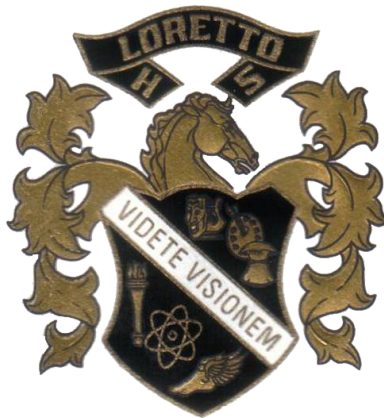


LORETTO HIGH SCHOOL STUDENT HANDBOOK 2022-2023



525 SECOND AVENUE SOUTH
LORETTO, TENNESSEE 38469
PHONE: (931) 231-8850

*On our city's southern border
Reared against the sky
Proudly stands our alma mater
As the years go by.
Forward ever, be our watchword,
Conquer and prevail.
Hail to thee our alma mater.
LHS, all hail!*

Principal: Dr. Jennifer Littleton
Assistant Principal: Ashley Rutledge
Assistant Principal: Bryan True

WELCOME TO LORETTO HIGH SCHOOL

We are excited to welcome you to another great year at LHS! The Loretto High School family envisions a school where students, educators, parents, and the community work together to create a safe and supportive environment where students acquire lifelong learning skills. Our faculty and staff work diligently to prepare our students to be both college and career ready upon graduation. We focus on academics; offer CTE, dual credit, and dual enrollment courses; and prepare our students for the ACT. Students are strongly encouraged to participate in EPSOs (Early Post Secondary Opportunities). We also encourage students to participate in one or more of our many extracurricular opportunities. It is our hope that all students leaving Loretto High School will be both college and career ready and prepared to be responsible citizens.

In order to stay informed of upcoming special events at LHS, please download the Lawrence County School System app, choose Loretto High School, and enable notifications. You can also follow us through our Facebook and Twitter pages. Please contact your child's teachers, the counselors, the nurse, or administrators if you ever have concerns about your child. We are here to help in any way we can!

Mission Statement

Loretto High School: Working Together for Lifelong Success

Vision Statement

The Loretto High School family envisions a school where students, educators, parents, and the community work together to create a safe and supportive environment where students learn lifelong skills.

Core Beliefs

- Students learn best when they are actively engaged in the learning process.
- Teachers, parents, and the community share the responsibility for the support of the school's mission.
- A safe environment and mutual respect between students and staff promote student learning
- Each student is a valued individual with unique physical, emotional, social, and intellectual needs.
- Students learn in different ways, but all students can learn, achieve, and succeed.
- Basic skills and critical thinking are the foundations of lifelong learners.
- Experiencing success is crucial to every learner.
- Parents must be actively engaged in the education of their children

ACADEMIC PROGRAMS

Graduation Requirements

Under the Tennessee Diploma Project students must successfully complete the following requirements to earn a diploma. Twenty-eight credits are required in order to receive a diploma from Loretto High School.

Math – 4 credits

- Algebra I
- Algebra II
- Geometry
- One higher level math

English – 4 credits

- English I
- English II
- English III
- English IV

Science – 3 credits

- Physical Science
- Biology
- Chemistry or Physics

Social Studies – 3 credits

- World History – 1 credit
- U.S. History – 1 credit
- Economics – .5 credits
- Government – .5 credits

Physical Education and Wellness – 2 credits

- Lifetime Wellness – 1 credit
- Physical education – 1 credit

Personal Finance – 1 credit

Foreign Language – 2 credits (of the same language)

Fine Arts – 1 credit

The Foreign Language and Fine Arts requirements can be waived for students not going to a university so they can expand and enhance a career and technical focus.

Elective Focus – 3 credits

- Math and Science
- Fine Arts
- Social Science
- Agricultural
- Business
- Construction
- Family/Consumer Science
- Pre-Engineering
- Welding
- Health Science
- Marketing
- Plumbing/Electric
- Dual Enrollment (3 classes)
- Academics (3 above the requirement)

Students will take a multiple-part TNReady assessment in Algebra I, Algebra II, Geometry, English I, English II, and Biology. These exams will count for a portion of the student's grade in these classes.

All 11th grade students are required to take the ACT during their junior year.

