

WELCOME TO LCHS LIFELONG COMMITMENT TO HIGH STANDARDS

INTRODUCTION

As an educational institution, LCHS understands that the academic achievement of its students is of great importance. Of equal concern is the development of young adults into confident, educated and responsible citizens. It is to this end, and for good order and peace, that the guidelines and regulations contained in this handbook and those in LCSS handbook, apply. As needed, the directives of this book may be amended, deleted, or altered and made effective as such at any time as determined by the school administration. The purpose of this handbook is to give each LCHS student, parent, and any other interested person, an adequate and reliable source of information about our school expectations, regulations, purposes, practices, and organizations. Each parent and student should read this handbook to become aware of the expectations and responsibilities of LCHS students. It is important to note that at the time of publication of this Student-Parent Handbook, new guidelines and regulations may not have been finalized by the local Board of Education or the Tennessee Department of Education. When finalized, any such guidelines and regulations will be in full effect for the academic year.

LCHS CORE VALUES AND BELIEFS

1. All students have the opportunity to learn, achieve, and succeed.
2. A students' self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
3. Students and staff perform best when they are actively engaged in the learning process in a safe and comfortable environment.
4. Given a supportive and challenging learning environment, students learn to make appropriate decisions.
5. Teachers, parents, and the community share the responsibility for the support of the school's mission.
6. The presentation of cultural diversity increases student understanding of different people and cultures.
7. Challenging expectations increase individual student performance.
8. Exceptional students require special services and resources.
9. Heterogeneity enriches the learning and the teaching environment.
10. Students learn best when they have developmentally appropriate opportunities for success.
11. Instructional practices should incorporate learning activities that take into account differences in learning styles.

LCHS MISSION STATEMENT

Lawrence County High School is committed to building a legacy of excellence one student at a time.

LCHS VISION STATEMENT

The vision of Lawrence County High School is to provide a positive learning environment that will promote the development of productive citizens with a lifelong learning ethic, empowering them to meet their future challenges and opportunities.

FACULTY-PARENT COMMUNICATION VIA INOW STUDENT-PARENT PORTAL

In an effort to communicate student performance in a more effective manner, the Lawrence County School System provides parents with an internet-based system to communicate with teachers and administrators. For the 2019-2020 academic year, Skyward will be used to communicate attendance, grades, and other important information to parents. More information will be provided at a later date.

VISITOR INFORMATION

Visitors to Lawrence County High School are welcome during business hours which are from 7:45 A.M. until 3:30 P.M. Monday through Friday when school is in session.

ALL VISITORS MUST RECEIVE PERMISSION FROM THE SCHOOL'S ADMINISTRATION AND SUBMIT TO A BACKGROUND SCAN BEFORE ADMITTANCE TO THE CAMPUS IS PERMITTED. Our campus is a "CLOSED CAMPUS." All visitors must report to the Main LCHS Office immediately upon arriving on campus and before entering any other building.

What if a visitor wants to talk to a teacher?

Anyone who would like to meet with a teacher may do so by making an appointment during business hours. To make an appointment with any school official please call 762-9412.

What if a visitor wants to talk to a student?

No one is allowed to talk with a student except his or her parents or legal guardian. Visitors should not come to the school to see a student. Visitors who are on campus for this reason will be asked to leave. Visitors who fail to cooperate will be arrested for trespassing. Students, parents, or visitors who have questions concerning Lawrence County High School are encouraged to come to the office or call the school anytime during business hours.

DAILY ACADEMIC SCHEDULE (subject to change to reflect new guidelines and policies)

1st Block 8:00 - 9:15

2nd Block 9:22 - 10:45

3rd Block 10:42-12:15

Intervention/Lunch/Skinny Block

- 1st Lunch 10:35-11:00
- 2nd Lunch 11:00-11:25
- 3rd Lunch 11:25-11:50
- 4th Lunch 11:50-12:15

4th Block 12:22- 1:36

5th Block 1:43 - 2:58

At Lawrence County High School parental contact is both welcomed and encouraged. However, many times during the day the principal, assistant principals, and counselors are with students, in classrooms, or away from their desks assisting students, faculty, or staff with general school business. Therefore, when a call is placed and the individual does not answer immediately, please leave a message and the call will be returned as soon as he/she is available. Every effort will be made to return parental phone calls in a timely manner.

ACADEMIC EXPECTATIONS

Students are responsible for any and all academic work missed due to an absence. Students may be excused for the day or days of absences, but not from the material covered in class during the absence. Therefore, it is the student's responsibility, not the teacher's, for make-up work for all subject matter covered during his/her absence. All make up work is to be done in a timely manner which is noted in this section. Students will have three (3) days to make up work for an excused absence for 100% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed. Students will have three (3) days to make up work for an unexcused absence for 70% credit. If a student is absent for three (3) or more consecutive days, the teacher will determine the time allotted for work to be completed. Students who are absent from school or classes, but were notified in advance of exams to be given, due dates for projects, or other assignments are responsible for academic work upon return to school. For example, a student who is in class on Monday and is made aware of an exam on Wednesday, but is absent from classes on Tuesday is responsible for the test and material covered in the class and the exam upon the first day his/her return to school.

DROP / ADD POLICY/HIGHER EDUCATION GUIDELINES

Once a student has made the commitment to enroll in an academic course at LCHS, the student must remain in such for the duration of the course. LCHS does not allow students to drop courses due to the potential impact a lower than expected grade may have on their grade point average. LCHS will consider a class/course change if the teacher of the student and of the subject area determines that the student does not possess the ability to pass the course with a 70. However, a student may request to add a course to his/her academic schedule that is an upper level course with administrative approval only. For example, a student may drop a lesser than or equivalent subject, class or course in order to advance their learning and academic challenge. The final decision of such a request resides solely with school administration. Students registered with LCHS for academic courses who later request to drop a class to enroll in a Dual Enrollment course must remain in the LCHS course but will be permitted to take Dual Enrollment courses outside of the academic day. Both grades will be recorded on the student's report card and final transcript.

Dual Enrollment students who enroll with a higher education institution in lieu of taking the required courses at LCHS under the TN Diploma requirements (i.e. English IV is substituted for Comp I/II) and fail the college course, are not eligible to graduate under TN Diploma guidelines. A withdrawal from the college course after LCHS has met classes for two academic weeks may prohibit the student from enrolling in the high school equivalent course or elective.

