:32</i>
<b>5th Period</b>	<b>12:32 - 1:23</b>
<b>6th Period</b>	<b>1:28 - 2:19</b>
<b>7th Period</b>	<b>2:24 - 3:15</b>

## Wednesday

Period	Time	
<b>1st</b>	<b>8:15-9:48</b>	
<b>3rd</b>	<b>9:53-11:28</b>	
<b>5th</b>	<b>11:33-1:36</b>	
<i>A lunch</i>	11:28-12:03	<i>Class 12:03-1:36</i>
<i>B lunch</i>	11:58-12:28	<i>Class 11:33-11:58, 12:28-1:36</i>
<i>C lunch</i>	12:23-12:53	<i>Class 11:33-12:23, 12:53-1:36</i>
<i>D lunch</i>	1:06-1:41	<i>Class 11:33-1:06</i>
<b>7th</b>	<b>1:41-3:15</b>	

## Thursday(90 min. Extended Learning Time)

Period	Time	
<b>2nd</b>	<b>8:15-9:48</b>	
<b>ELT</b>	<b>9:53-11:28</b>	
<b>4th</b>	<b>11:33-1:36</b>	
<i>A lunch</i>	11:28-12:03	<i>Class 12:03-1:36</i>
<i>B lunch</i>	11:58-12:28	<i>Class 11:33-11:58, 12:28-1:36</i>
<i>C lunch</i>	12:23-12:53	<i>Class 11:33-12:23, 12:53-1:36</i>
<i>D lunch</i>	1:06-1:41	<i>Class 11:33-1:06</i>
<b>6th</b>	<b>1:41-3:15</b>	

## Thursday(Split ELT/PRIDE)

Period	Time	
<b>2nd</b>	<b>8:15-9:48</b>	
<b>ELT</b>	<b>9:53-10:38</b>	
<b>4th</b>	<b>10:43-12:46</b>	
<i>A lunch</i>	10:38-11:13	<i>Class 11:13-12:46</i>
<i>B lunch</i>	11:08-11:38	<i>Class 10:43-11:08, 11:38-12:46</i>
<i>C lunch</i>	11:33-12:03	<i>Class 10:43-11:33, 12:03-12:46</i>
<i>D lunch</i>	12:16-12:51	<i>Class 10:43-12:16</i>
<b>P.R.I.D.E.</b>	<b>12:51-1:36</b>	
<b>6th</b>	<b>1:41-3:15</b>	

## Frequently Asked questions

### What to do if I .....

#### **1. A student has been ABSENT due to an appointment or illness?**

When returning to school following an ABSENCE, a student MUST report to Student Services or the Front office to place their Medical and Parent excuse in the designated basket. This note needs to be turned within 3 days of the absence. A student is allowed 12 Parent excused notes per year. Absences are “excused” based on the policies and regulations of the Lee County Board of Education that are in accordance with the attendance law. Please make sure the student’s entire name is on the excuse as well as their first period teacher and include a parent name and contact information in case there are any questions.

#### **2. A student needs to LEAVE SCHOOL EARLY?**

Students who need to leave early should bring a NOTE to do so. This note must be received by our office staff prior to the start of the school day. Please include the student's name, reason for dismissal, time of dismissal, and guardian contact name and number. There will be a basket labeled “EARLY RELEASE” for your student to place these notes in. If for some reason your student forgot to bring this note, it must be received by email to [Hoovermi@lee.k12.ga.us](mailto:Hoovermi@lee.k12.ga.us) or [Fordsh@lee.k12.ga.us](mailto:Fordsh@lee.k12.ga.us) BEFORE 8:40. During exams, pep rallies, Mandatory Study Hall and assembly programs there will be NO CHECK OUTS. Lee County School System does not allow any check outs after 2:45 p.m.

#### **3. My student forgot to bring in his/her note for an absence?**

Parents are welcome to fax excuses to (229) 903-2292 or email them to Student Services at [Hoovermi@lee.k12.ga.us](mailto:Hoovermi@lee.k12.ga.us).

#### **4. My student wants to make a COLLEGE visit?**

Students who wish to tour a college during the school year must obtain a form from Guidance Office, have all teachers sign the form, and return the completed form to Guidance Office before their absence will be coded as an NI. Seniors are allowed 3 NI college visit days and Juniors are allowed 2 NI college visit days.

#### **5. A student needs to see his/her counselor?**

If in class, request permission from the teacher to come to the Guidance Office. If the counselor is available, they can speak with you at that time. If the counselor is not available, you can fill out an appointment slip, place in the appropriate grade slot and return to class. You can also utilize the school email of each counselor for general correspondence.

#### **6. A student needs to take medicine during the day?**

Any medication needed during a school day should be administered by our school nurse. Upon reporting to school you should go directly to the nurse’s office. Medication should be in a prescription bottle labeled by a pharmacy with the student’s name on it.

#### **7. A student lost something?**

Students who have lost an item should report to Student Services and if necessary fill out a lost item form.

#### **8. A student has trouble with my locker?**

For malfunctions with your locker please report to Student Services.

#### **9. A student has a CONFLICT with another student?**

Students are expected to resolve conflicts in a nonviolent manner. If you are having a conflict with another student, please report the situation to a teacher, Guidance Counselor, Student Services or an administrator.

#### **10. A student has forgotten school related materials in his/her VEHICLE?**

We ask that students bring all items inside the building before school. Students are not allowed to return to their car until they are dismissed at the end of the day.

#### **11. My 18 year old wants to check himself/herself out of school?**

Regardless of their age, all students must have parent/guardian permission to check out of school.

#### **12. I need to know about class progress?**

Parents/Guardians have access to their students’ grades through their Parent Portal. Our faculty emails are listed on the web page for you to contact teachers with your questions or concerns.

#### **13. I need to set up a student portal account?**

You will need to come to the front office to get the needed GUID student number to set up an account.

#### **14. My student/parent portal account needs to be reset?**

You can now reset your own information. You will click the parent portal button and follow the necessary prompts that look like:

[Forgot your password?](#) | [Forgot your username?](#) | [Problems logging in?](#)

**15. I need a Progress Report, Report Card or Transcript?**

These items come from Guidance Office - Progress Reports and Report Cards are sent home at the end of the grading period. You and your student can keep track of their grades via Parent / Student Portal. Transcripts are updated at the end of each semester. Final transcripts are available after the school year has been finalized and verified. Students may obtain copies of their report cards and transcripts as needed. Former graduates incur a \$5.00 fee for transcripts.

**16. My student needs to get his driver's license?**

The Georgia Department of Driver Services requires a Certificate of Enrollment from a student under the age of 18. To receive your Certificate of Enrollment from the school you will need to go by Student Services and add your name to the clipboard. All Certificate of Enrollments will be ready for pick up on Friday mornings for a cost of \$5.00 cash. If you were a Lee County Student in the 9th grade, a copy of your ADAP (Alcohol Drug Awareness Program) Certificate will be provided with your Certificate of Enrollment which is a required document from the Georgia Department of Driver Services.

**17. My insurance company gave me a "Good Student Driver Forms" that needs to be filled out?**

This form can be dropped off with Student Services or the front office to be completed. Please allow office staff a minimum of 24 hours to complete the form before your student comes back to pick it up.

**18. My student is a new driver to LCHS (please see pg. 30 for more details and to understand parking violations)?**

Students who wish to drive to school must purchase a parking permit from Student Services for \$25. Parking in the LCHS parking lot is only for Students in Good Standing. The only reserved student parking spots are for seniors who have paid for and painted their spots through the LCHS guidelines. The front parking lot is reserved for teacher parking only and any student parking there will receive a citation. The "Trojan" parking lot is a designated student parking lot in front of the building near the band room - this lot is only for students who have been approved based on their schedule.

**19. What is a student in "good standing"?** Certain privileges are extended to students in good standing including parking permit eligibility, and attending and/or participating in extracurricular/school sponsored activities, and participation in such activities as pageants and some extracurricular clubs and activities (ex. Games, Homecoming Dance and Prom). A student shall be considered "in good standing" when all of the following conditions apply:

- The student has no more than 10 absences to any class during the current semester
- The student does not have excessive tardies
- The student does not have repeated or serious disciplinary referrals
- No unfulfilled obligations or school debts, including but not limited to lost books, overdue library fees, parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or unserved detentions/ISS/OSS
- The student puts forth sufficient effort to be academically successful
  - On track with graduating class
  - Passing 5 of 7 classes the previous semester

**20. What is the book bag policy at LCHS?** LCHS has a clear book bag policy. All book bags must be transparent. No colored "clear" bags allowed. No drawstring bags allowed.

## ACADEMICS

The faculty at Lee County High School takes academics very seriously. Students graduating from LCHS will be well-prepared for the next step in life if they work hard and consistently accomplish the tasks set before them by their teachers.

**Conferences:** The LCHS faculty welcomes the opportunity to meet with parents/guardians to discuss their child's classroom performance, behavior, or any other concerns. Please contact the teacher first with concerns. Then, parents may call the guidance department (903-2261) to set up a conference.

**Course Syllabus:** At the beginning of each course, teachers will distribute a course syllabus (electronic and/or hard copy) to their students. Students should take the syllabus home and review it with their parents/guardians. The syllabus will include an outline of the course content, appropriate materials, grading procedures, expectations for behavior, and other pertinent information. It is important that students and parents/guardians carefully read all syllabi. Parents may be asked to sign an acknowledgement to be returned to the classroom teacher.

**Foreign Languages:** In order to attend a four-year college in the University System of Georgia, students must complete two consecutive units of the same foreign language. See your guidance counselor for details.

**Grade Promotion:** The number of credits required for promotion from one grade level to the next is as follows:

to enter 10th grade	5 credits
to enter 11th grade	11 credits
to enter 12th grade	17 credits
to graduate	23 credits

Credits are updated at the beginning of each school year.

**Grading System:** Grades are based on class participation, class work, homework, tests, quizzes, formative assessments, and any special project that the classroom teacher may assign. Teachers are urged to notify the parents in the event a student is in danger of not passing a course. The grading scale is as follows:

A - 90 - 100
B - 80 - 89
C - 70 - 79
F - below 70 = failing
NC - no credit

Exams or an End of Course Milestones Test will be given at the end of each semester and will count 20% of the semester grade. The average of the two 9 weeks will count as 80% of the final semester grade.

**Exam/Boot Camp Exemption Policy:** Students may exempt semester exams for subjects in which exemption criteria are met. The criteria for exemption eligibility are as follows:

<u>Class Average</u>	<u>Absences</u>
A, B, or C	5 or fewer

Students assigned in-school suspension or out of school suspension are not eligible for exemption. For the purpose of exemptions only, **two unexcused tardies equals one absence**. Absences that are excused by the Co-Curricular, Military, Non-Instructional days or Administrative days do not count against the student for exemption purposes. All other absences count for exemption purposes (Medical, Legal, Excused & Unexcused). Students exempting exams will receive the average of their two 9 weeks for the semester exam grade.