Grading Scale

A = 90-100, B = 80-89, C = 70-79

D = 60-69, F = 59 and Below

Early Post Secondary Opportunities

Beginning in the fall of 2018, the three high schools in Lawrence County broadened the range of Early Post Secondary Opportunities offered for our students. Students have multiple opportunities to earn Industry Certifications, Local Dual Credit (through CSCC), Statewide Dual Credit, Dual Enrollment, and Advanced Placement credits.

- Freshmen have the opportunity to take a Local Dual Credit Computer Applications course (through cooperation with CSCC). Students will take the MOS industry certification exam upon completion of the course.
- Freshmen will also take the Statewide Dual Credit World History course. Upon completion of the course, students will take the state challenge exam to have the opportunity to earn college credit for this course.
- Juniors have the opportunity to take a Local Dual Credit English III course (through cooperation with CSCC) or they may choose to take Dual Enrollment English. Through the Local Dual Credit English III course, students will take the CLEP exam.
- Juniors will also take the Statewide Dual Credit U.S. History course. Upon completion of the course, students will take the state challenge exam to have the opportunity to earn college credit for this course.
- Students have the opportunity to take AP Government, AP U.S. History, or AP Psychology.
- In addition to Statewide Dual Credit U.S. and World History courses that all students will take, students have the opportunity to take the following Statewide Dual Credit courses: Pre-Calculus, Sociology, and Psychology. Upon completion of each course, students will take the state challenge exam to have the opportunity to earn college credit.
- Students can earn Dual Enrollment credits in Welding, Plumbing/Electric, or Industrial Maintenance through TCAT Pulaski and TCAT Hohenwald. Students can also take various Dual Enrollment classes through CSCC or UNA.
- Students will have the opportunity to earn CNA Licensure through the Nursing Education course
- Students can obtain OSHA 10 certification through various CTE courses

Honors Recognition at Graduation

Graduation With Recognition

Academic Honors are based upon a student's 4-year cumulative, numerical grade average. Pass/fail and P.E. courses are not included in the average. Students who qualify will receive the following honor recognitions at graduation.

- *Cum laude* designates students who have achieved an average between 91 and 94.
- *Magna cum laude* designates students who have achieved an average between 95 and 97.
- *Summa cum laude* designates students who have achieved an average between 98 and 100.

Graduation With Honors

Students who score at or above all the subject area readiness benchmarks on the ACT or equivalent scores on the SAT will graduate with state honors. ACT benchmark scores are as follows:

English- 18
Math-22
Reading-22
Science-23

Graduation With Distinction

Students will be recognized as graduating with distinction by attaining a B average and completing at least one of the following:

- *earn a nationally recognized industry certification.
- *participate in at least one of the Governor's Schools.
- *participate in one of the state's All-State musical organizations.
- *be selected as a National Merit Finalist or Semi-Finalist
- *score a 31 or higher composite on the ACT
- *score a 3 or higher on at least two advanced placement exams
- *earn 12 or more semester hours of postsecondary credit (must have proof of transcript)

Distinguished Scholar

To be recognized as a Distinguished Scholar, which is the highest academic honor LHS bestows upon graduates, a student must obtain combined scores of a 26 composite ACT score or higher with a 3.92 GPA or higher. Students earning this recognition will wear a Distinguished Scholars stole at commencement exercises.

The Distinguished Scholar Recognition Program will be defined as a student achieving 1,700-1702 or more points on the following scale:

- $(ACT \times 27.7778) + (GPA \times 250) = \text{Total Points}$
- Each set of parentheses has a maximum of 1,000 points.
- $1,000 \text{ points} \div \text{a perfect GPA of } 4.0 = 250$
- $1,000 \text{ points} \div \text{a perfect ACT of } 36 = 27.7778$
- GPAs can range from 2.8 - 4.0, and ACTs can range from 26 - 36.

Tennessee Scholars Program

The Tennessee Scholars Program was developed by the Tennessee State Department of Education to motivate students to complete more rigorous high school courses as better preparation for college and careers. To qualify for this honor, students must successfully complete:

- 4 credits in English
- 4 credits in Math (Algebra I, Algebra II, Geometry, and one higher level course) (Bridge Math does not count)
- 3 credits in Science (Biology I & Chemistry required) (Physics preferred)
- 3 credits in Social Studies (chosen from U.S. and World History, Geography, Economics, and Government)
- 1 credit in Business/Computer related course
- 1 credit in Wellness
- 1 credit in Fine Arts
- 2 credits in the same foreign language
- 2 CTE credits or 2 Dual Enrollment credits or a combination of the two.