GRADUATION REQUIREMENTS

Graduation requirements for Lawrence County High School students are set by the Tennessee Department of Education, State Board of Education, and the Lawrence County Board of Education. These requirements are reviewed and changed pursuant to the aforementioned entities' implementation of new requirements. For this reason, the requirements for each graduating class may differ to some degree. However, all requirements for graduation must be met in order to participate in the commencement exercises. Any student eligible for graduation must be in good standing with the school, i.e., all financial matters resolved, have satisfied the requirements for graduation as specified by the LCHS and Board of Education, be free from any pending legal matters, and have fulfilled any transition or early graduation stipulations as noted

in such contracts. All students who meet the minimum requirements for graduation which are listed in Rules, Regulations, and Minimum Standards of the Tennessee State Board of Education and in accordance to the guidelines and requirements of the Lawrence County School System will be granted a high school diploma. Twenty-eight (28) credits are required in order to receive a diploma from Lawrence County High School. All students enrolled in the current school year who have met all minimum requirements for graduation and are in good standing with LCHS are eligible to participate in commencement exercises. Any student under suspension, expulsion, or assignment to the alternative school may not be permitted to participate in commencement exercises. Any student who has legal matters pending, may not participate in commencement exercises without written permission from the principal of the school. As is the case with all school sanctioned events, LCHS administration reserves the right to limit participation in said event(s) to guests, parents, and students in the Lawrence County School System.

Graduation attire is expected to be of professional dress. For the ladies, this means a dress with flats or heels. Gentlemen should wear dark pants with black or brown shoes. All academic honors worn by a student at graduation must be from an LCHS sanctioned club, organization, or honor earned representing LCHS in a sanctioned Tennessee academic event. LCHS reserves the right to limit cord, stoles, etc. worn by students on the date of graduation.

Does everyone receive the same diploma?

No, there are two types of diplomas. Students who complete all graduation requirements and satisfy Board of Education credit requirements receive a general education diploma. Special Education students who successfully complete their IEP and obtain required credits as noted in State Board of Education guidelines receive a general education diploma. Special Education students who meet their IEP, but fail to meet the state minimum requirements will receive a Special Education diploma.

Students enrolled as freshmen, sophomores, juniors and seniors beginning in the fall of 2013 must complete the core curriculum as noted in the Tennessee Diploma Project 2009 guidelines. Parents and students should contact the Guidance Office at LCHS with any concerns or questions regarding graduation requirements.

What is the grading scale at LCHS?

All courses are graded on a 100 point scale.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

How are students recognized for excelling academically?

Students are recognized based upon their four year cumulative numerical grade average. Pass/Fail courses will not be included in the numerical grade average. Enrollment in multiple

Physical Education classes will not be included in the numerical grade average. Grades are not rounded to the nearest percentage point regardless of the numeral value. Students will receive Honors based on seven semesters in accordance with the following scale:

Honor	Four Year Cumulative Numerical Grade Average
<i>Cum Laude</i>	91 - 94
<i>Magna cum Laude</i>	95 - 97
<i>Summa cum Laude</i>	98 – 100

Distinguished Scholar- To be recognized as a Distinguished Scholar, the **highest academic honor LCHS bestows upon a members of the graduating class, one must have COMBINED scores on the following: ACT 26 and higher with GPA 3.92 or a combination of points exceeding 1700-1702 as determined by ACT and GPA formula.** If one has a GPA of 4.0 but an ACT score below 26, and aspires to be a Distinguished Scholar, he/she should schedule to take the ACT exam and raise the score. LCHS will accept ACT scores for those who qualify up to three days prior to commencement exercises. Students earning Distinguished Scholar status will wear a gold gown and cap with a purple stole at commencement exercises. The student with the highest combined ACT and Grade Point Average will address the graduating class. **Students must have at least six semesters as an LCHS student to be eligible for Distinguished Scholar commencement speaker.** In case of a tie, student transcripts will be used as a determining factor. Academic courses at LCHS will be given consideration over Dual Enrollment classes first, then the number of Honor courses and grades at LCHS, before Dual Enrollment grades are considered.

How might a student recover lost credits?

Credit Recovery is a remediation opportunity for students to attend after school hours who have failed a class. Students must complete required work and submit a class folder in order to recover the credit. Students and parents must complete an application form in order to be considered for credit recovery. Credit Recovery during the school day is only available to students selected by the Guidance office and with administrative approval of the principal.

STATE TESTING DATES FALL 2022 and SPRING 2023

End of Course Exams:

Fall 2022: **November 28 - December 15, 2022**

Spring 2023: **April 17 - May 5, 2023**

ACT Fall Senior FREE In-school Exam **October 18, 2022**

ACT Spring Junior FREE In-school Exam **March 7, 2023**

ACT Test Requirement (11th grade students) ACT Test Date - Students may not opt out of any state mandated test.

All students in the 11th grade are required to take the ACT test during the junior year on the

state test date **IN THE SPRING OF THEIR JUNIOR YEAR**. State legislation requires the ACT exam to provide educators with diagnostic information to assist in developing interventions for the purpose of increasing high school graduation rates and improving student preparation for postsecondary achievement (TCA 49-6-6001).

ACT RETAKE EXAM for the Class of 2023 will be held in the fall. In order to fulfill state graduation requirements, all students must take the ACT.

****Parental Academic Assistance--Things Parents Can Do to Encourage Achievement:**

- Make clear that school is the number one priority for young people - encourage your child to attend school daily.
- Encourage and supervise your child's studies at home.
- Encourage your child to take challenging courses in high school.
- Become involved with your child's school activities.
- Keep in touch with your child's teachers and counselor- attend Parent-Teacher Conferences each semester.
- Monitor system-wide progress reports and report cards - every 4 weeks the school sends out academic progress reports.
- Help teenagers plan and prepare for future goals - college applications, financial aid, and workforce plans.
- Stay informed of college and scholarship deadlines - speak to someone in the Guidance office regarding scholarship applications and deadlines.
- Stress the importance of regular attendance by scheduling appointments early in the morning or late in the afternoon so students miss very little school.
- Help create a society that values academic achievement.

CHRONIC ABSENTEEISM

The state of Tennessee determines a student is Chronically Absent once he/she misses 17 days during an academic year. The reason for an absence is irrelevant when the Tennessee Department of Education finalizes data for an academic year. Due to the high number of absences students are classified by the TNDOE as Chronically Absent. As a result, LCHS places Chronically Absent students on a probationary status for the academic year. Significant improvement in **Daily Attendance** is needed in order for a student to enjoy all the benefits afforded LCHS students in good standing.