Subjects requiring students to take the state mandated End of Course Milestones Test, EOPA or an AP exam cannot be exempted. The End of Course Milestones Test is required for the following subjects: American Literature(including Dual and AP Lang/Comp.), U.S. History, Biology, and Algebra I. Exemptions will not be allowed for these subjects at the end of the first semester. All students enrolled in EOC, EOPA or AP courses must take the corresponding assessment in April or May. Students participating in End of Course Milestones Tests will complete an assessment for content taught after the Milestones assessments are complete. All students in



EOC, EOPA and AP classes must take the 1st semester exam. They do not have to take final exams second semester. The assessments for EOC, EOPA and AP students given at the end of second semester will be administered prior to exams.

Absences from semester exams may only be excused in the case of personal illness covered by a doctor's verification or a death in the family. Approval to take exams at an alternate time due to extenuating circumstances may only be granted by the Principal. Students requesting an alternate exam time must petition the Principal in writing. Teachers may require students to complete alternate forms of exams such as portfolios, projects, or performances. Alternate forms of exams may not be required to be completed during the exam period.

**GUIDANCE DEPARTMENT:** The Guidance Department provides a number of services, which include individual counseling dealing with personal concerns, college/vocational, military, and career counseling. All students are assigned a counselor. Counselors are available from 7:45-3:45. Counseling for school-related or personal problems will occur on an "as needed basis." Seniors need to keep their counselor updated on their post-secondary plans. Scholarship information is also available in the guidance department and monthly bulletins are posted on the school website as well as in classrooms.

The following websites provide students with useful information concerning financial aid information, applying to colleges, and registering and reviewing for standardized tests:

Financial Aid	<a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
College Information & transcript requests	<a href="http://www.Gafutures.org">www.Gafutures.org</a>
SAT	<a href="http://www.collegeboard.com">www.collegeboard.com</a>
ACT	<a href="http://www.act.org">www.act.org</a>
Georgia Student Finance Commission (HOPE scholarship)	<a href="http://www.gsfc.org">www.gsfc.org</a>
Georgia High School Graduation Test Review & EOCT review	<a href="http://www.usatestprep.com">www.usatestprep.com</a>

**LCHS Website:** The LCHS website serves as an information portal for students, parents and staff. Please visit the website at [www.lee.k12.ga.us](http://www.lee.k12.ga.us) and click on Lee County High School under the Schools link. From this site you can email faculty members, get news from the Guidance Department, learn about programs in the media center and access the school calendar.

**Parent Portal:** Parents/Guardians and students can view the student's school information online by logging onto [www.lee.k12.ga.us](http://www.lee.k12.ga.us). Click on the Parent Portal icon and follow the log in instructions. Class, grades, unofficial transcripts, student schedules, holds and fees, attendance and other information can be viewed and printed directly from this site.

**Student Recognition:** Our school recognizes students for their academics, as well as their behavior, through several programs. Each month Students of the Month are chosen for their actions and attitudes exemplifying the LCHS PBIS attributes of PRIDE: Preparation, Respect, Integrity, Dependability, and Excellence.

**Yearbook Placement:** Students will be placed in the yearbook according to their class standings posted in the central computer. If a student wishes not to have his picture placed in the yearbook, please sign and return the waiver form. If a student anticipates that he will be classified as a senior 2nd semester of his 4th year of high school, he may purchase a senior ad in the yearbook. Students must have earned at least 17 credits previous to the first day of school in order to be placed in the senior section of the yearbook. It is ultimately the responsibility of the senior to be sure that his senior photograph is submitted to the yearbook staff by the deadline posted.

**The Armed Services Vocational Aptitude Battery (ASVAB):** is the most widely used multiple aptitude test battery in the world, developed and maintained by the Department of Defense. Over half of all high schools nationwide participate in ASVAB testing. The ASVAB consists of the following eight individual tests—word knowledge, paragraph comprehension, mathematics knowledge, arithmetic reasoning, general science, mechanical comprehension, electronics information, auto and shop information. Students are provided with

scores on each of these individual tests and three Career Exploration Score composites: Verbal Skills, Math Skills, and Science and Technical Skills. The battery takes approximately three hours to complete and test results are returned to schools in about two weeks. Students in grades 10, 11, and 12 and students in postsecondary schools are eligible to take the ASVAB. All students can benefit from the ASVAB Career Exploration Program. ASVAB results will help students to understand their academic strengths and vulnerabilities and judge their readiness for entry into a program of study or a military training program. Interest inventory results will help students identify potentially satisfying occupations.

**ACCUPLACER:** is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. For over 30 years, ACCUPLACER has been used successfully to assess student preparedness for introductory credit-bearing college courses. ACCUPLACER delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation.

**Dual Enrollment:** Lee County High School follows the state guidelines for dual enrollment. The dual enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. The program is offered during all terms of the school year; fall, spring and summer semester or fall, winter, spring, and summer quarter with a funding cap of 30 semester or 45 quarter hours. This is a hard cap. The hours are based on hours paid by Dual Enrollment funding for terms of enrollment in the program. Lee County High School adds half of a quality point (0.5) to academic dual enrollment courses.

To be eligible for the dual enrollment program, a student must:

1. Be enrolled in the eleventh or twelfth grade of a private or public high school in Georgia or a home study program within the State of Georgia operated;
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.

Students interested in pursuing Dual Enrollment should meet with their high school counselor and visit [Gafutures.org](http://Gafutures.org) for complete details. Students should take special note of Lee County High School deadlines, which may differ from deadlines set by postsecondary institutions.

**Career Pathways:** Career Pathways are state-approved career enhancement programs defined as a coherent, articulated sequence of rigorous academic and career related courses usually commencing in the ninth grade and leading to an associate degree, and/or an industry-recognized certificate or licensure, and/or a baccalaureate degree and beyond.

Career, Technical and Agricultural Education (CTAE) provides all Georgia students with the opportunity to select at least three sequenced electives in a career pathway, along with recommended academic coursework, to prepare them to continue their education at any level or enter the world of work. Pathways available at Lee County High School are Agriculture, Business & Technology, Carpentry, Education, Electrical, Healthcare Science, Marketing, Metals, NJROTC, and Public Safety & Criminal Justice. Georgia, like many other career and technical education programs around the nation, has worked in recent years to establish a measurement mechanism to ascertain the level of technical skill attainment on behalf of its career pathway completers. In order to support Georgia students in their quest to leave high school with valuable credentials, the state's technical skill attainment inventory will be comprised of several measurement components: national industry certifications, national occupational assessments, and state licensures and state developed assessments.

#### END OF PATHWAY ASSESSMENT Eligibility

- All students who have completed and passed two courses in the CTAE pathway and are currently enrolled in the 3rd course are eligible to take the EOPA
- Courses may be taken out of sequence, although not recommended.
- Students failing the 2nd semester of the 3rd course are still eligible to take the EOPA (Scores will not count towards Pathway Completers if they fail the course at the end of the semester)

Pathway Graduation Cords- can be earned by completing specific course requirements

- Cost of cords is set at \$10 each
- Students may order multiple cords if they complete multiple pathways
- Pathways without an EOPA, are eligible for cords. Please see the program leader for details.

***Several of these courses can be used to satisfy academic graduation requirements. See your counselor or any CTAE teacher for additional information.***

### GRADUATION

**Core Courses:** are courses chosen from English/language arts, mathematics, science, social studies, and foreign language for a high school diploma.

**Graduation Rule (affects all students entering high school in fall of 2008 and subsequent years)**

1 common set of requirements for all students

23 total units required for all students

4 units of English Language Arts required for all Students

4 units of Mathematics required for all students

4 units of Science required for all students (the 4th science unit may be used to meet both the science and elective requirements)

3 units of Social Studies required for all students, all courses are specifically identified

1 unit of Health and Physical Education required for all students; 3 units of JROTC may be used to meet the requirement

A total of 3 units required from CTAE and/or Foreign Language and/or Fine Arts for all students (**Students planning to enter or transfer into a University System of Georgia institution must take two units of the same foreign language**)

4 additional elective units

#### Advanced Placement/Honors:

**All students participating in an AP course will be required to take that course's respective AP exam. The student must cover the cost for each exam. Financial aid for those students who apply in the fall and qualify is available from the College Board.** Students are allowed to take AP courses through Georgia Virtual School. However, only AP exams for courses taught at LCHS will be administered on campus. It is the responsibility of the student to communicate with the AP Coordinator for ordering and taking the AP exam for a course that is taught at LCHS taken through virtual school. Also, it is the responsibility of the student to find an alternate testing site for AP exams not offered at LCHS.

Honors classes offer a more challenging curriculum. All assignments will be expected to be turned in on time. Late assignments will be accepted only given extenuating circumstances that have been shared with the teacher. Extenuating circumstances will require documentation. Late work with no extenuating circumstances will not be accepted. An NI or CCR is not an extenuating circumstance.

**Advanced Placement/Honor Weight:** AP courses will have 1 quality point added. Honors and Dual Enrollment courses will have half of a quality point added (0.5). Please keep in mind that HOPE will only add half a quality

point for AP courses (not to exceed a 4.0) and no points for Honors courses as determined by the Georgia Student Finance Commission. You may go to the following website for more details: [www.gsfc.org](http://www.gsfc.org)

**AP Capstone Diploma:** AP Capstone is a diploma program based on two AP courses: AP Seminar and AP Research. These yearlong courses focus on developing the critical thinking, research, collaboration, time management, and presentation skills you need for college-level work. If a student earns scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams, the student will receive the AP Capstone Diploma.

**AP Scholar:** Granted to students who receive a 3 or higher on 3 or more AP Exams

**AP Scholar w/ Honor:** Granted to students who receive an average grade of at least 3.25 on all AP exams taken and grades of 3 or higher on four or more of these tests.

**AP Scholar w/ Distinction:** Granted to students who receive an average grade of at least 3.5 on all AP exams taken and grades of 3 or higher on 5 or more of these exams.

**Students will follow these guidelines for determining honor graduates, valedictorian, and salutatorian:**

There will be two types of honor graduates: Honors and Honors with Distinction. The valedictorian and salutatorian must meet the requirements for Honors with Distinction. In the event of a tie, the numerical grade point average will be considered.

**Honor Graduate Requirements:** Honor graduates will be based on a quality point scale and students must acquire a weighted 4.0 academic grade point average to meet honor graduate requirements. Academic classes include: English, mathematics, science, social studies, foreign language, and academic electives taken on our campus and through Dual Enrollment. In the event of a tie, the numerical grade point average will be considered. Honor Graduates will be determined at the end of the second semester.