Additional expectations for Tennessee Scholars are:

- Completion of 80 hours of community service
- Achievement of an overall C average in all Tennessee Scholars Program coursework
- Attendance record of 95% or more
- No out-of-school suspensions

LHS Bell Schedule 2022-2023

7:55-9:15	1 st Block
9:15-9:25	Break
9:30-10:50	2nd Block
10:55-12:45	3rd Block
12:50-1:30	MTI
1:35-2:55	5th Block

1 st Lunch:	10:50-11:20
2 nd Lunch:	11:30-12:00
3 rd Lunch:	12:15-12:45

INTERVENTION PROGRAMS

Skyward Parent & Student Portal

LCSS provides a grading system that will give the parent and student on-line access to important information at his or her individual school. Access to grades, assignments, attendance, etc. will be available. This valuable tool will help the student, teacher, administrator, and parent communicate more effectively throughout the school year. Please contact a member of the office staff if you need assistance in utilizing the parent or student portal.

RTI2

Response to Instruction and Intervention is designed to empower educators to give every student the support to meet high expectations. RTI2 is a process that provides additional instruction and interventions to meet the individual student's grade level expectations, specifically in the areas of English and math. As part of the RTI2 program, we will assess students identified by an Early Warning System with a screening assessment called AIMSweb.

Based on each student's unique results and needs, students will be placed in Tier II or Tier III classes. In these classes, students will receive focused intervention in skills or standards remediation. Students not identified as needing Tier II or Tier III intervention will have the opportunity to receive standards remediation and/or grade recovery during the designated time for RTI2.

Credit Recovery

Credit Recovery is a program in which a student can make up a class that he/she has failed. Students must have made at least a 50 in the failed class to qualify for the program. This program is available to all students in grades 9 –12, but it is only available for the core academic courses of study. Students in Credit Recovery have a specified period of time in which to complete the computer-based coursework successfully.

EXTRACURRICULAR ACTIVITIES

Organizations

In order to fully enjoy the high school experience, students are encouraged to become active in one or more of the many clubs and organizations at LHS. School sanctioned clubs are governed by state and national constitutions as well as chapter by-laws. Membership requires adherence to club or organization standards as well as school and LCSS policies. LHS hosts the following clubs and organizations:

Beta Club	Interact
Book Club	SkillsUSA
DECA (Marketing)	Student Ambassadors
FBLA (Future Business Leaders of America)	Student Council
FCA (Fellowship of Christian Athletes)	Virtual Enterprise
FCCLA (Family, Career, & Community Leaders of America)	Yearbook Staff
FFA (Future Farmers of America)	Youth in Government
HOSA (Health Occupation Students of America)	Winter Guard

Athletics

Loretto High School offers its students a well-rounded sports program. The athletic program includes the following sports:

Boys' Basketball
Girls' Basketball
Football
Boys' Soccer
Girls' Soccer
Cheerleading
Tennis
Volleyball
Golf
Baseball
Softball
Cross-Country

The rules established by the Tennessee Secondary School Athletic Association (TSSAA) govern all sports at Loretto High School. In order to be eligible to play a sport, each athlete must have passed six courses in the academic year prior to the sport's season and must be enrolled in four courses during the season. Athletes who have questions about eligibility should see Coach True.

LHS PROCEDURES

Arriving on Campus

When students arrive on campus each day, they must exit the bus or vehicle and come immediately into the school. Students who arrive prior to 7:35 AM must enter the building through the courtyard gate nearest the cafeteria and be seated in the cafeteria until the 7:35 bell rings. A teacher will supervise students in the cafeteria from 7:05 until 7:35. Students may sign out to use the restroom or to go to a teacher's room for tutoring. At 7:15, breakfast is available for students who would like to purchase it. Students may not bring outside food into the building.

After 7:35, students may enter the building through the front doors or the doors at the end of the science hallway. Once they arrive at school, students may not leave school grounds without following the required checkout procedure.

Attendance

Truancy is defined as five or more unexcused absences in a school year. Three unexcused tardies or check-outs will equal one unexcused absence. Once a student reaches five unexcused absences, he/she will receive a letter from the LHS administration and be required to attend a truancy meeting. Excessive absenteeism is defined as fifteen or more absences in a school year (excused or unexcused). An attendance team will identify students in need of intervention due to excessive absenteeism periodically throughout the school year. Non resolved truancy and chronic absenteeism could result in community service, parenting classes, lunch detention, after school detention, court petition, etc.