Students who do **not** demonstrate regular attendance during an academic year are subject to any or all of the following restrictions/notifications:

- Name submitted to Truancy Supervisor for monitoring;
- Name sent to Judge Ashley Duncan for review;
- Truancy Meeting school level and possible Petition to court if improvement is not made;
- Possible Revocation of student Driver's License;
- **Loss of privileges at LCHS may include:**
 - Academic Honors, Renaissance Recognition, others;
 - ACT Incentives, Class or School Office Leadership position;

- Loss of participation in extracurricular activities to include athletics, dances, field trips, etc.
- Loss of participation in clubs and organizations;
- Loss of participation in senior year activities including, but not limited to, Prom, Graduation, Picnic, Walk the Halls, and others;
- Eligibility for in-house scholarship opportunities;
- Loss of participation in Dual Enrollment with Columbia State or other postsecondary institution(s) grades 9-12. Participation in DE requires school permission. Poor attendance will be used in determining eligibility/granting permission.

Keep in mind, the Tennessee Department of Education measures absenteeism as a student not in school. The reason for the absence, excused or unexcused, is irrelevant in state reporting. A student who attended a school sanctioned event and was coded incorrectly will be corrected.

TENNESSEE ATTENDANCE LAW

Under Tennessee law (TCA§ 49-6-3009) any parent, guardian or any other person having control of a child or children who violates the provisions under the Tennessee compulsory attendance law commits a Class C misdemeanor. For each day the child has missed school without the proper excuse a parent may be fined fifty dollars (\$50.00) or thirty (30) days in jail for each separate day of unexcused absence. Court cost will also be assessed against the parent case. Once a student has missed five (5) days of school without a proper excuse, under Tennessee Law (TCA § 49-6-3007) a written notice or contact will be made with a legal guardian/parent of the student to begin a Corrective Plan of Action . After receipt of the notice, the student and parent must comply within a three (3) day period. The student must report to school (be in attendance), and the parent/guardian must contact the school. If the student is found to be guilty of truancy, the judge may assess a fine of fifty dollars (\$50.00) or five (5) hours of community service against the student/parents or legal guardian of children in grades kindergarten through twelve (K-12). A court cost will also be assessed in each case.

The Lawrence County School System believes attendance is essential for student achievement and success; therefore, students are expected and encouraged to be present each day school is in session.

In order to understand the local Board of Education Attendance Policy fully, we must understand what it means to have an excused or unexcused absence, an Administrative waiver and a Physician's waiver.

****Excused absence**-Parent/Legal Guardian note with the specified number of days the student was absent not to exceed a total of seven (7) academic days in an academic year.

****Unexcused absence**- occurs when a student returns to school without a note from a Parent/ Legal Guardian or Physician specifying the number of days absent. The absence may be moved to an excused status if and when the student submits the proper note to the school secretary. All notes should be submitted within three days of returning to class.

****Administrative Waiver**-document from the Principal or Assistant Principal(s) waiving the local attendance policy of seven (7) absences or waiving an absence for one of the specified reasons noted in BOE Policy.

****Physician Waiver (Doctor's note)**-any legitimate medical note from a certified medical physician (medical doctor) will be viewed the same as that of an Administrative waiver. A physician's note may be stamped by the Attendance Secretary and returned to the student to present to faculty. There is not a limit to the number of these waivers a student can present. However, a significant number of days missed in a grading period, may result in the student and parent seeking an alternative placement due to the impact absenteeism is having on the student's academic growth.

A **parent note** may be sent to the school asking for an absence to be excused.

What does this mean?

Simply put, the parent was aware that the student was not in school on a particular day or for a specified time. Parents may send as many notes as they desire, but **only seven (7) total days for an academic year can be excused with a parent note.**

How does this affect the pass/fail status of a student?

Once a student misses more than eight (8) days of an eighteen (18) week course or four (4) in a nine week course, the local attendance policy takes effect. A parent may continue to send notes to the school and those notes may be stamped excused by the Attendance Secretary, but remember that note only notifies the school that the parent was aware of the absence - it does not remove the student from the local attendance policy.

How can a student receive credit for a course after he/she has missed more than five (8) days of school?

First, all notes from a certified medical physician (medical doctor) will be accepted by the school and faculty. If a student has a note from such will **waive the absence and the local attendance policy. All faculty members record in their grade book any time a doctor's note (DN) is presented.** Second, if a student has met the criteria stated in BOE policy, that absence may be waived by the principal or those he/she designates. The note will be stamped or the student will be given an Administrative waiver. Third, a student may participate in the before school and after school tutoring program to make up classes missed. ***NOTE: A STUDENT SHOULD NOT EXPECT TO PASS WITHOUT REGULAR DAILY ATTENDANCE.***

How should I get the notes to the proper school official?

Upon return to school, the student must present any of the above mentioned documents to the school office. The school will provide the student with a pass in exchange for his/her note. The student should submit that pass to each of his/her teachers during that academic day.

****Excuses**

1. All absences, tardies, and/or checkouts must be covered with a physician's note, legal note, or a parent note.
2. All other excuses will be approved at the discretion of the administration.
3. Any time away from the instructional day each semester will count toward the total five (8) days of absence per class period; therefore, checking out early and/or signing in late will count against the five days per class period.
4. **Upon returning to school, the student must submit a written excuse stating the grade level, date of absence, reason for being absent, and signature of parent/legal guardian, physician, or court official. A parent note must also include a phone number at which the**

parent can be reached.

5. Students (juniors and seniors) are allowed one (1) excused / waived college day visit per academic year. Arrangements must be made in advance with the Guidance office, teachers and have administrative approval. Upon returning to school, the student must present a written excuse from his/her parent or guardian and official documentation from the school attended.

6. Even if a parent calls the school regarding the absence in advance, a written excuse must be sent to the school.

7. All students should submit a written excuse to the office on the day he/she returns to school.

Notes beyond three (3) days must have administrative approval and may also be rejected by administration. Notes that are accepted may require morning or afternoon tutoring being served by the student, especially for notes that are more than a week after the date of the absence.

Driver's License Revocation

Any student fifteen (15) years of age or older who becomes **deficient in attendance shall be reported to the Department of Safety for driver's license revocation.** A student shall be deemed deficient in attendance when he/she drops out of school or has ten (10) consecutive or fifteen (14) days total unexcused absences during a single semester. Suspensions count as unexcused absences (Tenn. State Law).

Tardy to School - All students who arrive at school after 8:00 A.M. must report to the office. A student who has accumulated more than 3 unexcused tardies during a semester may be subject to in-school detention, alternative school, and suspension of driving privileges on campus. Continual tardiness may result in summons to the truancy board and a petition to court. Being punctual to school is an expectation that fosters college and career readiness. Lunch detention is assigned to students who are tardy to school two or more times during the academic year. A tardy is assigned to a student who enters the building after 8:00 A.M. without a medical note. Parent notes do not excuse a tardy. Administration may remove a tardy for a legitimate reason he/she believes to be beyond the student's control. Students who continue to be habitually tardy may be assigned to ISS.