**Honors with Distinction Requirements:** In addition to the above requirements, students must acquire a weighted 4.1 academic grade point average or higher on a quality point scale. Valedictorian and Salutatorian must have been enrolled at LCHS for their final 4 semesters of high school.

**Note: GPA will be determined based on the final transcript**

## **ADVANCED PLACEMENT/HONORS DROP POLICY**

Students who enroll in honors and Advanced Placement courses are more capable and will be expected not only to perform at that capability level but also to accept the responsibilities inherent with advanced studies. Both Honors classes and Advanced Placement courses require summer work which is graded and counts toward the grade for the first nine weeks. Therefore, students should carefully consider the number of advanced classes they can take and still be successful. Because the work is more challenging and the standards are strict, students enrolled in honors classes receive weighted credit that counts toward GPA for college admissions and for scholarships but does not count toward HOPE scholarship eligibility. For each student enrolled in Advanced Placement classes, one quality point is added to the transcript for that course. The high school web site [lee.k12.ga.us/lchs](http://lee.k12.ga.us/lchs) contains additional information and summer work requirements that may be beneficial in determining whether or not your student needs to register for the more challenging courses.

Placement in Honors and AP classes will be for the entire year. Parents/guardians are encouraged to provide support for their students to take these classes. Advanced Placement (AP) courses are taught on the college level, and students will be expected to complete an average of one or two hours a night of homework in addition to other classroom assignments before or after school. Students taking AP courses will be required to take the AP exam for each AP course & there are fees associated with each test.

A student may drop an AP or Honors course only at the end of the semester if one of the following applies:

1. If a student fails the course for the first semester, he/she may drop the course at the beginning of second semester with the understanding that he/she will not be allowed to take another AP or Honors course in that subject area. It is the student's responsibility to ascertain his/her grade status prior to the end of the first semester and to also request a schedule change prior to the end of the first semester in order to have the request reviewed by the administration prior to the start of the next semester.
2. A student that is passing an AP or Honors course may drop the course at semester change if he or she has not received any zeros for not turning in assignments and has made a continual effort throughout the semester to seek help from the AP or Honors teacher for tutoring in the course. Documentation of tutoring must be given by the AP or Honors teacher. It is the student's responsibility to request a schedule change prior to the end of the first semester for this option to be reviewed by the administration.

**Senior Legacy:** Senior Legacies are selected by the faculty/staff on the basis of academics, extracurricular involvement, community and school service, leadership, and character. Legacies must be in good standing and must not have had ISS or OSS assigned within the previous 12 months. Legacies are announced during the second semester of the senior year.

**STAR Student:** The PAGE STAR program honors Georgia's highest achieving high school seniors and the teachers who have been most instrumental in their academic development. To obtain the STAR nomination, high school students must have the highest score on any single test date of the SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average. Each high school STAR Student is asked to name his/her STAR Teacher. Oversight, administration and promotion of the statewide STAR program is the responsibility of The Professional Association of Georgia Educators (PAGE).

**Graduation Participation:** Seniors who have earned twenty-three (23) Carnegie Units that qualify them for the graduation at the end of the regular school term may walk at the graduation ceremonies. This does not allow for those who would earn the 23 units during summer school of their senior year. Students with disabilities assigned to a special education program who have not completed all of the requirements for a high school diploma, but have completed their Individualized Education Program (IEP) and met attendance requirements may walk at graduation. Caps and gowns are ordered during the 1st semester; however, this does not guarantee that the senior will participate in the graduation ceremony. The required Carnegie units or satisfaction of an IEP must be earned in order for any senior to walk at graduation ceremonies. In the spring of the student's junior year, counselors conduct conferences with students to discuss progress and deficiencies in regard to graduation. At the beginning of the senior year, the parents of seniors are sent letters outlining the status of their child. We encourage parents to discuss the letter with their senior and help monitor their progress with their guidance counselor.

**Graduation Ceremony:** Graduation exercises will be held in the Albany Civic Center. Graduation practices are held on the day(s) preceding graduation. Students must be present at practice in order to be eligible to participate in the commencement exercises. No student is eligible to participate in the ceremony unless they have met all Carnegie Unit requirements and cleared all debt or holds on permanent records. For the graduation ceremony, the student must meet the dress code requirements outlined by the graduation director. Honor regalia is permissible for the following: honor graduates, national school sponsored associations, national school sponsored award winners, and students who have completed and passed at least four years in the same fine arts discipline or ROTC, three years in same foreign language discipline, three years in Visual Arts, or are CTAE End of Pathway completers. Pins may be used for other school sponsored awards. No student will be allowed to walk if they are out of dress code.

**Senior Activities:** In order to participate in senior activities such as the Senior Picnic, Senior Breakfast, etc. a student must be in their 4th year of high school, have a minimum of 17 credits, and purchase a Senior Pass. Students can only participate in these activities one time during their high school career. The administration has the authority to deny any student's participation in senior activities. Students may not purchase a senior pass if they have any holds/fees.

**Early Release:** Upcoming seniors in good standing (see pg. 33) may elect to register for “early release”, meaning they would not take a 7<sup>th</sup> period class during their senior year. Administrative approval is required. Students approved for early release must maintain passing grades, and must not have any days in ISS or OSS in order to maintain the privilege of early release. Seniors who are failing to maintain passing grades, or who are suspended for any reason (ISS or OSS) will attend Mandatory Study Hall during 7<sup>th</sup> period for a period of time determined by administration and/or counselors. Seniors with early release who have chronic issues with failure or suspensions, or seniors who do not vacate the building immediately after 6<sup>th</sup> period, will lose their early release privilege and be placed in a 7<sup>th</sup> period class.

**Credit Recovery:** Students need to make every effort to pass courses the first time because LCHS does not guarantee opportunities for credit recovery during the school day. Teachers use a wide variety of interventions and supports to help students be successful the first time so students need to take advantage of opportunities for intervention such as Saturday School, ELT/PRIDE, and before/after school tutoring. Students who do need to recover a class can do so during night school or summer school. In rare cases of recovering classes during the school day, students will be given a syllabus of attendance, academic, and behavioral expectations they must meet in order to recover credits. Students who recover an EOC course must take the corresponding EOC as their final exam.

## **SCHOLARSHIP / HONORS INFORMATION**

**Governor’s Honors:** The Governor’s Honors Program is a challenging, academic summer opportunity. Students must have taken the PSAT in order to qualify. Students who attended Governor’s Honors in the past are ineligible.

Students may be nominated for local consideration either by themselves or by an LCHS faculty member. A faculty member’s endorsement must accompany a self-nomination. Local school committees screen nominees and candidates. The school’s selections are sent to the state, where further screening determines final Governor’s Honors candidates.

**Honors Night:** During the month of May, students who have received special recognition are honored at a program before their peers, parents, and guests. Parents are encouraged to attend. Dress code for the program is Sunday attire.

**HOPE Grant/Scholarship:** Helping Outstanding Pupils Educationally is a program that enables every qualified graduate of a Georgia high school to receive financial aid at any Georgia public college, university, or technical institute. Students who wish to be eligible for the HOPE Scholarship Program should check with their counselor regarding current HOPE Scholarship requirements. Courses taken at evening/night school and/or summer school may not meet HOPE Scholarship requirements. Check [GAFutures.org](http://GAFutures.org) for the latest information.

**Other Scholarships/Contests:** Monthly guidance bulletins are emailed to all faculty members for posting, and information is posted on the LCHS website.

## **ATTENDANCE POLICIES**

Arrangements for make-up work missed during an absence must be made within three (3) school days after the student returns to school. The student is responsible for making the arrangements with each subject teacher for make-up work. If arrangements are not made or work is not completed, grades will then be closed on missed work, and incomplete work will be recorded as zeroes. Assignments that have been assigned over a period of three or more days prior to the student’s absence are due according to the teacher’s specifications to the class. Students who miss class due to a Non-Instructional (NI) or CCR day are responsible for work missed upon returning to class unless prior arrangements have been made with the teachers. Students are advised and encouraged to make contact with the teacher before taking an NI day.

Long-term assignments such as research papers, special projects, etc. are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be considered.

Students who accumulate more than 10 absences in any one semester in any or all classes due to full-day absences from school, checking out early or arriving late to school will **not be** granted credit for the course. In order for students to be allowed to make up work for a course, legal documentation (doctor's note, court order, etc.) or parent note must be presented. A student must be present at least half of the allotted time for the class period to be counted present in that class. Students must be present for at least half of the school day to be counted present and to participate in extracurricular activities, including practice.

### **Excused Absences**

A student shall be excused for absences from school for the following reasons:

- Personal illness or attendance in school that endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- The observance of religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A student whose parent or legal guardian is in military service in the armed forces/ National Guard and has been called to duty/ is on leave from deployment shall be granted up to a maximum of five school days per school year to visit with his/her parent/legal guardian prior to/during their leave.
- Students serving as pages in the Georgia General Assembly shall be counted present.
- Students in foster care shall be counted present when attending court proceedings related to their foster care.

Additionally, the District may allow excused absences for the following (prior approval from principal must occur):

- Travel opportunity with educational benefits;
- Specialized, supplemental or extracurricular experience;
- Other circumstances that are mutually agreeable to the parent and school.

In these cases, absences must not exceed a cumulative total of (6) days per school year, and students cannot already have absences in excess of 10 days. These absences must be **pre-approved** by principal with input from the attendance officer in order to be excused. The parent or guardian must submit a request in written form to the principal outlining the travel opportunity and benefit of absences. The principal shall ensure that an accurate record of all such absences is maintained and verified. The final decision to excuse such an absence rests with the principal.

Make-up work may be requested before, during or after the student's absence. However, availability of make-up work prior to an absence will be at the discretion of the teacher.

Notes/Excuses provided by the parent/guardian(s) regarding student's illnesses can only cover **twelve days per school year**. After the twelfth note/excuse, the school administrator will request medical/doctor excuse(s) for additional absences. In unusual cases, extenuating circumstances will be considered.

No student can participate in any extracurricular activity if they are not present at least half of the school day unless they have written approval from the Principal. **(Also see Competitive Interscholastic Activities & Contests on pg. 19 )**.

**Absentee Admittance:** When a student has missed all or any portion of the school day for sickness, doctor/dentist appointment, etc., he/she must bring a parent note or legal documentation which states the reason for the absence and is signed by his/her parent/guardian. A parent note should state the date of the absence, reason for the absence, the student's name, parent's name(s), advisor's name, and home/work phone number(s) of the parent. This note is to be taken to the front office or Student Services upon the student's return to school.