Absence Waivers

An absence waiver may be granted by the principal if the absence is due to an illness or doctor's appointment verified by a licensed physician or dentist, funerals verified by the funeral director, court appearances as verified by a court officer, religious observances verified by a pastor, a parent's departure for or return from military service verified by the commanding officer, or any other situation deemed by the principal to be a hardship beyond the family's control. A waiver granted by the principal does not affect the number of absences reported to the state, but does count toward the total number of absences as defined by the excessive absenteeism policy.

Make-Up Work

Students will be allotted five school days to make up all work (homework, tests, etc.) missed following an absence. Work will not be accepted beyond the five day time frame. It is the students' responsibility to ask the teacher for their missed assignments when they return to school following the absence. In extenuating circumstances where several school days are missed due to an extended illness, special consideration may be given as to the extension of the five day time limit.

Tardy to School

School begins at 7:55 AM each day. Students are expected to be in their first period classes at this time. Students who are not in class at 7:55 are tardy to school and must report to the office to sign in. Students will be given a note to admit them to class. After signing in and receiving a note for admission to class, students must report immediately to their assigned classes. Class time missed as a result of arriving late will count as a tardy in regard to the attendance policy. More than 30 minutes of class time missed will result in an absence.

Tardy to Class

Students who are late to class will receive an unexcused tardy. After three unexcused tardies, students will receive two days of lunch detention. After the subsequent set of three tardies, students will receive four days of lunch detention. Also, three unexcused tardies will equal one unexcused absence.

Leaving Early

Students are expected to remain at school all day. In the event the student must check out and leave school early, he/she must present a note from his/her parent or guardian to the attendance secretary or receptionist prior to the 7:55 bell. The note must include the student's name, the time he/she will check out, the reason for checking out, and a telephone number where the parent can be reached. If the student is to be picked up by someone other than the parent or guardian, that person's name must be included in the note. The person picking the student up -- parent, guardian, or otherwise -- must come into the school and sign the student out in the office. This person must show photo identification and be scanned into the Raptor system prior to the student being released from school. If the student is to drive himself/herself home, the parent will be contacted by the school prior to release of the student. Classes missed as the result of leaving school early count as absences in regard to the attendance policy. Students must always follow check out procedures when leaving campus. Students leaving campus without permission will be subject to disciplinary action.

End of the Day Dismissal

There are two bells at the end of the school day – the bus riders’ bell and the drivers’ bell. When the bus bell rings at 2:55, only those students who ride buses will be excused. All others must remain seated in their classrooms until they are dismissed by the 3:00 bell. Athletes who are in the gym at the end of the day must stay in the gymnasium. No one should be in the hallways between the two bells.

All buses load in the front of the school. Students should walk to the buses in an orderly manner.

Students who are not staying after school for tutoring or other extracurricular activities must exit the building as soon as possible. There should be no students loitering in the hallways after the 3:10 bell.

Medical Care

Any student illness or injury should be immediately reported to the school nurse and/or administration. Proper attention will be given, and parents may be notified if the condition requires immediate notification. Any student with a medical issue should report the problem to school officials (nurse) upon enrollment in the school. Prescribed medications may be taken at school as long as they are kept in the school nurse’s office with the appropriate paperwork. Students may not carry any non-prescription (Tylenol, Ibuprofen, etc.) or prescription medications with them. However, students are allowed to carry emergency medication such as Epipens, inhalers, and diabetic supplies.

Discipline

Loretto High School students will be held to high academic and behavioral expectations. Each teacher and staff member is responsible for maintaining discipline on campus. Teachers will have classroom expectations and consequences clearly posted in their classrooms.

Discipline issues that exceed classroom expectations will be referred to one of the assistant principals or the principal for additional disciplinary measures according to school system policy. These measures may include, but not be limited to:

- *Break Detention*- Held during break as needed.
- *Lunch Detention*- Held during a student’s lunch. Students may be assigned lunch detention for missed assignments, failing assignments, cheating, tardies, unresolved truancy issues, etc.
- *In-School Suspension (ISS)* - The step immediately prior to Out of School Suspension. Students may be assigned to ISS for one period or for whole school days. During ISS, the student will be given work to do and will not be counted absent from school.

- *Out of School Suspension (OSS)* - Counts as absences for the student. The student may not participate in any school activities for the days of the suspension, including ball games, dances, competitions, and field trips.
- *Achievement Academy* - Recommended for students who have multiple minor disciplinary issues at LHS or who have major disciplinary issues. Students assigned to the Achievement Academy report to school at the Adult Learning Center in Lawrenceburg.
- *Expulsion*- Removes the student from the Lawrence County School System for a period of one calendar year.

Cell Phones

Students are allowed to use their cell phones before school, during break, during class changes, during lunch, and after school. During instructional time, students are not allowed to use their cell phone. If students' cell phones are visible during class time, the teacher may take up their phone and give it to the administration. If turned into administration, a student's cell phone will be kept at school for three days for the first offense and 10 days for each additional offense.

Social Media

Forms of technological communications, such as social media platforms, can enhance our lives in many ways. However, social media platforms such as Facebook, Twitter, SnapChat, Instagram, etc. can also be detrimental to students' mental health when used inappropriately. Students and parents are advised to refrain from posting derogatory and demeaning statements against students, faculty, staff, and the school community in general. Threatening and harassing comments posted by students against other students, faculty, or staff can result in school discipline and/or referral to law enforcement.

Dress Code

All students are expected to abide by the LCSS Dress Code Policy:

BOTTOM WEAR- Must be size appropriate (no sagging) and worn securely 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 extends to mid-thigh.

SHORTS/SKORTS/DRESSES/SKIRTS- 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. 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.

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

COATS- No trench coats, capes, overcoats, topcoats, military field jackets, or floor-length coats will be allowed.

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 or similar accessories.

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.

Cheating

Students who use other students' work as their own, copy information from another student's test, report, etc, or who plagiarize (using another person's work without giving the author credit) will be subject to disciplinary measures and will receive a zero on the assignment. For the first offense, students (both parties involved) will receive one week lunch detention (minimum), along with receiving a zero on the assignment. For the second and subsequent offense, students (both parties involved) will receive three days ISS in addition to receiving a zero on the assignment.

Skipping Class/School

Students who are found skipping class on campus will be placed in ISS for three days. Students who leave campus without permission will be placed in ISS for five days and may be petitioned to court.

Juuls/Vapes/Dab Pens

Students found using or in possession of a Juul, vape, dab pen, etc. will be sent to ISS for three days (for the first offense) and petitioned to court. Students will be placed in ISS for five days for the second offense (and petitioned to court). On the third offense, students will have to attend a DHA (meeting with the disciplinary hearing authority to determine a harsher punishment). Each device confiscated this year will be tested for THC. If the device tests positive for THC, the student found using or in possession of will be sent to a DHA hearing for a Zero Tolerance infraction.

Zero Tolerance

In order to ensure a safe learning environment free from drugs, violence, and dangerous weapons, any student who engages in the following behaviors shall be expelled for a period of not less than one calendar year or shall be placed at the LCSS Achievement Academy:

1. Any student who unlawfully possesses any drug including any controlled substance or legend drug
2. Any student determined to have brought to school or be in unauthorized possession on school property of a firearm, as defined by 18 Federal Law U.S.C. 921
3. Any student who commits battery upon any teacher, administrator, school employee, or school resource officer
4. Any student who possesses, handles, transmits, uses or attempts to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

School Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.

Bullying/Harassment

According to the LCSS Board Policy 6.304, bullying is defined as an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of: physically harming a student or damaging a student's property; knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; causing emotional distress to a student or students; or creating a hostile educational environment. Bullying, intimidation, or harassment may also be unwelcome conduct based on a

protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Allegations of bullying should be reported immediately to a teacher or to the LHS administration. Students who are found to be guilty of bullying another student(s) will be subject to strict disciplinary action. Bullying in any form will not be tolerated.

Visitor Information

All visitors must report immediately to the LHS office when arriving on campus. When visitors, volunteers or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the Raptor system. Visitors needing to enter the school from the office area will receive a badge once cleared by the office staff. Visitors must sign out in the office before leaving campus.

Parking on Campus

Parking on campus is a privilege, not a right. For security reasons, all drivers must register their cars in the office. A parking placard is purchased by students at a cost of \$10. Student parking is limited to the parking lot on the east side of the building and students are required to park in their assigned spaces. Parking spaces are assigned on a first-come-first-served basis. Students may not park on the circle drive, behind the gym, or in the parking lot at the northwest corner (behind the track) of the campus. Failure to comply with registration procedures or reckless driving on campus can result in loss of parking privileges as well as other disciplinary actions. Students who drive to school must park on campus. Students who live within a mile of the campus may walk to school.

Morning Break

A break is provided in the morning bell schedule. At this time, breakfast items may be purchased in the cafeteria, and snack and drink items may be purchased from the vending machines and from the bookstore.

Special Requests in the Cafeteria

We have a wonderful cafeteria staff! They do everything they can to make lunch enjoyable as well as nutritious. Students who require a special diet may request meals to meet their dietary needs by presenting Mrs. Mote, the cafeteria manager, with a letter describing their needs.

Lockers

Lockers are provided by the school for students who wish to rent one. The rental fee is \$5. Lockers are school property and are subject to general and specific searches by school authorities.

Bookstore

Our bookstore is located at the corner of the science and gym hallways. It will be open before school and at break each day. Snacks, drinks, school supplies, and Mustang gear will be sold through the bookstore.

Chromebooks

Each student will be provided with a Chromebook for use at school and home. Students and parents must sign the Chromebook Acceptable Use Policy before students will receive a Chromebook. The expectations for Chromebook usage are as follows:

- Students will bring the Chromebook to school every day.
- Students will charge the Chromebook nightly and will begin each day with a fully charged battery.
- Students will not leave the Chromebook unattended.
- Students will keep the Chromebook secure and safe when carrying or transporting.
- Students will only use the LCS Chromebook when in a location which is free from food, liquid, and debris that could damage the device and which provides a flat surface on which to operate.
- Students should not slam or push on the lid, or set objects/books on top of the Chromebook.
- Students will make the LCS Chromebook available for inspection by an administrator, teacher, or staff member upon request. Students understand that the LCS Chromebook and its contents can be monitored by LCS staff when students are signed on to the LCS network.
- Students will use appropriate and respectful language in all communications, and will abide by all LCS school policies while using the Chromebook, both at school and at home.
- Students will abide by all copyright laws.
- Students will use the LCS Chromebook for educational purposes.
- Students will not use or harm another student's Chromebook. Students will not loan the LCS Chromebook assigned to them to others. Students will not use or attempt to use another student's or a LCSS staff member's subscriptions, logins, files, or personal information.
- Students will not give out personal information, such as name, address, photo, or other identifying information on the Internet, nor will students misidentify themselves during online communication in an attempt to avoid detection for any misbehavior or rules violation.
- Students will not change the configuration of the LCS Chromebook, including the network and security settings.
- Students will not deface or otherwise decorate the LCS Chromebook.

- Students must abide by parental guidelines when traveling with or using the LCS Chromebook at locations other than LCS.
- Students will not attempt to repair, alter, or make additions to the LCS Chromebook.
- Students should not leave the Chromebook in their lockers or other school storage areas overnight, and students agree to bring the Chromebook back and forth between school and home on a daily basis.
- Students will report all problems and damage immediately to a LCS staff member. Students will not attempt to remove asset or identification names on the Chromebook. Students will report loss/theft of the LCS Chromebook to their parents/guardians, LCS Administration, and proper authorities within 24 hours.
- The student will use the Chromebook Camera & Microphone for approved use only.
- **If the Chromebook is lost, a replacement fee will be assessed.** If the Chromebook is accidentally damaged, it will be covered by the insurance policy obtained by the district. All Chromebooks must be returned at the end of each school year. Students who leave LCSS during the school year must return the Chromebook to their building's main office, along with all other accessories, at the time they leave. Device and accessory replacement costs are as follows:
 - Chromebook only: \$369 for non-touch, \$404 for touch
 - Charger / Power Adapter: \$50
 - Protective Bag: \$28
 - Entire Chromebook package: \$450
- If a student damages her/his assigned Chromebook MORE THAN ONCE, regardless of circumstances, there will be a \$25 fee for repair PER INCIDENT. (The only exception will be a faulty battery or a software issue.)
- If a Chromebook is stolen, the student / teacher to whom the Chromebook is issued will be responsible for requesting a police report from the school's SRO. If the report is deemed valid by the SRO, the replacement fee may be waived and the device covered by the district's Chromebook warranty policy.
- THE PARENT/GUARDIAN WILL ACCEPT FULL FINANCIAL RESPONSIBILITY FOR THE ACTIONS OF THE STUDENT USING THE DEVICE. Chromebook fees will be assessed and collected by the individual schools, and collected funds will be sent to the LCSS Chief Financial Officer within two (2) business days of collection. In addition, individual schools will be responsible for reporting assessed and collected fees to the LCSS Technology Department for auditing purposes.