Tardy to Class - Students who are late to class, with an unexcused tardy, will receive disciplinary action by the classroom teacher. Further disciplinary action (detention, alternative school, etc.) may be taken for continued tardiness. Each teacher has separate expectations regarding tardies to class. The student is expected to adhere to and follow the expectations of his/her teacher regarding that expectation.

Checking Out of School - The school strongly discourages students from checking out of school. The office will not excuse anyone by telephone or note except in case of an EMERGENCY and with approval from school administration. Only parents and legal guardians may check a student out of school and must present photo ID when the student is checked out. Perfect attendance certificates are earned when the student is present each day without missing any portion of the school day. Any student who leaves the campus without permission from the administrative team or those designated to grant permission is considered to be skipping and consequences will be assigned.

Students who are 18 years of age may sign themselves out of school with approval from administration. The parent and or guardian of the student will be contacted in advance of a student leaving the care of the school. Students who are 18 years of age may NOT sign out

during the academic day and return without a note from a medical physician. Students are not permitted to leave campus during their lunch without approval and permission of administration. Students who fail to adhere to this expectation will be subject to disciplinary action.

STUDENT RESPONSIBILITIES

RESPECT FOR THE RIGHTS OF OTHERS

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Tolerance of differing beliefs, attitudes, appearances, and personalities is essential. The purpose of the school and the requirements of the educational process must be weighed when deciding who has a right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who wish to take full advantage of your rights and opportunities at this school while at the same time respecting the rights of the others, Lawrence County High School will support and help you.

RESPONSIBILITY FOR YOUR OWN ACTIONS

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Lawrence County High School. If you choose to follow bad examples which may be set by others, you will be held responsible for your actions and your actions only. The decision will be yours, and so will the consequences. Your first responsibility is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the rewards or the consequences of your actions.

ARRIVAL & DEPARTURE

The school doors open at 7:15 A.M. Upon arrival, students are to report to the cafeteria area if they are eating breakfast or to the gym if they are not eating breakfast and remain there until the 7:45 bell. The official student entrance from the student parking lot is the doorway opening into the English hallway where students will make their way to the cafeteria area. Students riding a bus in the afternoon may leave on the first bell at 2:58 P.M. Students who drive an automobile or who are picked up in the afternoon by a family member must remain in the classroom until the second bell at 3:00. After the final dismissal each day, students must leave the school building within 10 minutes unless under the supervision of a teacher. Failure to adhere to departure expectations will result in detention or ISS. At no time during the academic day, may a student return to his or her vehicle without permission from the office. School safety guidelines are strictly enforced.

OFF LIMITS AREAS

At no time should students loiter in the hallways or the restrooms. The parking lots, automobiles, school grounds, behind the gym, the porches and walkways, between the buildings, and the area between the Career Technical buildings are absolutely off limits to all students. Students are restricted to the lunchroom during the lunch period. With the development of academic intervention, additional areas of the buildings may be deemed off limits at various times. This will be shared with students as such develops. **Student parking lots are off limits unless permission has been granted by school administration.**

CODE OF STUDENT CONDUCT

We recognize that appropriate behavior is essential for student growth and development and for the efficient operation of school. To ensure a safe and secure learning environment, Lawrence County High School establishes the following Behavior and Discipline Code. We have not attempted to list every situation or action which might be taken. We reserve the right to deal with each incident as is appropriate.

CONDUCT - All students will be expected to conduct themselves in a manner appropriate to good citizenship with respect and consideration for the rights of others. It is expected that students come to school to learn; therefore, any conduct which interferes with or disrupts the educational process will not be tolerated and appropriate discipline, as determined by the administrative team will be taken.

STUDENT DRESS CODE:

The Lawrence County School System recognizes the effect that student dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning and to prepare students for working environments, the Lawrence County School System requires that all students, grades K-12, exercise good taste with regard to their personal appearance. Students are also encouraged to dress modestly and respectfully at all school-related events. Attire considered disruptive or risky to health or safety is not appropriate. With this in mind, the following rules concerning dress and grooming are mandatory to students in grades K-12:

BOTTOM WEAR:

Bottom wear must be size appropriate (no sagging) and worn securely (waist and below) around the waist. **Holes, tears, rips, or frays will not be allowed in bottom wear.** Leggings and yoga pants **may** be worn as long as the top wear is 6" from the top of the knee.

SHORTS/SKORTS/DRESSES/SKIRTS:

In grades 6-12, shorts, skorts, skirts, or dresses may be no shorter than 4" from the top of the knee. Dresses must also conform to the top wear code (from the waist up).

TOP WEAR:

All top wear must be size appropriate. In grades 6-12, students shall not wear midriff shirts, tube tops, spandex, mesh, fishnet garments, backless tops, strapless tops, spaghetti straps, tank tops, or halter tops. Sleeveless shirts/blouses must fit around the arm. Shirts that expose a large area under the arms or expose undergarments are not allowed. Appropriate undergarments must be worn. No *cleavage*.

ALL APPAREL:

Any other type of clothing, personal item, or tattoos, bearing reference to alcoholic beverages, tobacco products, drugs, drug-related slogans, and/or any other wording, drawing, pictures, etc., which in any way can be interpreted as being sexually suggestive, obscene, or offensive, such as references to death, the occult, Satanism, etc., is not permitted in school or school related activities nor is "gang" related slogans, names, apparel, etc. Students are to wear clothing in the manner it was designed to be worn-i.e. clothing worn backward or inside out, suspenders undone are not allowed. No see-through or cut-out clothing is allowed. Pajamas and house shoes may not be worn.

COATS:

No trench coats, capes, overcoats, topcoats, military field jackets, or floor-length coats..

HEADWEAR:

No hats, bandanas, hoods, sweatbands, curlers, rollers or sunglasses will be worn in the building except for medical reasons.

JEWELRY/ACCESSORIES: Students are not to wear jewelry, ornaments, or accessories which distract from the educational process or pose as a health or safety issue. Body-piercing is limited to the ears and nose. Students are not allowed to wear gauges nor have septum piercings. No heavy metal chains (such as made out of steel, chrome, alloy, etc.) and look-alikes that are not formal jewelry are allowed around the neck, around the waist, or hanging from the waist into the pocket. Students may not wear metal-spiked apparel.

OTHER:

Students are not to wear extreme facial makeup that is disruptive to the educational environment. All students are required to wear their hair in such a manner that is not considered unkempt, unclean, or impairing vision. Students are not to wear hair sprayed or dyed in unnatural colors (such as blue, pink, green, yellow), spiked hair, or Mohawks.

SPECIAL DRESS: Schools may develop special dress days/special dress occasions for students at the discretion of the school administration (examples: cheerleaders, FFA, etc.).

SPECIAL SITUATIONS: If a student cannot comply with the standardized dress code based on religious beliefs, his or her parent or guardian may write a letter explaining the situation to the director of schools with a copy to the school principal. Each case will be dealt with on an individual basis.

Due to the fashion trends that are ever-changing, the school reserves the right to alter the dress requirement of students at any time during the academic year. On occasion, the school may lift these daily expectations. Only when expectations are lifted, the student may have permission to disregard dress code expectations.

In all matters pertaining to student clothing, accessories, and personal appearance, the final

determinant of appropriateness will be principal discretion.

*It is important to note that LCSS understands K-8 students may grow and change physically throughout an academic year. This is especially true in the elementary grades, K-5. Length of shorts, shirts, etc. will be given consideration as students experience growth spurts.

STUDENTS MAY NOT WEAR THE FOLLOWING:

1. Shorts, skirts, and/or skorts that come above four (4) inches from the middle of the knee. This regulation still applies even if the student is wearing leggings, tights, etc. underneath the garment.
2. Head coverings such as caps, bandanas, scarves, sweatbands, toboggans, or “do-rags.” Hats or caps may be worn for special events upon approval of the principal.
3. Items of clothing, apparel or jewelry displaying any logos or prints that discriminate against any group; promotes violation of school rules; depicts the use of drugs, tobacco, or alcohol; encourages violence, gang/cult affiliations, and the use of weapons or intimidation. Clothing cannot contain inappropriate language or graphics, or be sexually suggestive or of a double entendre.
4. Large chains are prohibited from hanging from clothing or worn around the neck.
5. No clothing with torn, cut, or revealing openings above or below the knee. This regulation still applies even if the student is wearing leggings, tights, etc. underneath the garment. Patches may be applied to clothing, but must be on the outside of the hole. No tape or similar product may be used as a patch.
6. Shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and midriff. Clothing must be sized appropriately. No skin should be visible between shirts and pants/skirts while sitting or extending arms overhead.
7. Sagging or low-riding pants.
8. Sunglasses inside the school building.
9. Clothing made of open weave, mesh, or other see-through material.
10. Pajamas are not to be worn on the campus of LCHS.
11. House shoes or bare feet are not allowed on the campus of LCHS. Safety mandates that appropriate footwear must be worn at all times.
12. Visible body piercing jewelry except for earrings. No adhesive bandages will be allowed to cover any prohibited piercing.
13. Visible tattoos that display drugs, sex, alcohol, tobacco products or gang affiliation.
14. Visible undergarments.
15. Topcoats, trench coats, and bulky coats. No more than one light-weight outer garment with pockets may be worn.
16. Unnatural hair color, i.e. a color that is not produced naturally by human beings, extreme styling or hair in a student’s eyes.
17. Apparel or grooming that is or may potentially be disruptive to the learning environment of the school.

***Throughout the school year, the administration reserves the right to ban or not allow any attire or grooming that might be disruptive.

GENERAL BEHAVIOR EXPECTATIONS

- Students are at all times accountable to any teacher or staff member and are expected to respond respectfully to all school personnel.
- Students are expected to be where they are supposed to be when they are supposed to be there; compliance with attendance requirements is likewise expected.
- Students are to walk when moving through the corridors.
- Students are prohibited from using profane or abusive language or gestures.
- Students are expected to refrain from immoral or disreputable behavior.
- Students are expected to refrain from classroom disruption and to follow the classroom rules of the teacher (s) to whom s/he is assigned.
- Students are expected to be honest.
- Students are expected to respect school property and the property of others.
- Students are prohibited from gambling for money or valuable possessions.

SOCIAL MEDIA

In the rapidly changing field of technology, advances are being made almost daily that enhance student and teacher performance. However, with these advances come many dangers and pitfalls that can result in students and parents finding themselves in trouble with the school system and law enforcement. Parents and students are advised to avoid posting information on any social media outlet, such as Facebook, Instagram, and Twitter and on any other form of social media which may be deemed offensive, derogatory, defaming, threatening, harassing toward fellow students, faculty, staff, and the school community in general.

ELECTRONIC DEVICES

To maintain the integrity of the learning environment, students may use any of the following before 8:00 A.M., during class changes, and the lunch period. Students may **NOT** have any of the following in use during instructional time, unless permission is granted by the teacher: phones, iPods, iPads, Personal Digital Assistants (PDA) earphones, cameras, video cameras and other devices that may become popular during the course of an academic year. Such are not acceptable during instructional time and will be confiscated from the student and held for a minimum of three (3) academic days for the first offense and up to ten (10) academic for subsequent offenses. Once a device is in possession of the administrative team, it will remain with them during and after school hours for the specified confiscation time.

DEFINITION OF TERMS

Cheating

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report or term paper.

3. To plagiarize - plagiarism means using another person's idea, expression or words without giving the original author credit.

4. To prepare for cheating in advance. Such action involves:

- (1) having in your possession a copy of a test to be given or having been given by a teacher,
- (2) using the test or notes during a test or examinations,
- (3) talking while taking quizzes, tests or examinations.
- (4) To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raising hand to ask questions etc.)

What about the particular assignments of individual teachers?

It is not our intent to place students in a position where they can easily, and without intent, cheat. Therefore, teachers will be careful to explain to their respective classes what they expect of students in completing homework and other assignments. This will also be communicated to the students in writing as part of the academic plan given at the beginning of the year.

How will cheating be proved against a student? What are the safeguards to protect students?

Cheating may be proved against a student only under one of the following conditions:

1. A teacher or administrator personally observes an act of cheating as defined above.
2. A student admits to a teacher or administrator that he/she has committed an act of cheating.
3. A teacher or administrator determines, through weight of evidence that a student has cheated. When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will report the violation to the principal who will notify the parents and take the appropriate action. A student has the right to a hearing in which he/she may refute any of the evidence against him/her.

What happens to a student who is guilty of cheating?

A student who is found guilty of cheating will receive a zero for the assignment in question, and will be assigned detention or a write-off.

Stealing

Stealing is unacceptable at LCHS. Stealing includes the unauthorized possession of anything that belongs to another. Therefore, "borrowing" without permission may be considered stealing. Students found guilty of stealing will be disciplined which may result in suspension and or expulsion.

Lying

Lying is unacceptable at LCHS. Being untruthful to those in authority may result in suspension and or expulsion. Included in this category is forgery, falsifying documents, etc. In any instance in which a student is asked a question, that student is on his/her honor to be forthright and forthcoming (to tell the truth).

TYPICAL DISCIPLINE ISSUES THAT CAN BE AVOIDED

Tardy-Students should report to school before 7:55 A.M. At the conclusion of each class period, students should move in a timely manner to his/her next class. Each teacher will address the first three tardies in his/her own way. However, the fourth tardy will result in the student meeting with a school administrator. Students who are tardy may be assigned 3rd Block, before or after school detention.

Cell Phones have become a part of society and most students carry a phone on their person. LCHS understands the reasons for students having such, but during the academic setting, cell phones are not to be used unless permission is granted by the teacher. Teachers may require students to turn in their phones for the duration of the instructional time. Students may use their phones before 8:00 A.M., between class changes, lunch, but not during assemblies or other gatherings unless granted permission from the administrative team. First offense may result in the loss of phone for three academic days. Second offense may result loss of phone for ten academic days. In the event that the is a third offense, the consequence will be determined by administration. Students who refuse to surrender their phones will be suspended from school. Once a device is in possession of the administrative team, it will remain with them during and after school hours for the specified time.

Skipping school is unacceptable and will be disciplined accordingly. The consequence for the 1st offense will be three days ISS if student did not leave campus and five days if the student left campus. Additional skipping will merit additional ISS and possible OSS. Administrative discretion will be employed in case of repeat offenses or blatant disregard of expectations.

Profanity in any form may result in written work, detention, suspension.

FORMS OF STUDENT DISCIPLINE:

Forms of discipline may include, but are limited to and those noted below. The list should not be understood to be in chronological order. The LCHS administrative team reserves the right to adjudicate on an individual basis.

1. Warning
2. Student conference
3. Teacher consequence
4. Parent conference
5. Administrative referral
6. Restricted privileges
7. Probation
8. Student behavior contract
9. In-School Suspension (ISS)
10. Suspension
11. Alternative school
12. Expulsion
13. Confiscation of prohibited items
14. Student work detail

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension program is an alternative to out of school suspension. Students may be assigned In-School Suspension (ISS) from one to ten academic days based on the seriousness of the infraction. All school work will be the responsibility of the student. He/she will receive credit accordingly. **No attendance or participation in extracurricular activities before or after school will be allowed until the assigned ISS time has been satisfied.** Restricted activities include, but are not limited to: participation in any athletic contests (during the assigned time in ISS), pep rallies, homecoming activities and or other events which may be limited by school officials. Students are counted present in daily attendance and are allowed to make up any missed classroom work upon their return to class.

SUSPENSION (Out of School-OSS)

The authority to suspend a student from school rests entirely with the Administrative team of the school. Suspension will be for a specific number of days as specified by the Lawrence County School System handbook and Board of Education policies. Students suspended from school will not be allowed to participate in any extracurricular activities, school functions, academic or athletic practices, enter school property, or attend any school activity on any school campus. The state law provides that any principal of a public school in this state is authorized to suspend a pupil from attendance at such school, from any school-sponsored activities, or from riding a school bus for good and sufficient reasons. Seventy percent (70%) credit will be given to work made up during a suspension.

LUNCH DETENTION /BEFORE AND AFTER SCHOOL TUTORING PROGRAM

Students needing to make up time for classes missed may do so in the before school and after school tutoring program. Meeting locations for tutoring will be shared when tutoring begins. Lunch detention is assigned for a variety of reasons and is held during the daily lunch schedule. Students assigned to lunch detention are required to serve the entire lunch period and will eat lunch in the detention room. It is served Room 1107. Failure to adhere to the lunch detention guidelines may result in further disciplinary action including suspension or expulsion.

Verbal Abuse

Obscene gestures or any sort of profanity or vulgarity directed toward any member of the school community is prohibited. Possible consequences include: parent and police notification, alternative school assignment, suspension, ISS, OSS, or expulsion.

Zero Tolerance

In order to ensure a safe, secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors shall be expelled for a period of not less than one (1) calendar year. The Director of Schools may modify an expulsion on a case-by-case basis.

Zero tolerance acts are as follows:

1. Any student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined by Federal Law 18 U.S.C. 921.

2. Any student committing battery upon any teacher, principal, administrator, school resource officer, or any other employee of the Lawrence County School System or Board of Education.
3. Any student unlawfully possessing any drug including any controlled substance as defined in TCA 39-17-403 through TCA 39-17-415, or legend drug as defined in TCA 53-10-101.

Parents and police will / may be notified for all zero tolerance acts.

Substances Used as a Drug

Students shall not possess, use, sell, purchase, barter, distribute, **or be under the influence of any substance used as a drug, including over-the-counter medicine** in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds. Possible consequences include: parent and police notification, alternative school assignment, suspension, or expulsion.

LAWRENCE COUNTY ACHIEVEMENT ACADEMY

Any student who does not abide by the Lawrence County Board of Education policies or Lawrence County High School policies may be assigned to alternative school. Some courses cannot be taught at the alternative school because of special requirements. Examples: science labs, CTE classes, driver's education, music or other areas as determined by the administration. A student assigned to the alternative school cannot attend school events, be involved in any extracurricular activities, or be on any Lawrence County Board of Education property other than the alternative school campus.

SCHOOL BUS EXPECTATIONS & POLICY

Student conduct is of utmost importance to the transportation system. A student shall not exhibit behavior(s) that interferes with the rights of another student or the driver, or exhibit behavior that endangers the lives of others in transport. Riding a school bus is a privilege. That privilege may be taken away when a student demonstrates unacceptable behavior. Students that have been suspended from the bus cannot ride the bus that evening unless authorized by the presiding principal. Suspension from the bus means all bus services. Any criminal activity committed by a student or adult will result in an arrest.

BUS EXPECTATIONS

The following shall be observed at all times:

1. Be on time to the bus stop.
2. Practice safety to, on and from the school bus each day.
3. Share a seat with any other students.
4. Bus seats are to sit on and not for reclining.
5. Face the front.
6. Keep books and other articles off the aisle floor.
7. The rear door is for emergencies only. Use the front door to enter and leave the bus.
8. Respect the rights of your fellow students.
9. Talk to the driver as little as possible.
10. The bus driver is in command; respect and obey the driver.
11. Enjoy your ride. Be reasonably quiet.
12. You will be considered in school if you are riding the bus.

13. A student shall become ineligible for public school transportation after refusing to follow state and local rules and regulations pertaining to pupil transportation.
15. Any student disrespectful to the driver is subject to school and bus suspension and or expulsion.
16. Students will not be allowed to exit the bus anywhere other than home or original pickup point unless by note signed by parent and school official.
17. Students are not allowed to exit the bus to walk or enter a vehicle unless by permission of a school official. A violation will be reported to the school official.
18. Student projects, etc. may be allowed provided the student can keep them in their possession. No glass items will be allowed. Animals, pets, etc., are prohibited.

SCHOOL BUS GUIDELINES AND EXPECTATIONS

1. Take your seat and remain there. No moving around.
2. Refrain from throwing any object on the floor or at others.
3. Throwing objects out of the window is not allowed.
4. Violations of safety procedures such as opening emergency doors or windows, pushing while exiting, etc., are strictly prohibited.
5. Possession and use of tobacco is illegal.
6. No drinks, eating or chewing gum will be allowed on the bus.
7. Anything considered a weapon or used as a weapon will not be allowed on the bus.
8. Leaning out of windows is prohibited (arms, hands, legs, etc.).
9. Gestures or shouting at pedestrians or vehicles is prohibited.
10. A continuous violation of the expectations will result in an office conference, parent contact and suspension from riding the bus.

BOOKSTORE

The Lawrence County High School bookstore opens daily at 7:30 A.M. and closes at 2:30 P.M. The store carries a wide variety of school supplies as well as items requested by faculty members for special class projects. Charge accounts are offered for faculty members, clubs and classes but not for individuals.

CAFETERIA

The cafeteria begins serving breakfast each day at 7:15 A.M. Breakfast items including biscuits, scrambled eggs, bacon, sausage, honey buns, juice, fruit and jelly can be purchased in a breakfast plate or separately as a la carte foods. Breakfast is served until 7:55 A.M. Students are eligible for free or reduced breakfasts. These students may receive the complete breakfast only (no a la carte items).

Lunch is served from 10:35 A.M. until 12:15 P.M. You may choose your lunch from the "hot plate line": meat, vegetables, bread, salad or fruit, dessert and beverage, from the "sandwich line": hamburgers, cheeseburgers, hot dogs, french fries, trimmings, beverages and dessert, or the "salad line": choose your lunch from a 35 item salad bar plus hot bar items and beverage. **No food may be taken from the cafeteria at the morning breakfast or during lunch. Students attempting to do such will have to discard the items and may receive detention(s).**

May a student check out of school to go out to lunch?

Students who live within a one block radius of the school are allowed to walk home for lunch

each day if the parents request in advance that they do so. Students are not allowed otherwise to check out of school to go to lunch. A written request for permission must be on file in the office prior to any approval being granted.

May students have their lunch delivered to them?

Students may eat the lunch which is served in the cafeteria or may bring lunch from home. However, students are not allowed to have their lunch delivered to them at school in place of the meal provided by the cafeteria staff.

May students bring meals to school with them?

Students may bring breakfast food with them to school in the mornings. However, this food should be eaten in the cafeteria. Students may also bring their lunch, however they must keep their food with them, we do not provide storage. Applications for the free or reduced price lunch program will be distributed to all students in the 3rd block class at the beginning of the school year. Students who wish to apply during the school year may receive an application from the cafeteria manager.

LIBRARY

Library education and research play an important part in the student's high school requirements. Over 14,000 books, audiovisuals, and approximately fifty magazines, on a variety of subjects, are available for use. In addition, students may access the Internet and word processing programs. Everyone is encouraged to use the library center for fulfillment of class assignments as well as for recreational reading. The library media center is staffed with a full time librarian and one library assistant who are eager to assist students with their media needs. Student suggestions for book purchases and other ideas for the improvement of library services are welcome.

The library hours are from 7:40 A.M. until 3:30 P.M. Students may use the center at any time during these hours. Library books are checked out for two weeks. Because of the cost of books and supplies, it is necessary to assess fines at five cents per day per item for all books that are not returned on time. Students are required to pay the purchase price for lost books. Books that are damaged will be charged according to the extent of the damage.

MEDICAL CARE

Any illness or injury of a student at Lawrence County High School must immediately be reported to one of the administrators. Proper attention will be given, and parents may be notified if the condition requires immediate notification. State law prohibits, however, the dispensing of any medicines by school personnel. Prescribed medicines may be taken at school; these should be kept in the school office (Nurse's station) and properly labeled with dosage instructions. Students may not keep in their possession any prescription medication excluding epi-pens, inhaler, and diabetic supplies. Any student with a medical issue (e.g. epilepsy, asthma, diabetes) should report the problem to school officials (nurse) upon enrollment in the school.

What do you do if you have an accident or are injured at school?

Students who have accidents or who are injured at school must report the accident or injury to their classroom teacher, guidance counselor, or principal. A report must be filed in the office by the student and/or any witnesses. This report will be kept on file in the principal's office. If medical attention is required, the student will be cared for prudently and to the best of school

personnel, and the parents will be notified as quickly as possible.

What do you do if you get sick while you are at school?

Students who get sick during the school day should report immediately to the principal's office and or nurse. Appropriate medical assessment and assistance will be given to the student and his/her parents or guardian will be contacted as quickly as possible. LCHS will care for the student until they can be transported home or wherever necessary. Students who are sick will be excused from class only if they report immediately to the principal's office. Students who leave campus, go to the restroom and stay, or go to their car or elsewhere without permission are subject to disciplinary action. If you are sick, come to the office; we will take care of you!

SCHOOL HEALTH

Every student is required to complete and turn in a health services form.

Administration of Medication (School Board Policy) TCA 49-5-415

1. Medication should be brought to the school by the parent in a container appropriately labeled by pharmacy or physician with the date, child's name, dosage, and time intervals.
2. Parents should submit a written request for medication to be administered by school personnel.
3. Non-prescription or over-the-counter medicine should not be administered by the school personnel unless it is ordered in writing by a physician and the parent/guardian sends a written request.

Immunizations TCA 49-6-5001 and TCA 49-6-5002

No child shall be permitted to attend any Lawrence County School until proof of immunization is given to the School Nurse unless exempted as provided by law.

HOMEBOUND

In cases where a student has a medical condition that may result in an absence of more than ten (10) consecutive days, a parent may request homebound instruction at 762-3581). A written order from the treating physician will be required. Once the order is filled with appropriate personnel, the case will be reviewed for eligibility. Homebound students are not classified as regular students. Homebound students cannot participate in extracurricular activities until they are re-admitted. A senior student on homebound may participate in the graduation exercise if approved by his/her physician and with administrative approval.

504 ACCOMMODATIONS

In accordance with the Rehabilitation Act of 1973 any student with a disability that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having one is eligible for 504 services. To learn more about 504 services, parents should contact the administrative team of the school to schedule an appointment.

STUDENT TELEPHONE POLICY

What if you have to make a phone call while you are at school?

Students must receive administrative approval to use the phone.

What if you receive a phone call while you are at school?

Telephone calls for students from anyone other than the student's parents or guardian will not be accepted. If a student's parent or guardian calls the school, the secretary or principal will take the message and the student may return the call after class. Students will not be called out of class to come to the phone.

What if you need to call home due to illness?

Students who need to call home due to illness must report to the office. They will be taken to the school nurse who will make the call for them.

STUDENT TRANSFERS

Transfer students are welcome at Lawrence County High School. We want to make, what is at times, a difficult transition as pleasant as possible. New students must be accompanied by a parent or legal guardian on the day of enrollment. They should first meet with one of the administrators to receive permission to enroll and then with a guidance counselor to determine course selections. All transfer students must complete a student enrollment form and satisfy all the pre-enrollment requirements before attending classes. If a student moves to Lawrence County High School from out-of-state, a health card must be obtained from the Lawrence County Health Department and the student must obtain a physical exam by licensed physician before they can be enrolled in school if all other requirements have been met. New students and others are encouraged to meet with any of the administrators, secretaries, or counselors any time they are in need of advice or guidance with academic and/or personal matters.

STUDENT WITHDRAWAL FROM SCHOOL

If students wish to transfer from Lawrence County High School, or if they wish to simply withdraw from school completely, they must be accompanied to school by a parent and or legal guardian and receive permission from one of the principals to withdraw. They would then receive a withdrawal form from the Guidance Department which would be taken to each of the student's teachers. Students must have completed the withdrawal form before a transcript can be sent to another school. Students who wish to withdraw completely must be eighteen years of age. All matters related to a student's career at LCHS must be satisfied before withdrawal is final.

TEXTBOOKS/CHROMEBOOKS/OTHER DEVICES

Students are issued a textbook/chromebook/other devices by their classroom teacher for each of their classes. If any are lost, damaged, etc, it is the student's responsibility to replace the item(s) immediately. To replace such, students should determine the replacement cost by asking the financial secretary for the price of said item. When the item is paid for, they will receive a receipt from the secretary which should be taken to the teacher who will then issue a replacement. If the original item is found, the replacement fee may be refunded.

TRANSPORTATION

Students who walk, drive their own car, ride with another student, or ride a school bus to or from school are expected to exhibit good behavior as they travel to and from school. Lawrence County High School has the authority to correct any act of misbehavior that may take place as the students travel to and from school. Misbehavior while traveling to and from school will be dealt with by the principal in accordance with the severity and frequency of the incidents.

What are the responsibilities of students who drive to school?

Students must purchase a parking decal from the school office before operating a vehicle on campus. Students who drive to school are expected to operate their vehicle in accordance with the laws of the State of Tennessee. When arriving on campus, students must operate their vehicle safely. **Students must park in a proper parking space purchased from the office in the student parking lot, exit their vehicle, and enter the building immediately upon arrival on campus.** Students should return to their automobile and safely exit the parking lots in the afternoon or at the conclusion of the academic day. A student who returns to his/her vehicle or mode of transportation during the academic day without written permission is subject disciplinary action. Students must park in the student parking lot between the main building and the athletic fields. Students may not park off campus and walk to school. Students who fail to operate their automobiles safely or park improperly may be counseled, assigned written work, have driving privileges revoked, have vehicle towed at the owner's expense, be placed in detention, issued a citation from the school, suspended out of school, or recommended for expulsion depending on the severity and frequency of the incidents. Students who need to be admitted to or dismissed from the parking lot between 8:00 A.M. and 3:00 P.M. must come to the office to check in or out of school. They will receive a pass which may allow them to enter classes or leave the campus. Students must remove their vehicle from school grounds no later than 3:15 P.M. Vehicles remaining on campus may be towed without notice.

EMERGENCY PROCEDURES

FIRE OR BOMB THREAT

In the unlikely event of a fire, bomb or other emergency requiring the evacuation of the building, notification will be given by sounding the fire alarm, verbally over the public address system, or verbally by messenger in the case of a power outage. When notification is received, everyone should follow the evacuation plan posted in their room. Students who are in the hallways or restrooms or lunchroom during an emergency should evacuate through the nearest exit and then report to their teacher at the gathering site for their class.

DO NOT ATTEMPT TO RETURN TO YOUR ROOM DURING AN EMERGENCY EVACUATION. DO NOT ENTER ANY LCHS FACILITY IN THE EVENT OF FIRE.

TORNADO

In the event of a tornado warning (which means a tornado has been spotted on the ground in the area or moving toward LCHS) notification will be given verbally over the public address or by messenger. When notification is received, everyone should seek shelter in the designated areas which are posted in each room. Students who are in the restroom, hallway or lunchroom during a tornado warning will be evacuated to a safe area.

AT NO TIME BEFORE, DURING OR AFTER A TORNADO SHOULD STUDENTS LEAVE A BUILDING TO RETURN TO A CLASS UNLESS DIRECTED TO DO SO BY SCHOOL PERSONNEL. During emergency situations, LCHS requests that parents or legal guardians refrain from checking students out of school. This will ensure the safety of staff, students and parents.

FALSE ALARMS

Anyone who is found to be guilty of turning in a false fire alarm, bomb report, or tornado warning, or other situation that may create panic among the student body will be subject to prosecution. Students, in addition, will have their parents notified and will be subject to disciplinary action including suspension and or expulsion. It is important to note that the definition of a false alarm is solely the interpretation of school officials, law enforcement, and other city, county, and state agencies.

CRISIS PLAN

Lawrence County High School has a published plan, which has been reviewed by all staff and will implement the plan when addressing crisis situations. This particularly relates to events of violence. If a crisis should occur, students should remain calm and follow the directions of the school personnel.

Discrimination Statement

Lawrence County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. Lawrence County Schools offer classes in many career and technical education program areas under its open admissions policy at Lawrence County High School, Loretto High School, and Summertown High School.

Specifically, Lawrence County Schools offer admissions based on selective criteria in programs like health science, cosmetology, business, etc. through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact the admission office at each high school.

**LEP: Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding nondiscrimination policies:

Jamie Glass, 700 Mahr Avenue, Lawrenceburg, TN 38464

[931-762-3581](tel:931-762-3581), jamie.glass@lcss.us

Robin Thompson, 700 Mahr Avenue, Lawrenceburg, TN 38464

[931-762-3581](tel:931-762-3581) , robin.thompson@lcss.us