Students who fail to bring a note or with an unexcused reason will be given an unexcused absence until an excused note is provided. A student has four (4) days to bring in a note excusing his/her absence. If a note is not brought, the absence will remain unexcused and the student may be written up for skipping. Any work or tests that were missed due to an unexcused absence can be made up. Student absences will be cleared in Infinite Campus; thus teachers and parents will be able to see when notes have been cleared. **(Also see pg. 25 for Checking In/Out Procedures.)**

**Attendance Letters:** Attendance letters are sent on the 4th, 8th, and 10th absences. These letters are to inform parents of their child's absences in a given class.

**Attendance Appeals:** The State Board of Education and Lee County Board of Education have set a maximum limit on absences from an instructional period at 10 days per semester. At the end of each semester, students will be notified if credit is denied due to exceeding the attendance policy. Students being denied credit are NOT excused from attending the scheduled class time. Disciplinary action may be taken if this policy is not followed.

Parents and students will be notified by letter, if a student will be denied credit due to exceeding the attendance policy. Any student, parent or legal guardian who wishes to appeal for credit should do so by the deadline stated in the letter to the Attendance Appeal Committee of the school. Lee County High School realizes that at times there may be extenuating circumstances involving absences (communicable diseases, hospitalization, etc.). Documentation, in the form of a letter from a doctor, stating an ongoing medical condition and that absences exceeding the attendance policy are necessary should be included if it so applies. The Attendance Appeal Committee (AAC) will review the information and determine if credit will be granted or denied due to extenuating circumstances. Parents will be notified by a letter if the appeal is granted or denied. If the parent or student is unhappy with the outcome of the school-level appeal, he or she may appeal to the Superintendent of Lee County within 20 days of the denial letter. If further appeals are necessary, students may appeal to the Lee County Board of Education and ultimately to the Georgia Board of Education. For more detailed information regarding further appeals, refer to Board Policy descriptive code IHE on the system website. Failure of student or parent/guardian to request an appeal shall be sufficient reason for sustaining the loss of credit.

Students who transfer into LCHS from another accredited school will have their number of absences transferred to LCHS.

**Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1) Juvenile Sub-Section 20-2-701. Please contact Lisa Bailey, System Social Worker/Attendance Officer at 903-2100 to discuss this law and its consequences. Also see Lee County School System Code of Conduct.**

**Early Dismissal:** Early dismissal may be granted only to students in the supervised work/study program, Post-Secondary Options, Early Release or 5th year seniors with administrative approval. Students on early dismissal must be out of the school building and in the process of leaving campus before the tardy bell rings for the next period. Students remaining on campus during work-study periods must remain in the assigned classroom the full class period(s).

**Non-Instructional Activities:** Students are allowed a maximum of ten days (60 hours) for school sponsored activities as authorized by GA DOE Rule 160-4-2-16. Such activities must be sponsored by the GHSA or a recognized educationally related local, state, regional, or national organization or college visitation/scholarship competition. Students are not counted absent for participating in non-instructional activities (NI days), but are responsible for all assignments or makeup work.

**Approval of Additional School-Sponsored Non-instructional Absences:** The Board of Education will observe the following procedures for the evaluation and approval of individual absences beyond the maximum ten days (60 hours) allowed for school-sponsored non-instructional activity.

- a. A written request for absence shall be submitted by the student through the school principal or his or her designee 30 days in advance of the anticipated date(s) of absences. Under emergency circumstances, the Superintendent may waive the 30-day requirement.



- b. The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the first ten days of absences due to school sponsored non-instructional activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally beneficial to the student.
- c. The school principal will verify the reasons for the ten allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.
- d. The Assistant Superintendent will evaluate the student's request and the principal's recommendations and either approve or deny the request.

**Post-Secondary School Visits:** Juniors may be allowed up to two days for college or vocational school visits and four days for seniors. Local area post-secondary schools are not to be included. For a post-secondary visit to be counted as an NI (non-instructional day) not an absence, the student must obtain permission 3 days prior to the visit, return the completed post-secondary school visit form to Mrs. Michelle Hoover before leaving, and bring written documentation back from the school visit. If any of the three requirements above are not met, these days will be unexcused absences. The student is responsible for all assignments when a NI day is taken. The NI form is available on the Lee County High School website under Parents and Students, then Graduation information.

**Tardies:** A student is considered tardy if the student is not in the teacher's classroom when the tardy bell ends. All cases of unexcused tardiness are considered discipline issues. The classroom teacher will take appropriate disciplinary action for each tardy by following the LCHS tardy policy.

The LCHS tardy policy is applicable to the number of unexcused tardies accumulated per semester. Teachers will close doors upon completion of tardy bell ringing

- 1-2 tardies Warning
- 3<sup>rd</sup> tardy Teacher- assigned Lunch Detention
- 4<sup>th</sup> tardy Teacher- assigned Lunch Detention/Parent contact(noted in IC)
- 5<sup>th</sup> tardy Teacher inputs SWARM/Counselor Referral
- 6<sup>th</sup> tardy Discipline referral-Before/After School Detentions-Parent contact
- 7<sup>th</sup> tardy Discipline referral- Sat. School
- 8<sup>th</sup> tardy Discipline referral-1 day of ISS and loss of good standing
- 9<sup>th</sup> tardy Discipline referral-2 days ISS
- 10+ tardies Discipline referral-administration discretion

## **LEE COUNTY SCHOOL SYSTEM CODE OF CONDUCT**

- We believe that instruction will occur in an environment that is conducive to learning. Effective instruction requires order and discipline, which will be maintained at all times.
- The Code of Conduct is designed to assist the faculty and administration in maintaining a satisfactory environment of standardizing procedures for administering disciplinary actions. This code will apply to all LCHS students when they are under the supervision of LCHS employees, including all school-sponsored activities at and away from school.
- Each teacher will form a classroom discipline plan that outlines expected behavior and conduct.
- Rules, regulations, and due process are designed to protect all members of the educational community in the exercise of their rights and responsibilities. The purpose of issuing this code of conduct is to acquaint students, parents/guardians, and others with some of the rules and regulations of LCHS. This document is not intended to be all-inclusive. It will be used by school administrators after teacher intervention has proved ineffective. Student actions not listed, which disrupt the normal educational process, will be handled in a similar manner. In the event that multiple offences occur simultaneously, the administrator will exercise his discretionary authority in establishing disciplinary action for each student involved.

Actions which are gross violations of the code of conduct, school rules, or so disruptive in nature as to shock the conscience can result in immediate suspension from school and a possible recommendation to the discipline tribunal. Violations of this code of conduct may also result in denial of school privileges such as field trips and other school sponsored activities.

- Students assigned OSS (Out of School Suspension) for most offenses will have the option for making up work at 70% credit. Students should complete make-up work to ensure academic progress. The student is responsible for making the arrangements with each subject teacher for make-up work. If arrangements are not made or work is not completed, grades will then be closed on missed work, and any incomplete work will be recorded as a zero. Assignments that have been assigned over a period of three or more days prior to the student's absence are due according to the teacher's specifications to the class. Also, during the time of suspension, the student is not allowed on any LCSS campus/property and may not attend any school activity or school-sponsored event. (Note: Any student accumulating 10 days of ISS in one semester may automatically be assigned OSS for subsequent referrals during that semester.)

### **EXTRA-CURRICULAR ACTIVITIES**

Students elected to leadership positions in all extracurricular and/or student government organizations are recognized as leaders and role models. Therefore, exemplary conduct on and off school campus is expected by the school administration, staff, and fellow students, as well as the community. Illegal or inappropriate behavior will be subject to administrative action, which may include suspension or removal from elected office or denial of privilege to run for elected position. The Executive Committee of the GHSA passed the following statement on sportsmanship:

*"Interscholastic athletics are an integral part of the educational curriculum and experience. High school athletics promote the character development of the participants, enhance the educational mission of schools, and promote civility in society. Therefore, student-athletes, coaches, spectators, and all others associated with high school activities programs should adhere to the fundamental values of respect, fairness, honesty, and responsibility. These values should be established as a priority among all GHSA member schools."*

### **LEE COUNTY ATHLETIC STATEMENT (Enrollment)**

Welcome to Lee County High School. Please read the following if you desire to participate in our interscholastic activities. You are eligible only if you:

1. had a bona fide move and are living within our school district boundary
2. attended school last semester
3. passed 2.5 Carnegie units the previous semester
4. have earned Carnegie units that count toward graduation
  - entering 9<sup>th</sup> grade/ 1<sup>st</sup> year of high school = all students are eligible
  - entering 10<sup>th</sup> grade/ 2<sup>nd</sup> year of high school = at least 5 credits
  - entering 11<sup>th</sup> grade/ 3<sup>rd</sup> year of high school = at least 11 credits
  - entering 12<sup>th</sup> grade/ 4<sup>th</sup> year of high school = at least 17 credits
5. have been in high school no more than four consecutive years after first entering ninth grade
6. have not obtained your 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation
7. have completed a physical examination during the past 12 months
8. were not ineligible at the previous school for academic or behavioral reasons
9. are not a professional athlete in the sport you wish to participate

Our school's eligibility policies are available upon request.

## **LEE COUNTY ATHLETIC STATEMENT (Withdrawal)**

### **ATTENTION: BEFORE YOU WITHDRAW, READ THIS INFORMATION**

Lee County High wishes you success and good fortune. If you are planning to transfer to another high school in Georgia and be eligible for competition in competitive events, the Georgia High School Association has asked that we make you aware of the following information.

**You will be INELIGIBLE for participation if you:**

1. transfer enrollment to the new school without a corresponding move by your parents and all immediate family members into the new school service area
2. did not attend school last semester
3. did not pass 2.5 Carnegie units, or the equivalent, toward graduation, the previous semester
4. have not attained the required number of accumulated units for years in school
5. have been in high school more than four consecutive years after your first entry into ninth grade
6. have attained your 19<sup>th</sup> birthday prior to May 1<sup>st</sup> preceding the year of participation
7. have not completed a physical examination during the past 12 months
8. are a professional athlete in the sport you wish to participate
9. if you are currently on out-of-school suspension, in alternative school for disciplinary reasons, or have been expelled by the previous school

**To be eligible to practice or compete against another team or opponent at your new school, you must:**

1. Meet all the above Georgia High School Association eligibility requirements

If all requirements are not met, your new school may apply for a waiver of the eligibility rule not met in the case of a true "Hardship" situation. (See Georgia High School Association Constitution and By-Laws for procedure).

**Competitive Interscholastic Activities and Contests:** Students participating in competitive interscholastic activities by the Georgia High School Association must comply with all eligibility requirements including passing five subjects in the semester immediately preceding participation and be on track to graduate. These subjects must carry credit toward graduation or grade promotion. Summer school is an extension of the second semester. Students not meeting this requirement will be ineligible for one semester. Ineligibility will continue until the student passes five subjects in the semester prior to participation and meet on track requirements. Students must be present at least half of the day to be counted present and to participate in extra-curricular activities, including practice. Students who have been assigned ISS or OSS may not participate in practice or games/matches until all ISS/OSS days have been served. OSS officially ends at the beginning of the next school day after the OSS term is complete. Approval in advance of an absence by the Principal may be an exception. Students owing dues/fees for participation in one extracurricular activity will not be eligible to participate in another activity until the financial obligations are met.

**CLUBS AND ORGANIZATIONS:** Clubs are an important part of the extracurricular offerings of this school and students are encouraged to join at least one of the school clubs. It is also feasible that membership in too many clubs and activities might have a detrimental effect on education for some students. Students may hold office in no more than two clubs.

Guidelines for the no pass/no participate policy will be enforced. No school club/organization or student shall participate in hazing or any type of initiation activity. Involvement in such activity shall be subject to disciplinary action by the administration (as prescribed by the state law). If parents wish to be informed of their child's involvement in any club or organization, the request form must be signed.

Each club may have its own code of conduct that club members must follow in order to remain a member in good standing. Some clubs and organizations may follow National or State rules and regulations. All information regarding a club's or organizations specific rules will be shared at the initial meeting of the current school year.

Please note that in addition to the specific club/organization rules, the LCSS Code of Conduct applies to all clubs and organizations as well.

The following clubs/organizations are available for student membership:

**AMNESTY INTERNATIONAL** seeks to ensure that all people - no matter who or where - enjoy human rights. One of the world's oldest human rights organizations, AI has been awarded the Nobel Peace Prize for its research, mobilization, and advocacy work. At Lee County High School, students pursue AI's national and international goals while adapting the organization's mission to the local community through volunteering and other service projects. The club's unofficial motto: "Think globally, act locally."

**ART CLUB** is a space to provide an opportunity for creativity, learning and growing in Visual Arts. We will learn the basics of art, have themed months, group projects to benefit the school and other organizations, upper and lower classmen peer art groups for growth, visit art museums, and sell artwork.

**BETA CLUB** is an honor group whose purposes are to stimulate effort, reward achievements, recognize leadership and promote scholarship. Membership is by invitation only. Invitations will be issued to students in their sophomore and/or Junior year. The invitation is based on grades from the previous year. Qualifications for invitation are:

1. Be pursuing a college preparatory seal
2. Have an overall yearly average of "A" for each subject (based on semester averages—I.E. 88 1st semester and 92 2nd semester= 90 for the year. Thus the student earns an A for the year).
3. Be in good standing behaviorally based on teacher recommendations and/or discipline referrals.

**DECA** is open to students enrolled in marketing. DECA is a national organization that helps students develop professional and social skills that will lead them to successful careers in professional marketing, management, and business ownership.

**DRAMA CLUB** is the student booster organization for the LCHS Theatre Arts Program. Members of the club support the work of the theatre program by volunteering time and talent to the program's many productions and projects. Members are eligible to participate in members-only events throughout the year.

**EVERGREEN** is a student-founded, student-led organization with the mission of raising awareness of environmental issues, their solutions, and to work toward a greener LCHS. Members volunteer at Chehaw and the local animal shelter, run an "environmental tip of the week" on morning announcements, educate club members and fellow students on environmental issues, make posters to raise awareness, and have expanded LCHS's plastic bottle recycling program.

**EXCEL** is to make Lee County High School a volunteer oriented school, to raise awareness and educate LCHS on the importance of volunteering and child abuse, and to participate in community service within our community

**EXPLORERS** is an organization for students interested in pursuing a profession in emergency services. Sponsored by Emergency Services of Lee County.

**FBLA** (Future Business Leaders of America) purposes are to create a better understanding of the business world and to encourage young people to enter this field. Membership is open to any student enrolled in a business course.

**FCA** (Fellowship of Christian Athletes) members shall endeavor to know more about Jesus Christ and His way of life, to be active in His church, to strive to be Christian in their personal life and to share their convictions with others.

**FCCLA** (Family, Career, and Community Leaders of America) is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family members, wage earner and community leader, members develop skills for life through character development;

creative and critical thinking; interpersonal communications; practical knowledge; and career preparation. Membership is open to those students enrolled or having been enrolled in any Family and Consumer Science class and Early Childhood Education classes.

**FEA** (Future Educators Association) is open to any student interested in becoming an educator. Involvement in this club gives students opportunities to work with children of all age groups. FEA provides service to the community, as well as the schools in the system.

**FFA** is a national organization dedicated to preparing members for leadership and careers in the science, business, and technology of agriculture. Membership is expected from all students who are enrolled in Agriculture education classes.

**FGE**(Future Georgia Educators) As the state's largest professional organization for educators, PAGE is proud to sponsor Future Georgia Educators. Our goal is to help identify, recruit, prepare and retain the next generation of Georgia's teachers.

**GEORGIA AMBASSADORS** is a student organization with the purpose of educating and informing Lee County School Students on the elections and voting process, raising awareness and educating LCHS on the need for community service, conducting community service projects, and participating in elections and voter registration activities within our community

**GHSA BASS FISHING** is a state championship co-ed event open to all GHSA schools in all classifications.

**HOSA** (Health Occupations Students of America) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students enrolled in HSTE programs. HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry.

**INTERNATIONAL THESPIAN SOCIETY** is the honor society for high school theatre students. Students are invited to membership in the society upon accumulation of 100 hours of service to the theatre arts in their school and/or community. Thespian induction ceremonies take place each winter and spring. The LCHS Thespians of Troupe 5297 participate in state and international Thespian events and projects throughout the calendar year.

**Ivy Aesthetics** seeks to foster a safe haven for creativity, imagination, and aesthetics. In Ivy, creative personalities will hone their aesthetic abilities, develop bonds with the community, collaborate with others like themselves, and utilize their visionary minds for the overall betterment of the community. From themed photo challenges to incredible DIY projects, everyone is bound to fall in love with aesthetics.

**Lee County NAACP High School Chapter** - This invitation-only organization mentored by professional women helps young ladies realize their full potential and build confidence by exposing them to community issues and opportunities. We hope to engage the members with various activities to help expose them to different experiences that will give them the opportunity to acquire a sense of responsibility, self-worth, and a personal desire for greater achievements.

**Lee County Female Minority Mentoring Program** is an invitation only organization mentored by professional women who help young ladies realize their full potential and build confidence by exposing them to community issues and opportunities. We hope by meeting with these young ladies monthly doing different activities, taking them on college tours, and career shadowing opportunities will help expose them to different people, places, and experiences that will give them the opportunity to acquire a sense of responsibility, self-worth, and a personal desire for greater achievements.

**LOGIC** is open to any student interested in getting together to play logic, strategy or creative games during the normal club rotation.

**MATH /ACADEMIC TEAM** is open to students in academic competition. Most competitions are math, but a few include social studies, natural sciences, art, music and written essays. The team attends approximately six

competitions per year at various Georgia and Alabama colleges. Students meet after school to practice math, ciphering skills, and other categories specific to the next competition.

**MODEL UNITED NATIONS** also known as Model UN or MUN, is an extra-curricular activity in which students typically roleplay delegates to the United Nations and simulate UN committees. This activity takes place at MUN conferences, which is usually organized by a high school or college MUN club. Thousands of middle school, high school, and college students across the country and around the world participate in Model United Nations, which involves substantial researching, public speaking, debating, and writing skills, as well as critical thinking, teamwork, and leadership abilities.

**NAHB** (National Association of Home Builders) represents the largest network of craftsmen, innovators and problem solvers dedicated to building and enriching communities. Operating at the local, state and national levels, the NAHB strives to protect the American Dream of housing opportunities for all, while working to achieve professional success for its members who build communities, create jobs and strengthen our economy.

**NHS** (National Honor Society) Students in 10<sup>th</sup>-12<sup>th</sup> grades are invited to apply for membership based on the cumulative weighted GPA (during the last half of the 1<sup>st</sup> semester or first half of 2<sup>nd</sup> semester). The required GPA depends on the grade level at the time the invitation to join is extended: 10<sup>th</sup> —4.2, 11<sup>th</sup>—4.0, 12<sup>th</sup>—3.8. In addition to academics, NHS focuses on leadership & service characteristics. All invited students who complete the application will be voted on by a faculty committee. Members must maintain a 3.8 weighted GPA and exhibit high moral & ethical values in order to keep their membership active. Seniors, who maintain their active status, wear a NHS medallion during graduation.

**NTHS** (National Technical Honor Society) The National Technical Honor Society is America's highest award for excellence in career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Students are nominated for affiliation by their CTAE instructors and invited to join for local, state, and national benefits and recognition as outstanding participants in career technical education. Honor cords are worn at graduation symbolizing their national affiliation.

**QUILL & SCROLL** is a journalistic honor society open by invitation only to juniors and seniors involved in newspaper journalism or yearbook journalism.

**ROBOTICS** is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

**SADD LCHS CHAPTER-The Butterfly Effect** (Students Against Destructive Decisions) the mission is to reach out to our peers about critical everyday issues: Underage Drinking & Drug Abuse; Risky, Distracted and Impaired Driving; Teen Violence and Suicide, and other destructive activities. The Butterfly Effect is the scientific theory that a single occurrence, no matter how small, can change the course of the universe forever. LCHS SADD is funded by a grant from the Governor's Office of Highway Safety and provides our students interaction with the Lee County Law Enforcement's Re-Enactment Team. School Adviser is Haley Mims and community adviser is Patsy Shirley with Lee County Family Connection.

**SERTEENS** has been established to promote healthy lifestyles among teens. The club is open to students ages 11-19 who are motivated to improve their world through service to the community. Sponsored by the area SERTOMA CLUB.

**SGA** (Student Government Association) is an elected position organization. Each class elects a president, vice president, and secretary/treasurer to represent the members of the electing class with regard to student-led school-wide improvements. Each class also selects a classroom SGA representative who, along with the elected officers meets to decide on class service projects. Meetings are held after school, once a month.

**SIGN LANGUAGE CLUB** is made up of students, family members of students, and staff of the Lee County School System. Signing made Easy by Butterworth and Flodin is included with a \$20 new membership fee. Returning members fee is \$5. In addition to learning signs to develop skills in communicating with the deaf and

hard of hearing, our club participates in several community service events. Meetings are held twice per month, after school.

**SKILLS USA** is open to students enrolled in DCT, T & I, and Health Occupations. Skills USA is a partnership of students, teachers, and industry representatives working together to ensure that America has a skilled workforce. It is a national organization serving teachers and high school and college students who are preparing for careers in technical, skilled, and service occupations, including Health Care Science.

**SPANISH HONOR SOCIETY** promotes understanding of the Spanish language and culture and is open to outstanding Spanish students.

**S.M.I.L.E. CLUB**'s purpose is to build lasting relationships between students in a normal educational setting and in self-contained classrooms and to help create peer mentors within the student body.

**STEM-GEM** is women in Science, Technology, Engineering, and Math inspiring girls towards STEM careers and working to close the gender gap.

**TRI-M NATIONAL MUSIC HONOR SOCIETY** is the international music honor society for high school students. It is a service organization that is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Membership in Tri-M is by invitation only and is open to current music students with high musical and academic achievement.

**YOUNG LIFE** is a non-profit organization that reaches out to nearly 1.5 million middle school, high school and college students in communities across the United States and around the world. Young Life provides role models, safe activities and a sense of significance to these students. Founded in 1941 by a young pastor with a passion for the students in his community who had no interest in Christianity, Young Life offers kids: The friendship of adults who take the time to relate to kids in their world. A chance to gather and have fun in a safe setting outside of school. An opportunity to consider the basic claims of the Christian faith in a non-threatening setting.

## **MILITARY RECRUITMENT**

Congress recently passed legislation that requires high schools to provide access for military recruiters to secondary school students and directory information on these students (REF: No Child Left Behind and NDAAFY 2002). If any parent does not want to have his student's phone number or address released for recruitment purposes, please sign and return the waiver form.

Upon entrance into the school, recruiters will need to obtain permission from an administrator to remain on campus. Students will not be allowed out of academic classes unless authorized by an administrator.

**Outside Agencies:** Jostens, BPI, Photography by Design and other school related businesses sometimes need student contact information in order to contact parents, guardians and students in regards to yearbook information, senior pictures, and school-related events. If you do not want these companies to have access to your information for school-related reasons, please sign the appropriate spot on the acknowledgement/waiver form that is distributed at the beginning of the school year.

## **SCHOOL POLICIES AND PROCEDURES**

Lee County High School is a school of excellence. Our expectations are that all of our students will be first-rate in their manner of conduct in and around the school. Be proud of our school and our community, and do your part to make our school better. In short: be part of the solution rather than the problem.

**After School Hours:** Students should make transportation arrangements prior to school being dismissed. Students should be out of the building and off campus by 3:30 unless they are under the direct supervision of a teacher. The school is not responsible for students left on campus without appropriate adult supervision.

**Announcements:** Announcements may be made via the closed circuit TV network or the public address system. If a student wishes not to have his picture disclosed on any video announcements, please sign and return the waiver form.

**Assemblies:** Assemblies and pep rallies are held for several purposes: to teach, to entertain, to honor, to promote school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected of the audience. The members of the audience should respect the rights of the performer or speaker and be courteous at all times. Students are expected to follow assembly instructions as given to them by a teacher or administrator, honor and respect the dignity of the program, avoid talking, yelling, clapping or indicating your approval/disapproval when such is not appropriate. Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them. Some assemblies are optional.

**ACT:** The ACT is offered twice per school year to a maximum of 100 students on the LCHS campus. Students must have a 3.0 GPA in order to take the ACT on campus and must pay to take the test on the LCHS campus. No waivers are granted for this on-campus test. Students will be dismissed from testing for any testing irregularity and the testing fee will not be reimbursed.

**ATM:** An Automated Teller Machine is available to LCHS students and the general public. The machine is located in the main lobby of the school at the entrance to the gym. The machine dispenses money in \$10 increments and charges a \$2 fee for each transaction. (The ATM is a service provided to the student body by the LCHS Theatre Arts Program.)

**Book Bags:** LCHS allows students to carry non-colored, clear book bags ONLY into and out of the school building before and after school. Allowing clear book bags in class is the teacher's decision and the administration will support the decision of each teacher on the matter. However, to keep classrooms free of clutter, it would be best for students to put all excess belongings, including extracurricular and PE clothing, in the appropriate location or locker before entering class in the morning. Purses being carried should not be used to carry books and must be considerably smaller than the size of a backpack. An acceptable-sized purse should be too small to carry a textbook, and will be determined by building administration.

**Bus Regulations:** Students are only permitted to ride their assigned bus. When space is available, extra riders may be allowed to ride an unassigned bus. The school must be given **one day's notice** to check availability for extra riders. Parents must provide written permission for their child to ride an alternate bus. The parent's name, the address of the location where their child should be dropped off, and a day time phone number of the parent of the student their child is accompanying must be provided. This information must be signed by a school official and a copy must be provided to the bus driver.

**Career Center:** Lee County High School's CTAE Department has a career resource computer lab for teachers' and students' use. This lab has a full time coordinator to assist with career inventories, resume writing, and career research. Students can take advantage of many college and career resources, sign up for technical college admissions tests, ASVAB testing, and get information about summer employment or Work-Based Learning. Guest speakers and computer training are also part of the activities available in the Center. We welcome the entire school to take advantage of the resources available. See the Career Center Coordinator for assistance

**Care of School and Personal Property:** Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure property, break windows, paint graffiti, litter, or do other damage to the school, personal property or equipment will be required to pay for the damage,



clean it, and/or replace the item. Students should limit items brought to school to those items necessary for school activities. Students are also discouraged from bringing large sums of money or other valuable items to school. The school is not responsible for items brought to school that are lost or stolen. Thefts should be reported to an administrator and/or the School Resource Officer to aid in recovery.

**Checking In and Out:** If a student reports to school after 8:15, he/she must sign in, and receive admittance slip before being admitted to class. Students have **four days** to bring in a parent note, medical documentation or legal documentation to receive an excused admittance slip. The student will report directly to his/her next class. Before a student can check out of school due to an emergency, illness or injury, the parents/guardians must be contacted by telephone, and either a secretary or administrator must speak with parents/guardians before the student is released. **When a student knows in advance that he/she must check out, such as a doctor's appointment., he/she should bring a note from his/her parent/guardian. This note should be presented to Student Services or the front office before school.** Please include the student's name, reason for dismissal, time of dismissal, and guardian contact name and number. **Students will not be allowed to check out with a parent phone call.** Either the student needs to bring a note or the parent must come to the school to check the student out. When approved for release, the student will sign out on the computer in Student Services or the front office. **Students will not be allowed to check out after 2:45 without a medical note or an emergency.**

Parents who come to school to check out their student should do so in the front office. Parents will sign their student out on the computer in the front office. Georgia Law permits school authorities to release students only to their parents, legal guardians, or to persons properly identified by parents/ guardians such as an aunt, uncle, older siblings, grandparents, etc. to school authorities in writing. Parents/Guardians can list the name(s) and phone number(s) of such authorized person(s) as requested on their student's medical history and emergency information cards. **(Also see Attendance Policies on pages 15-17).**

**Closed Campus:** LCHS operates a closed campus. Students must remain on the school grounds from the time of arrival, (even if class has not started), until the time of dismissal. Students leaving the school grounds must sign out through the office. Students may only return to campus if they have medical or legal documentation. Upon return to the campus, students will be expected to sign in through Student Services. Students improperly leaving campus during the school day will be subject to disciplinary action.

**Closed Campus at Lunch:** Students are not allowed to leave campus for lunch and return unless administrative approval is given for extenuating circumstances.

## **DRESS CODE - LCHS**

Cleanliness of persons and appropriate apparel is expected as a matter of health and aesthetics. The dress of students must be in good taste, appropriate for school activities, in accordance with the school rules, and not be disruptive to the learning environment. LCHS's dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. Lee County High School does not permit revealing clothing. Administrators have the final authority in all judgments related to dress and hygiene.

### **Dress code regulations:**

- Halter-tops, tube tops, crop tops, midriffs, tank tops, see-through and backless shirts, spaghetti strap tops, and shirts with sleeves cut out are not permitted. All clothing should be non-revealing in the chest area and midriff area whether standing or sitting.
- Clothing with holes in inappropriate areas or areas that prevent the garment from meeting guidelines for shorts and skirts is prohibited.
- Athletic wear may be worn provided that it meets the requirements listed throughout other dress code regulations.
- Shorts, dresses and skirt hemlines should be within 3" of the top of the kneecap bone when worn properly at the waist and when standing upright. A 3" maximum is allowed above the knee for slits in skirts and dresses.

- Any skin tight pants (which are footless and opaque) may be worn but only with a top that reaches the thighs.
- Pants, shorts, and skirts are to be worn properly at the waist.
- Proper undergarments must be worn at all times and should not be visible.
- Sleep attire including flannel sleep pants, nylon pajamas and bedroom shoes/slippers are not allowed. Pillows and blankets are not appropriate for a classroom setting. Do not bring them.
- Hats, caps, and bandanas are not appropriate attire for school. These items must be stored in lockers at the time of arrival to school. None of these items can be worn on the patio, at PE/Weight Training, or during any type of class. Students violating this policy may have them taken up by teachers or administration and are subject to disciplinary action.
- Clothing or personal belongings displaying alcohol, drugs, tobacco, illegal substances, or gangs including symbols, logos, or trademarks is prohibited.
- Clothing or personal belongings displaying obscene, vulgar, inflammatory, derogatory, or suggestive language, gestures, or pictures is prohibited.
- Sunglasses, chains, and dog collars are prohibited.
- Trench coats and body length coats are not allowed.
- Proper shoes must be worn at all times.
- Any item that is a safety concern or disruptive to the learning environment will be handled appropriately.

#### **APPROPRIATE ATTIRE:**

- Clothing made of non-see-through material that is loose fitting and without holes. The body should be covered from the neckline to the top of the kneecap bone. (A tolerance of 3 inches will be allowed to accommodate students with different body proportions.)
- Pants or jeans
- Skirts, dresses, or shorts that meet the length requirements.
- For lab classes, such as Chemistry, Anatomy, Physical Science, Biology, Physics, Metals, Ag., and Construction, shoes that cover the feet entirely (no flip-flops, open-toed or backless shoes) and legs should be covered completely. Other specific clothing requirements will be covered in individual classes. Safety glasses are required in lab settings.
- Specific clothing requirements will be given for PE courses at the beginning of each semester.

**CONSEQUENCES FOR DRESS CODE VIOLATIONS:** In all instances a change of clothing will be required. If the student is unable to obtain a change of clothing, he/she may be placed in ISS for the remainder of the day."

1st offense	Warning
2nd offense	1 detention
3rd offense	3 detentions
4th offense	1 day Saturday School or ISS + parent contact
5 <sup>th</sup> offense +	Saturday School / ISS + parent contact

#### **Driver's License/ Certificate of Enrollment**

Signed into law on April 16, 2015, SB100 changed the Teenage and Adult Driver Responsibility Act (TAADRA) requirement for schools to certify that a minor's attendance pattern and discipline record permits the student to obtain a Georgia learner's permit or driver's license. Schools are simply required to certify that a student is enrolled in and not expelled from a public or private school. Students will no longer have their license suspended for excessive unexcused absences or discipline infractions. There will be a \$5.00 fee for the notarized verification of enrollment for the issuance of driver's license mandated by the Department of Public Safety. Students who

need a Certificate of Enrollment should sign the book provided in Student Services. The Certificate of Enrollment will be issued on Friday mornings. The Certificate of Enrollment is only valid for 30 days.

**Electronic Devices (EDs):** LCHS is a "BYOT" (Bring Your Own Technology) campus. While students may possess and use EDs on campus for instructional purposes, they should understand that there are appropriate and inappropriate uses of EDs (explained in the BYOT manual). Telephones are available for use in the office before and after school and in extreme emergencies. Only in extreme cases such as family emergencies and/or serious illness or death in the immediate family will the office give students telephone messages or allow them to use the office telephone. The school is not responsible for stolen or lost cell phones. Electronic devices may be used before school (until the 8:07 bell), after school (after the 3:15 bell), during the student's lunch, in the hallway during class change and during class at the teacher's discretion. Once entering class, students must meet the teacher's expectations on electronic devices. Inappropriate use of electronic devices will result in the actions described below.

1st offense	\$10 fine, picked up by student at the end of their school day
2nd offense	\$20 fine, picked up by student at end of their school day, parent/guardian contacted
3rd & subsequent	\$40 fine, must be picked up by a parent/guardian

**Electronic Cigarettes** or any other "vaping" devices and/or paraphernalia are not allowed. Possession and/or use of such devices will result in disciplinary action. The items shall be confiscated and are subject to testing by law enforcement.

**Fire/Disaster Drills:** Fire and/or disaster drills will be conducted throughout the school year and should be respected for protection of life. Instructions are posted in each room and teachers will inform students of proper procedures for evacuation and other procedures for your protection. **All drills are to be conducted as if there is an actual emergency.**

**Flower/Food Deliveries:** No flower, food or other deliveries for students are allowed at any time of the school year.

**Forgery:** Forgery is defined as intentionally providing false information to a school board employee including, but not limited to, student information data and the concealment of information directly related to school business. This includes the alteration of reports cards. Forgery is considered a Class III offense.

**Freeze Time:** During the first five minutes of class, students are not allowed out of class for any reason. This "freeze time" allows for classes to begin promptly and without disruption.

**Hall Passes:** Students should remain in class for the entire class period. Students should not be allowed to leave class except in an emergency. The teacher has the authority to determine if an emergency exists. When an emergency arises, the student will be issued a hall pass. In all cases when a student is in the hall during class, he/she must have a hall pass. Teachers have the authority to assign an appropriate disciplinary action, including detention time, for abuse of hall pass privileges. Written passes should be the only items used as passes.

**Hall Traffic:** Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups. Be considerate of others in the halls and classrooms by moving through the halls quickly and quietly. Students should use a conversational tone of voice and not make excessive noise, or engage in horseplay during class changes. Students should keep their hands to themselves, walk directly to their class in an orderly manner, and enter their classroom upon arrival.

**Health Records:** Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. For clarification see the Lee County Board Policy

**Instruction in Communicable Diseases/Sex Education:** As mandated by Georgia Law, LCHS will provide instruction in the communicable diseases with major emphasis on AIDS and will provide instruction in sex education. Parents will receive information from the instructor of this class. Parents who wish to make other

arrangements for educating their children in these areas may contact the child's teacher or a school administrator for counseling.

**Insurance:** School Insurance may be obtained on an optional basis. Students will be given insurance information on the first day of school. Students participating in career technical classes, the athletic program or other extracurricular activities are encouraged to consider school insurance. Lee County High School will not be responsible for medical bills incurred during these activities. Students are required to get release forms and permission forms signed by parents and returned to the school to be eligible for full participation in these activities. All athletes must have waivers signed by parents/guardians.

**Lockers:** Lockers are available for students to use for an annual nonrefundable fee of \$10.00. Lockers will be rented during the first week of school through the teachers. Students are not to share, swap, or decorate lockers. Students are responsible for cleaning out their lockers at the end of the school year. Items left in lockers will be thrown away or given to charity.

**Lost or Damaged Books:** LCHS administers a system of maintaining and controlling textbooks, library books, and media materials. Students are responsible for all materials issued to them by a teacher or media specialist. Lost or excessively damaged books must be paid for by the student to whom the book was issued. **Students will be required to pay full price for any textbook that is lost or damaged beyond repair, and \$10.00 for any textbook that must be rebound.** Textbooks, library books, and media materials represent a sizable financial investment for the school. LCHS will establish rules and regulations as it deems necessary for the care and protection of these materials. Any of the following consequences may result if a student fails to pay the designated amount for a lost or damaged textbook, library book, or media material:

- Refusal to issue any additional textbooks, library books, or media materials until restitution is made.
- Withholding of all grades, diplomas, records, or certificates of progress until restitution is made.
- Withholding/Withdrawing parking privileges.

### Lunchroom Policies

#### USDA has determined all students will receive Breakfast and Lunch at no charge, for SY 2021 – 2022

Free Lunch Forms: LCHS operates under a federal lunchroom program. Applications are provided to each student for their families to apply for free or reduced lunches. Applications must be filled out completely and returned for approval each year.

#### Meal Prices

Student Breakfast/Lunch.....	\$1.25/\$2.60	Student Reduced Breakfast/Lunch.....	\$.30/\$.40
Adult.....	\$1.50/\$3.60	Extra Milk.....	\$.50
		Adult tea....	\$.25

Students desiring to purchase an additional lunch must pay the adult price. Students are responsible for disposing of their trash properly and leaving their table and chair in an orderly arrangement. **Students are not allowed to leave campus for lunch.** Students may bring a lunch from home, but students may not send out for lunch, accept delivery of food from off campus, or enter classrooms after checking in with a bag of food. The parking lots are off limits during school hours. **(Also see Closed Campus Policy on pg. 25).**

Money paid to charge lunch may only be used to purchase school lunches.

Students will not be allowed to charge over \$11.50 for meals in the cafeteria. By allowing charges up to \$11.50, students will continue to receive breakfast and lunch for a reasonable grace period in the event they forget to bring their money. After students have reached their charge limit, they will receive an alternate meal consisting of a sandwich and milk. Although the Food Service program will make attempts to notify parents of account shortages, it is the responsibility of the parent to check account balances. Students that reach the charge limit of \$11.50, will not be allowed to pick up a breakfast tray. An alternate meal for breakfast will not be served. No more

than 5 alternate lunch meals may be served to students. Additional action will be taken if charges remain unpaid. The charge/no charge policy will be enforced to eliminate unnecessary debt within the School Nutrition Program. Federal Law prohibits anyone being in debt to a School Nutrition Program (OMB Circular A-87)

**Media Center:** The media center exists to provide intellectual and physical access to information and ideas in all formats and appropriate levels of difficulty. A major goal of the media center and the media center specialist is to foster a lifelong desire to read for both information and pleasure. The media specialist will assist students with their reading and research while in the media center. The media center is open for use between 7:30 and 4:00 each school day.

General Rules:

- Students must have a signed pass from a teacher to come to the media center during the school day or during their lunch period.
- Students may use the media center before or after school without a signed pass from a teacher.
- No food or drink is allowed in the media center.
- Please be considerate of others and refrain from talking loudly while in the media center.

Circulation Policy:

- Students must present their student I.D. card in order to check out books and/or computers.
- The loan period for circulating books is ten (10) school days.
- Students may have three (3) books checked out at a time.
- Materials may be renewed, if needed, for a longer period of time.
- The media center will circulate magazines overnight. Magazines must be returned before the end of the following school day.
- Students with an overdue book or magazine will not be allowed to check out additional materials until the late material is returned and the fine is paid.
- All books are due two weeks prior to the end of the school year.
- Each student is responsible for ALL items checked out on his/her card. Lending of I.D. cards for book check-out is forbidden. Lost or damaged books must be paid for by the student to whom the book was issued.

Computer Use:

- The media center has several computers for student use.
- Students must present their student ID card to check out a computer.

Damaged and Lost Material:

- Students will be held accountable for all damaged and lost media materials and equipment they use per Lee County Board of Education policy. Lost or damaged books must be paid for by the student to whom the book was issued.
- Students must pay replacement costs for lost library books.
- Students who return damaged books will be assessed charges depending on the type of damage (damage includes underlining, highlighting, bent pages, missing pages, moisture damage, etc.).
- If a book is damaged beyond usefulness while it is checked out, the student will have to pay for the cost of the book.

Fines/Fees:

- Overdue fines will be charged at the rate of \$.05/per day per book. The maximum fine for an overdue book is \$5.00.
- Students will be sent a notice of overdue materials.
- Students who owe library fines at the end of the year may lose their "Good Standing Privileges" for the following year until the fees are paid. Seniors who owe library fees at the end of the year will not be allowed to participate in graduation.
- Printed copies are \$.05/page.
- Color printer copies are \$.25/page.

**Acceptable Internet Use Policy for Students:** Lee County High School provides access to the Internet for all students, faculty, and staff. All students must have a current **Acceptable Use Policy for Internet Access** form,

located at the back of the handbook, signed and on file in the media center to use the Internet on any computer in the school. The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials. A student's activities while using the Internet in this school must be in support of education and research, and consistent with the educational objectives of the Lee County School System. In addition, a student accessing the Internet from a school site is responsible for all online activities which take place through the use of the Internet. When using another organization's networks or computing resources, students must comply with the rules appropriate for that network. The student agrees that the following actions (which are not all inclusive) constitute unacceptable use of the Internet, whether that use is initiated from school or any other site:

- Using impolite, abusive, or otherwise objectionable language in either public or private
- Chat rooms without teacher permission and supervision
- Placing unlawful information on the Internet
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes
- Using the Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists or individuals, and any other types of use which would cause congestion of the Internet or otherwise interfere with the work of others
- Using the Internet for commercial purposes or any personal business
- Using the Internet for political lobbying
- Changing, using, vandalizing or damaging any work, file or another account
- Sending or receiving copyrighted materials without permission
- Submitting materials copied from the Internet as one's own work
- Using Internet access for sending or retrieving pornographic material, inappropriate test files, or files dangerous to the integrity of the network
- Circumventing security measures on school or remote computers or networks
- Attempting to gain access to another's resources, programs, or data
- Vandalizing, which is defined as any malicious attempt to harm or destroy data of another user on the Internet, including the uploading or creation of computer viruses
- Falsifying one's identity to others while using the Internet
- Games or any program may not be installed on the computer.

**Misuse of Technology for Its Intended Purpose:** Students and parents must sign the Lee County School System Network agreement. Additionally, students are responsible for their actions and activities involving the network. Student's use of technology must be of an academic nature and intended to fulfill course requirements. Unacceptable use, as identified in Policy IFGBA and IFGBA-R, will be handled in accordance with school procedures. Students shall not possess or transmit any item that is disruptive to the school environment. Using technology for anything other than teacher approved educational purposes will not be allowed. **Please reference the Lee County School System Code of Conduct for further technology information.**

**Nurse's Office:** The Nurse's office is located on the 200 hall and is open from 7:45-2:00 daily.

**PBIS:** Lee County High School utilizes Positive Behavior Intervention Support (PBIS), which is a proactive, systematic application of evidence based strategies promoting and emphasizing positive behavior and a positive school climate while decreasing problem behavior. Various awards and prizes will be presented throughout the year to students who demonstrate positive behaviors.

**Parking Regulations:** Students are not allowed in the student parking lot during school hours without administrative approval. There is to be no loitering in the student parking lot. Upon arriving, students are to enter the school building. Students who violate this rule are subject to disciplinary action. Parking on the school campus is a privilege extended to LCHS students; however, LCHS reserves the right to prohibit a student from bringing a vehicle on campus.

For safety purposes, all student vehicles permitted to park on-campus must be registered with the school. Parking tags must be displayed on the designated area of the vehicle, and the vehicle (individuals who purchase the permit may use the permit). Violations will result in the revocation of the parking privilege of both parties, fines, and/or disciplinary action.

Traditionally, parking at LCHS has been a privilege for students in grades 10-12. In order to maintain that privilege, students must remain in good standing in school. The following regulations will be enforced for all students wishing to park on the LCHS campus:

1. *Students must be in **good standing (see pg. 33)** in school.*
2. If a student has parking violations, then he/she may forfeit the right to obtain or maintain a parking permit. A record of violations will be kept in Student Services. Examples but not limited to:
  - Leaving campus without authorization may result in the revocation of parking privileges for a semester.
  - Transporting another student off campus without authorization may result in the revocation of parking privileges for a semester
  - Skipping school may result in the revocation of parking privileges for 6 weeks.
3. The front student lot between the softball field and Highway 32 will be reserved for early release and partial schedule students only.
4. Failure to follow parking regulations may result in disciplinary action.
5. If a student parks on campus without a pass, a \$25 hold will be added to their student fees.
6. Students who have been sent to TLC as a result of a LCSS tribunal hearing are not allowed to ride to/from school with LCHS students. Also, these students are not allowed to drive and park at LCHS.
7. If a student receives a serious driving offense, the student's parking privileges may be revoked.

### **Driving/Parking Violations**

The traffic committee reserves the right to issue traffic violations and collect fines for each of the following first offenses:

- Reckless driving/speeding - \$25.00
- Parking in unauthorized area - \$5.00
- Loitering before or after school - \$5.00
- No permit visible - \$5.00
- Breaking in line/cutting across spaces - \$10.00
- Excessive noise/music - \$10.00
- Failure to follow directions - \$5.00
- Improper parking - \$5.00
- Other school violation - \$5.00
- Distracted driving with phone, food, etc in hand- \$ 10.00

For any second offense, the fine is doubled. For any third offense, parking privileges will be revoked for the remainder of the semester or 6 weeks, whichever is greater. A student receiving a ticket should remit payment to the front office within 30 days. Failure to settle parking fines will result in revocation of parking privileges for the remainder of the semester or 6 weeks, whichever is greater. Provisions will be made for students who may have occasional emergencies. These students must see the administrator in charge of student parking.

**Plagiarism Policy:** Students must demonstrate honest and ethical choices when fulfilling academic obligations. The **LCHS Plagiarism Policy**, which students and parents receive at the beginning of each school year, is intended to make students and parents aware of the need to insure the academic integrity of each student's work. Student and parents are required to acknowledge receipt and understanding of the LCHS Plagiarism Policy with their signatures.

Plagiarism is the intentional or unintentional use of another person's ideas, opinions, or theories in one's own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized or paraphrased from other print or non-print sources. When a student knowingly submits someone's work as his own, he is guilty of intentional plagiarism. When a student fails to acknowledge the source of

information due to oversight or fails to provide accurate reference data for the source of information, he is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical.

#### Consequences for Violations of the LCHS Plagiarism Policy

- ✓ Direct copying of another student's work, an electronic text, or any print text and the submission of another person's work as one's own is a violation of the LCHS Plagiarism Policy and may result in a grade of 0 for the assignment.
- ✓ Any student who shares his or her work with another may be considered guilty of violating the LCHS Plagiarism Policy. Giving work to another so that it may be copied is a direct violation, and will be dealt with according to the guidelines set forth in the policy.
- ✓ Failure to provide accurate documentation of source material in a paper, speech, project, or presentation is a violation of the LCHS Plagiarism policy and may result in a failing grade for the assignment.
- ✓ Both intentional and unintentional plagiarisms are violations of the LCHS Plagiarism Policy.
- ✓ Any student guilty of intentional plagiarism may be disqualified from receiving Honor Graduate distinction, Senior Superlative honors, or membership in any school honor society, as well as disqualified from holding a class or school-wide office or participating in any co-curricular activities.
- ✓ Students enrolled in a class that utilizes turnitin.com should be aware that NOT submitting a paper to turnitin.com by the teacher-set deadline will result in a significant penalty to the grade or a zero grade as determined by the teachers who design and give the assignment. It is the student's responsibility to listen to and read all instructions in order to be aware of these determinations and deadlines.

**Prom:** Junior class officers are responsible for helping with Prom. Students may only purchase two (2) tickets for Prom. Students must have a minimum of 11 credits in order to purchase tickets. The price of the ticket is in lieu of Junior dues. Students are only allowed to purchase Prom tickets two times during their high school career. Individuals not enrolled at LCHS may not attend unless approved by the administration. Students that have been expelled or that are on long-term suspension (or those sent to TLC via a disciplinary tribunal) are not allowed to attend Prom. The Prom is a school sanctioned event and all LCSS rules and policies apply even when the Prom is held off campus. Attending Prom is a privilege and the student must be in **good standing (see pg. 33)** in school. The administration can deny any student's participation if deemed necessary. There is a dress code for this event. It is posted online and throughout the school building at the beginning of each school year. If a student fails to comply with the dress code, they will not be admitted into the Prom.

**Re-entry Students:** Students who have been out of school for 45 days or more will be required to have a conference with the principal or his designee to determine if re-entry is possible.

**Safety Glasses:** The wearing of safety glasses is required in all lab courses during potentially dangerous instructional activities, which are determined by the teacher. Students refusing to comply with safety glass regulations will face disciplinary action. The first pair of safety glasses will be issued in those classes in which they are mandated. Subsequent glasses will cost \$2.50 per pair.

**Schedule Changes:** Requests for schedule changes will not be granted after the drop/add date has passed unless there are extenuating circumstances. The principal must give final approval.

**Search and Seizure Policy:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.
2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property.



3. **Automobile Searches:** Vehicles parked on campus during the school day are required to be registered with the school and display the appropriate permit. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interiors of students' vehicles may be inspected/searched whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols, inspections, and searches may be conducted without notice, without student consent, and without a search warrant.
4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

**Students in Good Standing:** Certain privileges are extended to students in good standing including parking permit eligibility, and attending and/or participating in extracurricular/school sponsored activities, and participation in such activities as pageants and some extracurricular clubs and activities (ex. Games, Homecoming Dance and Prom). A student shall be considered "in good standing" when all of the following conditions apply:

- The student has no more than 10 absences to any class during the current semester
- The student does not have excessive tardies
- The student does not have repeated or serious disciplinary referrals
- No unfulfilled obligations or school debts, including but not limited to lost books, overdue library fees, parking fines, unreturned athletic equipment or other school owned property, unpaid financial obligations, or unserved detentions/ISS/OSS
- The student puts forth sufficient effort to be academically successful
  - On track with graduating class
  - Passing 5 of 7 classes the previous semester

**Telephones:** School phones are used to conduct business of the school; however, in emergency situations, injury or illness, students are allowed to use the office phones. The use of the phone should never cause a student to be late for class. Messages for students will be taken only in an emergency and will, in most cases, be announced during class changes or at the end of the day during afternoon announcements. A school official will monitor phone calls.

**Video Surveillance:** In an effort to maintain order and discipline on school property and in school vehicles, LCHS utilizes a video surveillance system. However, students do not have permission to tape teachers or other students without their consent. Violations will result in disciplinary action.

**Visitors:** Georgia Law prohibits visitors on a public school campus for social or nonessential reasons. Students are not to bring visitors to school with them or meet visitors around fringe areas of the campus during school hours. Violations of this rule could result in arrest of visitors and serious disciplinary action taken with students. Visitors with specific purposes are welcome and asked to check in with the main office. Visitors should use the front parking lot.

To promote uninterrupted instructional time and for the protection and safety of our students, we are following these visitation guidelines:

1. All visitors, including parents, are to stop in the office and receive a visitors' pass.
2. Appointments will be made for conferences and classroom visitation.
3. To prevent interruptions, younger children should not accompany parents during visitations.

**Withdrawals from School:** When a student withdraws from school for any reason, the procedure should be properly followed so the record will be clear. Students should have a parent-signed withdrawal form and return all books to the guidance office. Students must clear all fees owed to the Media Center, Cafeteria, and any other fees owed. Students should return his/her student ID and parking permit (if applicable). If a student leaves school without a clear record, the school will not forward transcripts or credits at any future time until the record is clear. Please note that at ten (10) consecutive unexcused absences a student may be withdrawn. Prior to accepting parental permission for a student to permanently withdraw from school, the principal or his designee will hold a conference with the student and parent/guardian within two school days of receiving notice of the intent of the student to withdraw from school.

## **SCHOOL SAFETY ZONE**

It shall be unlawful for any person to carry or possess or have under such person's control while within a safety zone (all property in, on, within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, school board and used for elementary or secondary education) or at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound. Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than 10 years or both. Reference O.C.G.A. 16-11-127.1

**This paragraph excludes any instruments used for classroom work authorized by the teacher and principal.**

The Lee County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### COMPLAINTS PROCEDURE

Complaints made to the Lee County Schools regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

- Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. Complaints may also be reported to a school counselor or administrator. If the complaint is oral, the coordinator, school counselor or administrator to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal or counselor, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
- If the alleged offending individual is the coordinator/administrator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
- The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
- If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
- The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

- If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
- Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
- The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
- This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated  $\exists$  20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
- The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
- No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
- The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations.