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INSIDE BACK COVER
INSIDE BACK COVER
SIGNATURE PAGE

MUST be signed and returned to Lincoln County High School within one calendar week.
Full name (as it appears on birth certificate) Please Print.

Last:___________________________ First:__________________________ Middle:_____________________ Grade: _____

Student Cell Phone:_____________ Date of Birth:_____________ Male:__ Female:__ Social Security Number:___________
(optional)

Please select an ethnicity and one or more of the races listed. Ethnicity: _____Hispanic _____Non-Hispanic
Race: __White __Asian __Native Hawaiian/Pacific Islander __Black/African American __American Indian /Alaskan Native

Parent(s) or Legal Guardian name, address, and phone number. If other than parents, legal documentation must be on file.

Father: _______________________________________ Home Phone: ______________ Cell: ______________ Work: ____________
Address:  ____________________________________________email: __________________

Mother: _______________________________________ Home Phone: ______________ Cell: ______________ Work: ____________
Address:  ____________________________________________email: __________________

Legal Guardian: ________________________________ Home Phone: ______________ Cell: ______________ Work: ____________
Address:  ____________________________________________email: __________________

INFORMATION TO BE ON FILE

Has your child been enrolled in a special education program?  ____Yes  ____No
Is English the primary language spoken at home?  ____Yes  ____No
Was your child born in another country?  ____Yes  ____No  Which country? _____________
Date child entered United States: _______________ Date first attended school in U.S. _______________
Where does your child stay at night?  (Please check one)
  ___Home or apartment owned or rented by the parents(s)/guardian(s)  ___With a relative or friend  ___In a shelter
  ___In a motel  ___In an automobile  ___A campsite  ___In housing that is inadequate(i.e. no electricity or running water, etc.)
Other housing (please explain) __________________________________________________________________________

INTERNET USE

I ( ____do,  ____do not)  want my child to have access to the Internet.  See Acceptable Use Policy on page 5 and 6.

PHOTOGRAPH and MEDIA PERMISSIONS

The school or school district may feature my child in local broadcast and print media, on the school or district website, on school or
district social media, and in publications and programs:

If you do not want your child’s image to be used in local broadcast and print media, on the school or district website, on school or
district social media, and in publications and programs; please provide written notification to your child’s principal.

Unless your child’s principal receives a written notification stating that you do not want your child’s image used in all media, your
signature below provides your consent for your child’s image to be used in local broadcast and print media, on the school or district
website, on school or district social media, and in publications and programs.  Your signature below also acknowledges your
understanding of this media release statement.

CORPORAL PUNISHMENT

Corporal Punishment ( ____ may,  ____may not)  be administered to my child.

EMERGENCY MEDICAL PERMISSION and CHECK-OUT OF SCHOOL

In case of an emergency, accidents, or problems, list names of two responsible persons and daytime phone numbers if
parent/guardian cannot be located.  Those listed below also have permission to check student out of school.  Please print.

Name ___________________________ Relationship ___________ Phone ______________

Name ___________________________ Relationship ___________ Phone ______________

If contact numbers can’t be reached, I give permission to medically treat or call an ambulance if necessary for my child.  __Yes  ____No
Medication guidelines established by the State of Tennessee and Departments of Education and Health must be followed for students to take medicine at school.
This applies to prescription and non-prescription medicines. The health information sheets provided in LCHS Handbook must be signed and returned to the school.

LCHS HANDBOOK VERIFICATION SIGNATURE

By signing below I acknowledge that I have read the School Handbook, Student Attendance Policy, Cell Phone Policy,
Acceptable Use Policy, BYOD Policy, Medical Guidelines, and Code of Discipline.

Student name (print) ___________________________ Student signature _______________ Date __________

Parent/Guardian name (print) ___________________________ Parent/Guardian signature _______________ Date __________
LCHS Cell Phone Policy

Students are permitted the possession of cell phones during the hours school is in session with the following restrictions:

Cell phones or other authorized or unauthorized electronic devices shall be in the “off” mode at all times while in a classroom or at a scheduled activity during the hours school is in session. Cell phones may be used in classrooms for instruction when allowed by the teacher.

Cell phones or authorized electronic devices may be in the “on” mode and used during class changes and in authorized areas on school grounds before and after school and at lunch.  
(Refer to LCHS Student Handbook, pg. 36.)

Consequences for violations:

1st offense: Parent/ Guardian must pick up phone after 3pm and sign notice of future consequences.
2nd offense: The student will be placed in ISS for 1 day. Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.
3rd offense: The student will be placed in ISS for 2 days. Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.
4th offense: The student will be suspended from school for four blocks or one full day. Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.
5th offense: The student will be suspended from school for four blocks or one full day. Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.
6th offense: The student will be suspended from school for four blocks or one full day. Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

LINCOLN COUNTY SCHOOLS
STUDENT ACCEPTABLE USE POLICY and BRING YOUR OWN DEVICE PROGRAM
(Refer to LCHS Student Handbook, pgs. 5 and 6.)

Student Agreement

Student Name______________________________________________________
School ____________________________________________________________

I have read the Student Acceptable Use Policy and Bring Your Own Device Policy. I agree to follow the rules contained in these Policies. I understand that violation of either policy is unethical and may constitute a criminal offense. Violations may result in the loss of access privileges and/or I may face disciplinary action in accordance with Board of Education Policy.

I hereby release the Lincoln County School System, its personnel and any institutions with which is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system’s network, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

By signing below I acknowledge that I have received and understand the above LCHS Cell Phone Policy, the Acceptable Use Policy regarding Lincoln County Schools Network and Internet on page 5, and the Bring Your Own Device (BYOD) Program on page 6 of LCHS Student Handbook.

____________________________________________________________________
Student Signature                                                                                         Date
__________________________________________________________________________________
Parent Signature                                                                                           Date
LINCOLN COUNTY SCHOOLS STUDENT ACCEPTABLE USE POLICY
Please read the following terms and conditions for use of the Lincoln County Schools network and the Internet carefully before signing this document. This is a legally binding document.

A. Educational Purposes
1. The Lincoln County School System is providing students with access to the district’s electronic network system, which includes Internet access. The use of this account must be in support of education and research and consistent with the educational objectives of the school system.

2. The Lincoln County School System’s network use is limited to educational purposes. The term “educational purposes” includes classroom activities, student research, and career development. The network system will also assist the Lincoln County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.

3. The Lincoln County School System’s network has not been established as a public access service or a public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.

4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.

5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Unacceptable Uses
Net Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Avoid offensive or inflammatory speech. Be courteous and polite.
- Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
- Do not reveal personal information about yourself or others.
- Do not participate in the transmission of any material in violations of any federal or state regulation. This includes, but is not limited to: copyrighted material or threatening or obscene material.
- Do not use the network in such a way as to disrupt the work of others.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Harassment or bullying is not permitted.

C. Vandalism
Vandalism is defined as any malicious attempt to harm or destroy data of another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in disciplinary action.

D. Security
Security on any computer system is a high priority, especially when the system involves many users. **If provided passwords, never share your password or account with anyone.** You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Director or principal and change your password. No hacking or unauthorized attempts to access another computer or trespassing in another’s folder, work, or file is allowed.

E. Limitation of Liability
The Lincoln County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. The Lincoln County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Lincoln County Schools will not be responsible for financial obligations arising through the unauthorized use of the network.

F. Exception of Terms and Conditions
These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.
Lincoln County Schools
Bring Your Own Device (BYOD) Program 2017-2018

Lincoln County Schools is committed to preparing all students and teachers to maximize learning by fully integrating relevant technology into academic content to acquire, share and evaluate information, achieve media and technology literacy, and maintain safe and ethical environment. As part of the process to further this commitment, Lincoln County will continue the “Bring Your Own Device” (BYOD) program. As a part of the BYOD plan, students will have the ability to access the Lincoln County Department of Education (LCDOE) guest wireless network using their own technology devices. With classroom teacher approval and signed form, student may use their technology devices in their classroom to research and save information, communicate with other learners, and use available productivity tools. In some cases, digital textbooks and curriculum will be available for student use.

To participate in the BYOD program, students at Lincoln County High School must return signed BYOD Acceptable/Responsible use Agreement prior to bringing a personal device to school.

BYOD Acceptable Use Policy

Definition of Technology
For purposes of BYOD, “Device” means personally owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the Lincoln County Schools (LCS) guest network. The world of technology is quickly changing and the list of allowed devices will be reviewed as needed. Approved devices include: smartphones, iPads, iPods, laptops, netbooks, tablet computers, and eReaders that meet the definition of technology.

Internet
All Internet access shall occur using the LCS guest network. Cellular hotspots or tethers are not permitted to be used by students to the access the Internet at any time.

Security and Damages
Responsibility to keep privately owned devices secure rests with the individual owner. The Lincoln County School System, nor its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations.

Student Agreement

- The use of personal technology to provide educational material is not a necessity but a privilege. When abused, privileges will be taken away. When respected, privileges will benefit the student learning.
- Students and parents/guardians participating in BYOD must adhere to all Board policies and the LCS Acceptable Use, Media Release, and Internet Safety Procedures.

In addition:
- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while on school campuses unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for on-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless assigned by the teacher as allowed by the LCS Acceptable Use and all Board policies.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games and activities are not permitted.
- Students must comply with teachers’ request to turn off the device.

Students acknowledge and agree that:

- The school’s network filters will be applied to the LCS guest network access to the internet and should not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- Personal technology must be charged prior to bringing it to school and the device must run off its own battery while at school.
- Students remain subject to all other school behavior rules.
Principal’s Prior Permission Absence Request Form
(refer to page 23 of student handbook)

Student: ____________________________________________________________

School: Lincoln County High School  Date(s) of Absence(s): __________________________

Reason for Absence:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Parent Signature__________________________________________  Date_____________________

Email Address____________________________________________  Cell Phone________________

Student’s Teacher (Homeroom) ______________________________

For Principal Use Only

Absent Unexcused _____  Absent Excused _____
Tardy Unexcused _____  Tardy Excused _____

Approved _____Yes _____No

Principal’s Signature________________________________________  Date____________________
Attention Parents!!!!

Students will be issued Chromebooks this year. Students will use these for all classes as well as testing. More information will be given to students and parents concerning Chromebook rollout.

To make the Chromebook rollout easier for parents, you are encouraged to read, sign, and send the perforated laptop form from the handbook with your student. The homeroom teacher will need the form and the $25.00 fee in order to assign the Chromebook to your student.
LINCOLN COUNTY SCHOOL DISTRICT
LAPTOP AGREEMENT

A Complete Copy of the Laptop Policy, Procedures, and Information Handbook is available on the Lincoln County High School Website at lcdoe.org/lchs under forms.

The Lincoln County School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The items below outline the various areas of protection provided by the School District insurance/protection plan:

SCHOOL INSURANCE: The Student and Parent agree to pay $25.00 to the Lincoln County School District. In turn the District will provide the following types of coverage for the Student’s laptop:

WARRANTY: This coverage is purchased by the Lincoln County School District as part of the purchase price of the equipment. Lenovo warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The Lenovo warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the Technology Department and/or Principal’s office.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to laptops. Warranty or School District Laptop Protection DOES NOT cover intentional damage of the laptops.

OTHER LIMITATIONS: Students/Parents understand that there are limitations in coverage provided by the Lincoln County School District insurance/protection plan, as listed in Section 8.2 of the Laptop Policy, Procedures, and Information Handbook.

Infractions of any policy included in this Acceptable Use Policy/Handbook may result in the following consequences:

Suspension of laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

Cost of Repairs

The Lincoln County School District will cover most of the damages and malfunctions to the student laptops through the laptop’s warranty and/or accidental damage protection. However, students may be charged repair fees after the first occurrence of damage (50% of the cost second offense, 100% of the cost for third offense)
Student Pledge for Laptop Use

I, ________________________________, (student’s name) agree to the following conditions:

1. I will follow all of the policies and regulations included in the Laptop Policy, Procedure, and Information Handbook while at school as well as outside of the school day.
2. I will notify the office in case of theft, vandalism, and other acts covered by insurance.
3. I agree to return the District laptop, carrying cases and power cord in good working condition.

Parent Pledge

I, ________________________________, (parent’s name) recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my child. I will assume full responsibility for any harmful or illegal content on the laptops. I also will take full responsibility for any damage that occurs to the laptop while the device is in my child’s possession. I hereby give permission to allow my child to check out a laptop for the current school year.

Web Page Publication

The Lincoln County School District may in the future wish to publish videos and pictures of the students in various school activities on the school webpage. Doing this would make the videos and pictures accessible to anyone on the Internet. No names will be used, just general descriptions such as; Girls BB, Varsity FB, etc. Please indicate whether or not you wish for your child to be included in this.

Please check one:

_____ Yes, include my child in these publications

_____ No, DO NOT include my child in these publications

Agreement

I agree to the stipulations set forth in the above documents including the Laptop Policy, Procedures, and Information; the Acceptable Use Policy; Laptop Agreement, the Student Pledge for Laptop Use, and Web Page Publications.

Student Name (Please Print): __________________________________________________________

Student Signature: ____________________________ Date: ________________________________

Parent Name (Please Print): ____________________________

Parent Signature: ____________________________ Date: ________________________________

Individual school laptop computers and accessories must be returned to the Technology Department at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Ninth Grade Academy and Lincoln County High School for any other reason must return their individual school laptop computer on the date of termination.
Dear Parents,

I realize at this time you have many papers to deal with. I have tried to simplify things as much as I possibly can. The papers that you have from me are however very important to your child. It is the only record we have of any health problems your child may have and how they are to be treated. Please list any limitations or write no limitations on the form.

Please make note of the fact that we need all information regarding a health condition. If your child is allergic to bees, wasps, food, or any other items we need to know this. We also need to know the treatment for this allergy. If this requires medication please bring this medication to school, and sign the medication consent form. If your child has an epi-pen we will be keeping it with the student, this is different from years past. If you specifically do not want your child to carry the pen with them we will need a written request. Please provide some sort of container, or pack for your child to carry their epi-pen in.

If your child has asthma we need you to bring the inhaler with the pharmacy label to school and sign the consent form. Inhalers must have a consent form signed and the use must be documented throughout the year.

For diabetic students we need physician orders on how and when to treat hyperglycemia or hypoglycemia, when to check for ketones, what kind of diet the student is on. We also need the type and dosage of insulin needed and what times insulin and snacks are to be given. We also need a consent form signed for the student to administer insulin at school.

In short, any medication that is brought to school the parent must bring in and sign a consent form. We do not provide medication for the student, this includes Tylenol. Please try your best not to send unnecessary medications to school. For cold and flu symptoms please consult with a physician or pharmacist to find a medication that is long acting and will not be required to be given at school. Antibiotics that need to be given 3 times a day can be given in the morning before school, immediately after school, and at bedtime. We want the students to be healthy and feel good at school but we also need to keep unnecessary medications out of school.

Vanessia Steelman
Lincoln County School Nurse

LINCOLN COUNTY SCHOOL MEDICATION INFORMATION

All medications must be given according to the guidelines established by the state of Tennessee.

1. An ADULT must bring medications to school.
2. Medications ordered by a doctor must be in the original prescription bottle. The label should contain: the child’s name, name of the medication, amount of medication to be given (we only give the amount on the bottle, if this is changed we must have a doctor’s written order), time the medication is to be given, name of the pharmacy with the phone number, and the physician’s name.
3. A parent must fill out a written consent prior to the child taking the medication. (Consent forms are in school office.)
4. Students are not allowed to carry medication on them with the exception of inhalers for asthma and epi-pens for severe allergies. These medications must however have a consent form signed in the office.
5. Parents must bring non-prescription medications into the office and sign a consent form. The medications must be in the original container. The student’s name should be written on the container. We will not give medications sent to school in baggies, envelopes, or wrapped in paper. These will not be returned to the students either. You will have 1 week to pick them up, after that time they will be disposed of.

It is very important that you follow the above guidelines. These are the state requirements that we must meet. I realize that these policies may cause some inconvenience for parents and guardians, however no amount of inconvenience is too great to keep the students safe and healthy. In the event that your child requires emergency care, the school will contact emergency medical services. The school cannot designate a specific hospital. Emergency personnel must follow their own specific regulations and take the child to the nearest hospital.

Please be sure that you inform school officials throughout the year if there is a change in your child’s health status. Please be sure that you also keep current any phone number changes, or emergency contact information that may change.

Please sign on the student health form that you have read and understand the medication guidelines.
Lincoln County High School  
1233 Huntsville Highway  
Fayetteville, TN 37334  
PHONE: 931-433-6505  
FAX: 931-438-1490

PARENT/GUARDIAN AUTHORIZATION FOR MEDICATION

ONLY use this form only WHEN actually bringing medication to school.

Student’s Name: ________________________________________________

I request that school personnel assist the above-named student to self-administer the following medication while in school and away for school activities.

Name of medication: ________________________________________________

Amount of medication to be taken: ____________________________________

How medication is to be taken: (circle one) orally   topically   inhalation   injection

Time(s) medication is to be taken: ____________________________________

Reason medication is needed at school: ________________________________

_________________________________________________________________

______________________________________________________________

Signature of Physician (if requested)             Date

I understand that the medication is administered solely at the request of and as an accommodation to undersigned parent or guardian. In consideration of the acceptance of the request to perform this service by any person employed by Lincoln County School Systems, the undersigned parent/guardian hereby agrees to release the Lincoln County School System and its personnel from any legal claim they may have or may thereafter have arising out of the administration of or failure to administer the medication to the student. I will assume full responsibility for any side effects and complications that my child may have as a result of taking this medication. I accept responsibility to bring properly labeled medication to school and remove any unused medication when treatment is ended. All prescription medication must be brought to school in the original container. The pharmacy label must include the following information: name of student, prescription number, name of medication and dosage, administration route or other directions, date, licensed prescribers name, pharmacy name, address and phone number. All non-prescription medication must be brought to school in the original manufacturer’s labeled container with the ingredients listed and the child’s name affixed to the container.

If any part of this consent form is not complete, medication will not be given.

______________________________________________________________

Parent/Guardian Signature           Date

______________________________________________________________

Parent/Guardian Name (printed)

home phone number           cell phone number           work phone number
Part I: STUDENT INFORMATION
Student Name _______________________________________________________________   Grade/Teacher _______________________________

Address _______________________________________________ Email__________________________

Date of Birth _______________________     Age _________         Sex     □ M    □ F          Physician ________________________________

Mother/Guardian’s Name ________________________________ Home/Cell # __________________________ Work # _____________

Father/Guardian’s Name _________________________________ Home/Cell # __________________________ Work # _____________

Student lives with: □ Both Parents □ Mother □ Father □ Guardian

ATTEMPTS WILL BE MADE TO CONTACT A PARENT FIRST
IN CASE OF ILLNESS OR EMERGENCY.
If you cannot be reached, please list emergency contacts in the order you wish for them to be contacted.

1. Name ____________________________________  Phone  _____________________________  Relationship  ______________________
2. Name ____________________________________  Phone  _____________________________  Relationship  ______________________
3. Name _____________ ____________________________________  Phone  _____________________________  Relationship  ______________________

Part II: HEALTH INFORMATION

□ NO Significant Health Problems

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Restrictions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bladder/Urinary Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer or history of cancer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiac/Heart/Blood Disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.I. Disorder (Stomach/Intestinal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headaches (including migraines)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Condition

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearing Impaired (hearing aids: □ yes □ no)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neurological/Birth Defects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Disability/Impairment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ wheelchair □ artificial limb</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin Disorder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ glasses □ contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other chronic illness or condition not listed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please fully explain any answers marked YES:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Does your child have ASTHMA? □ Yes □ No     If yes, medications taken: ________________________________

Does your child have ADD/ADHD? □ Yes □ No    If yes, medications taken: ________________________________ □ home □ school

Does your child have SEIZURES? □ Yes □ No    If yes, describe type and meds taken: ________________________________

Does your child have DIABETES? □ Yes □ No    If yes, insulin, glucometer and care needed at school: ________________________________

Does your child have ALLERGIES? □ Yes □ No    □ Food □ Dye □ Bee / Wasp / Ant □ Seasonal □ Latex □ Drugs

List Drug/Food Allergies: _____________________________________________________________ Epi-pen prescribed: □ Yes □ No

Please complete reverse side
Part III: Current Medications

Does the student take any medication not listed above (prescribed and/or OTC)? Please list: (include dosage, reason and frequency)

1. ____________________________________________________________________________

2. ____________________________________________________________________________

3. ____________________________________________________________________________

4. ____________________________________________________________________________

Is medication required during school hours? □ Yes □ No If yes, you may obtain a medical authorization form from the school nurse or at the www.lcdoe.org website (Health Forms under Dept. of Coordinated School Health).

Please list any other factors that the school nurse, school counselor or your child’s teacher(s) should know of which might affect the student’s school experience: ____________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Part IV: Consents and Signatures:

Please initial each line

____ I ( □ do □ do not ) give consent for my child to receive basic first aid and medical care at school. This may include using hydrogen peroxide, antibiotic ointment, anti-itch creams, eye drops and cough drops if necessary.

____ I have read the medication policy and understand that medications of any kind must be brought to school by a parent/guardian. I understand that the school nurse and/or staff MAY NOT administer any medications without the proper medical authorization on file.

____ In the event I cannot be reached, I authorize school personnel to obtain emergency medical care for my child, including transportation by ambulance if necessary. I give consent for my child to be transported to the hospital per school personnel in the event of an emergency not requiring ambulance transportation.

Signature of Parent or Legal Guardian _____________________________________________ Date ____________________

PLEASE RETURN THIS FORM TO THE SCHOOL NURSE
POINTS OF EMPHASIS

All policies covered in the 2017 – 2018 Lincoln County High School Handbook are important. However, during this school year the administration will be emphasizing the following.

RESPECT

One of the most important lessons students can learn in school is to conduct themselves in an appropriate manner for any given situation. Your education involves learning to respect those in authority, your peers as well as yourself and learning to practice self-discipline. Students at Lincoln County High School are expected to conduct themselves at all times at school and at school-sponsored activities in a manner that fosters self-respect and respect for the rights of others. In particular, students should respond in a respectful manner to all instructions given by any faculty or staff member.

Impudence, profanity, dishonesty, disorderly conduct, and disregard for authority, etc. will not be tolerated. Violations of good conduct may result in the student receiving detention, in or out of school suspension, or placement in the Alternative School.

The first instance of disrespect to any school personnel may result in out of school suspension and/or possible recommendations for indefinite suspension or expulsion.

PARKING PRIVILEGE

Parking on the school grounds is a privilege that is provided for students; however, students are responsible for abiding by the guidelines as stated in the handbook. Failure to do so may result in revocation of the parking privilege. Please refer to page 37.

ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behavior will be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Incident will be reported to the police. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a drug or a dangerous weapon onto a school bus, onto school property or to any school event or activity.
2. Any student who while on a school bus, on school property, or while attending any school event or activity:
   (a) unlawfully possesses a drug or dangerous weapon; or
   (b) commits battery on a teacher or other employee of the school.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ALCOHOL POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol on any school grounds or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be placement in Alternative School. Incident will be reported to the police.

ALTERNATIVE SCHOOL / OUT OF SCHOOL SUSPENSION

A student who is suspended or placed in alternative school may not be on the school grounds during the suspension or time placed in alternative school. The student is not allowed to attend or participate in any extracurricular activities home or away,including graduation.

LCHS CHEATING POLICY

The minimum punishment for students caught cheating will be a grade of zero. Teachers have the right to refer to administration for additional discipline.

ABSENCES & NOTES

When your student is going to be absent, please call the school between 7 AM and 8 AM.

When a student returns to school from an absence or a check-out or check-in notes should include the student’s full name, grade, date of absence, reason for absence, and parent signature and phone number.

Example: John Name Doe in grade 10/11/12 was absent (checked-out/in) on Month/date/year because he was sick, etc.

Mother John Doe Phone Number

FINAL EXAMS

All students are REQUIRED to take final exams. We want to ensure that all students are college ready and understand that taking exams will be part of a student’s collegiate experience. As such, it is imperative that every student is at school to take exams on the dates they are given. Any student that misses the final exam and is deemed excused will be required to take the exam on the first available make-up day listed on the calendar. Any student that misses the final exam and is unexcused will receive a grade of 0. The exams will count 25% of the 2nd nine weeks grade. For 9 week courses they will count 25%.

Students will not be allowed to send or receive personal E-mail or Instant Message one another on school computers.
Lincoln County High School
General Rules and Consequences

Tardy to School/1st Block:
1st Offense- Warning
2nd Offense- 1 Break Detention
3rd Offense- 2 Break Detention
4th Offense- Parent must come in and meet to sign Tardy Contract. Failure to attend will result as Insubordination. Administration issues ISS.
5th Offense- 4 Break Detentions. Probation for Extracurricular Activities.
6th Offense- Referred to High School Truancy Board.
7th Offense- Star Team Meeting
After 7 - Citation to Court
In hallway without pass can result in ISS.

Cell Phone: Phones must be picked up by parent/guardian after 3:00pm.
1st Offense – Warning
2nd Offense – 1 day ISS
3rd Offense – 2 days ISS

Profanity and public displays of affection:
1st Offense – 2 hours detention issued by administration
2nd Offense – 4 hours detention issued by administration
3rd Offense – ISS/OSS

Profanity to a TEACHER – 5 days ISS/OSS/ Alternative School

Verbal confrontation among students:
1st Offense – 4 hours detention
2nd Offense – ISS/OSS

Out of Pocket:
1st Offense – 1 day ISS
2nd Offense – 3 days ISS

 Skipping School:
1st Offense – 3 day ISS
2nd Offense – 5 days ISS

Forged Notes/Bogus Phone calls for Check-out
1st Offense - 1 day ISS / Citation to court
2nd Offense - 3 days ISS / Citation to court

Fighting:
1st Offense- OSS remainder of day, referred for Alternative Placement School Meeting
2nd Offense- OSS remainder of day, referred for Alternative Placement, Citation to Court
3rd Offense- OSS remainder of day Citation to Court, referral to DHA meeting

Stealing or Vandalism – ISS / Citation to court / Alternative School

Students will have 3 school days to complete before/after school detention. Students will have 5 school days to complete break detention. (2) Break detentions count as (1) hour of detention. Failure to complete detention will result in:
1st Offense- 1 day ISS  2nd Offense-3 days ISS  3rd Offense-5 Days ISS  4th offense-3 days OSS

**Failure to serve assigned discipline will result in further action such as out-of-school suspension, referral to Disciplinary Hearing Committee, court system, or any other appropriate punishment.**
INTRODUCTION

WELCOME TO LINCOLN COUNTY HIGH SCHOOL

Since high school is one of the final stepping stones toward your ultimate goal in life, it is important that you establish a good record here and that you learn some vital principles to apply to your life.

Institutions of higher learning and employers of our students usually want to know the scholastic achievement, attendance record, and participation in extra-curricular activities of persons they wish to accept or employ.

Your education also involves learning to respect those in authority and learning to practice self-discipline. Competition in sports as well as in the classroom affords you the opportunity of adjusting to the inevitable competition you will encounter later.

With these points in mind, it is hoped that you will be able to reflect upon these years not only as enjoyable ones but also as rewarding and beneficial experiences.

Lincoln County High School

"All Students Can Learn"

The mission of the Lincoln County School System, in partnership with parents, teachers, and the community, is to provide a safe, secure, and positive learning environment for all students.

Vision Statement

All graduates will value education, hold high expectations for themselves, and strive to be successful, responsible, and productive adults.

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, Lincoln County School System will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected students who are disabled" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation, grievance, or appeals procedures and provision of services to protected handicapped students, contact the LCHS Guidance Department.

Lincoln County High School does not discriminate in the admission of students due to race, sex, color, creed, national origin or handicapping conditions.
# SCHOOL CALENDAR
## LINCOLN COUNTY SCHOOL SYSTEM
### 2017-2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>In-service (Countywide)</td>
</tr>
<tr>
<td>August 3</td>
<td>In-service (Individual Schools)</td>
</tr>
<tr>
<td>August 4</td>
<td>Staff Development No School</td>
</tr>
<tr>
<td>August 7</td>
<td>Registration All Schools ½ Day</td>
</tr>
<tr>
<td>August 8</td>
<td>Students Attend Full Day</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 7</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>September 15</td>
<td>In Service NO SCHOOL</td>
</tr>
<tr>
<td>October 6</td>
<td>End of 1st Nine Weeks</td>
</tr>
<tr>
<td>October 9-13</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 19</td>
<td>Report Cards</td>
</tr>
<tr>
<td>October 24</td>
<td>School Day; Parent Conference NGA/LCHS (4:00-7:00 p.m.)</td>
</tr>
<tr>
<td>October 26</td>
<td>School Day; Parent Conference Elementary (4:00-7:00 p.m.)</td>
</tr>
<tr>
<td>October 27</td>
<td>In Service NO SCHOOL</td>
</tr>
<tr>
<td>November 15</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>November 22-24</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December 20</td>
<td>Students attend ½ day End of 2nd Nine Weeks</td>
</tr>
<tr>
<td>Dec. 20 - Jan. 3</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 3</td>
<td>Staff Development NO SCHOOL</td>
</tr>
<tr>
<td>January 4</td>
<td>Students return to school (full day)</td>
</tr>
<tr>
<td>January 11</td>
<td>Report Cards</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King Jr. Day (Holiday)</td>
</tr>
<tr>
<td>February 5</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>February 13</td>
<td>School Day Parent Conference Elementary (4:00-7:00 p.m.)</td>
</tr>
<tr>
<td>February 15</td>
<td>School Day; Parent Conference NGA/LCHS (4:00-7:00 p.m.)</td>
</tr>
<tr>
<td>February 16</td>
<td>In Service NO SCHOOL</td>
</tr>
<tr>
<td>February 19</td>
<td>President’s Day (Holiday)</td>
</tr>
<tr>
<td>March 9</td>
<td>End of 3rd Nine Weeks</td>
</tr>
<tr>
<td>March 12-16</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 22</td>
<td>Report Cards</td>
</tr>
<tr>
<td>March 30</td>
<td>Good Friday (Holiday)</td>
</tr>
<tr>
<td>April 19</td>
<td>Progress Reports</td>
</tr>
<tr>
<td>May 18</td>
<td>Graduation Exercises 7:30 p. m.</td>
</tr>
<tr>
<td>May 23</td>
<td>Last Day of School for Students (1/2 Day)</td>
</tr>
<tr>
<td>June 4-5</td>
<td>Teacher In-Service Make-up only</td>
</tr>
</tbody>
</table>
BEFORE SCHOOL

Students who are participating in the LEAPS program for before or after school study, credit recovery, and detention are to report to the library from 6:45am to 7:50am and 3:00pm to 5:00pm.

The school building will be open for all students between the hours of 7:00a.m. and 3:30p.m. Students will not be allowed in the building without teacher or sponsor supervision before or after those times. When students arrive at school, they must report directly to the Commons Area. Students are not to leave once they arrive on campus. This includes bus riders and car riders. A release bell will ring at 7:45 at which time students may go to their lockers, restroom, etc. Students must be seated in their first block class by 8:00 a.m. Students are not allowed to bring food or drinks into the building.

When students arrive at school, they must report directly to the Commons Area. Students are not to leave once they arrive on campus. This includes bus riders and car riders. A release bell will ring at 7:45 at which time students may go to their lockers, restroom, etc. Students must be seated in their first block class by 8:00 a.m. Students are not allowed to bring food or drinks into the building.

DAILY TIME SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:21</td>
<td>First Block</td>
</tr>
<tr>
<td>9:21 – 9:51</td>
<td>ACT/INTERVENTION</td>
</tr>
<tr>
<td>9:51 – 10:05</td>
<td>Falcon Time</td>
</tr>
<tr>
<td>10:05 – 11:27</td>
<td>Second Block</td>
</tr>
<tr>
<td>11:27 – 11:33</td>
<td>Class Change</td>
</tr>
<tr>
<td>11:33 – 1:27</td>
<td>Third Block</td>
</tr>
<tr>
<td>1:27 – 1:33</td>
<td>Class Change</td>
</tr>
<tr>
<td>1:33 – 2:55</td>
<td>Fourth Block</td>
</tr>
<tr>
<td>11:27 – 11:33</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:33 – 1:27</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

PARENT CONFERENCES

October 24, 2017 - 4:00 - 7:00pm
February 15, 2018

9 WEEKS GRADING PERIODS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Start</th>
<th>End</th>
<th>Progress Reports</th>
<th>Report Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 7</td>
<td>October 6</td>
<td>September 7</td>
<td>October 19</td>
</tr>
<tr>
<td>2</td>
<td>October 16</td>
<td>December 20</td>
<td>November 15</td>
<td>January 11</td>
</tr>
<tr>
<td>3</td>
<td>January 4</td>
<td>March 9</td>
<td>February 5</td>
<td>March 22</td>
</tr>
<tr>
<td>4</td>
<td>March 19</td>
<td>May 23</td>
<td>April 19</td>
<td>May 23</td>
</tr>
</tbody>
</table>

PROGRESS REPORTS

Progress reports will be sent home in the middle of the nine-week grading period. A designated date will be assigned for the grade report to be sent home. A standard grade progress form will be utilized for the grade reporting. In addition, deficiency notices or phone contact will be made with parents when students are working below ability levels.

REPORT CARDS

1. Pupils are expected to take report card to the parent or guardian.
2. Pupils guilty of altering grade cards are subject to suspension from school or alternative school.
3. Students will be charged $2.00 for a duplicate report card.

GRADUATION INFORMATION FOR SENIORS

PARTICIPATION

Any senior who is not within one credit of graduation will not be allowed to participate in graduation ceremonies.

Any senior who is SUSPENDED or placed in ALTERNATIVE School during the time of graduation will NOT be allowed to participate in ANY graduation activity. These activities include Prom, Awards Day, and Commencement Exercises, Project Graduation and any other senior class activity.

DRESS FOR GRADUATION

**Males** – White/very light shirt, tie, dark pants, & dark dress shoes (not tennis shoes or flip-flops)

**Females** – Appropriate light dress or capris, light dress shoes (not tennis shoes, flip-flops, or boots)

Caps and gowns are to be worn at the Baccalaureate and Graduation Exercises. No decorations are to be added to the cap and gown.

**GOLD CORDS** -- Only students in good standing in the Beta Club will wear gold cords.

**GOLD TASSELS** -- Students who have distinguished themselves as Honor Seniors (an average of 93.0 or above at the time of the senior ranking) will wear gold tassels.

DIPLOMAS

Diplomas will not be given to graduating seniors during the graduation exercise. Students will receive a diploma cover at that time. After the graduation exercise, graduating seniors will be issued their diplomas. The time and place to receive diplomas will be announced.
II. STUDENT EVALUATION AND COURSE INFORMATION

CLASSIFICATION OF STUDENT

4 units = Sophomore (must be English 9 and Algebra 1)  
10 units = Junior  
18 units = Senior

GRADUATION & DIPLOMA REQUIREMENTS

The year of entry into the 9th grade will be the basis for determining graduation requirements based on the adjusted requirements adopted for block scheduling. An elective is any subject not required for graduation. Students should choose electives with their future career plans in mind.

FINAL EXAMS

All students are required to take final exams. We want to ensure that all students are college ready and understand that taking exams will be part of a student’s collegiate experience. As such, it is imperative that every student is at school to take exams on the dates they are given. Any student that misses the final exam and is deemed excused will be required to take the exam on the first available make-up day listed on the calendar. Any student that misses the final exam and is unexcused will receive a grade of 0. The exams will count 25% of the 2nd nine weeks grade. For 9 week courses they will count 25%.

TENNESSEE GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

Honor Roll will be an overall 92 average and High Honor Roll will be an overall 96 average. The Beta Club will use the same criteria for admission to the Beta Club.

TENNESSEE SCHOLARS

Who are Tennessee Scholars? Tennessee Scholars are high school students who have completed the Tennessee Scholars course of study, a rigorous sequence of academic courses in math, science, language arts, and social studies. Tennessee Scholars is based on the data that proves that larger percentages of students who complete a more rigorous course of study in high school are more successful in post-secondary education and the workforce.

How do students become Tennessee Scholars? Tennessee Scholars is open to Tennessee students in school districts that choose to implement the program. After reviewing the requirements to be a Tennessee Scholar, one must make application with their school counselor. Upon completion of all the requirements, the graduate is eligible to enjoy the benefits of any scholarships, jobs, or other incentives only offered to Tennessee Scholars.

Tennessee Scholars Course of Study for 2013 Graduates and Beyond

- 4 English Courses
- 4 Mathematics Courses (Algebra 1, Algebra 2, Geometry, and one higher level math). Bridge math will not count toward Tennessee Scholars requirements.
- 3 Laboratory Science Courses (Biology and Chemistry are required and one additional lab science, Physics strongly preferred)
- 3 Social Studies (Must meet requirements of the Tennessee Diploma Project)
- Personal Finance as required by the State of Tennessee
- Must meet State Requirements for health and/or physical education
- 1 Fine Arts
- 2 Foreign Language courses in the same language
- 2 Career Technical Education courses, or 2 additional AP courses, or 2 dual credit/ dual enrollment, or 2 International Baccalaureate courses or any combination of 2

Additional Requirements

- 80 hours of Volunteer Service to the Community
- Maintain an “C” average in all Tennessee Scholars required classes
- 95% Attendance Required. (Cannot miss more than 36 total days in 4 years of high school)
- No out-of-school suspensions
GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>English</td>
<td>English 9, 10, 11, 12</td>
</tr>
<tr>
<td>4</td>
<td>Math</td>
<td>Must include Algebra 1 and 2, Geometry, or its equivalent and a fourth higher-level course. A math class must be taken each school year.</td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
<td>Biology, Chemistry or Physics, and a third lab course</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
<td>World History &amp; Geography, U.S. History &amp; Geography, U.S. Government &amp; Civics, and Economics (1/2)</td>
</tr>
<tr>
<td>1.5</td>
<td>P.E. &amp; Wellness</td>
<td></td>
</tr>
<tr>
<td>0.5</td>
<td>Personal Finance</td>
<td></td>
</tr>
<tr>
<td>2*</td>
<td>Foreign Language</td>
<td>2 in same foreign language</td>
</tr>
<tr>
<td>1*</td>
<td>Fine Arts</td>
<td>May include Visual Art, Instrumental Music (Band) or Vocal Music (Chorus or Show Choir)</td>
</tr>
<tr>
<td>3</td>
<td>Elective Focus</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Elective Credits</td>
<td>Do not have to be in focus area</td>
</tr>
<tr>
<td>26</td>
<td>Total Credits</td>
<td></td>
</tr>
</tbody>
</table>

*The foreign language and fine arts credits may be waived for students not planning to attend college, however the credits must be used to explore their elective focus of study.

STUDENTS GRADUATING

A HIGH SCHOOL DIPLOMA will be awarded to students who earn the specified credits and have satisfactory records of attendance and conduct.

Graduation with Honors – Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT.

Graduation with Distinction – Students who attain a B average and complete 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
* attain a score of 31 or higher composite score on the ACT
* attain a score of 3 or higher on at least two advanced placement exam.
* successfully complete the International Baccalaureate Diploma Programs
* earn 12 or more semester hours of transcripted postsecondary credit

CLASS RANK

Valedictorian and Salutatorian

The method of determining Valedictorian and Salutatorian will be as follows:
1. All 9th, 10th, 11th, and 12th (1st semester only) grade scores will be used for purposes of computation.
2. To be eligible a student must have been in attendance at Lincoln County High School for at least 3 semesters.

Class Rank (for graduating class of 2016 and beyond)

Class Rank will be computed on a weighted 4-point scale with additional weight of .5 for Dual and Honors Classes and 1-point for Advanced Placement (AP) courses.

Regular Un-weighted Weighted Honors/Dual Weighted AP

<table>
<thead>
<tr>
<th>Grade</th>
<th>4-point Scale</th>
<th>3-point Scale</th>
<th>2-point Scale</th>
<th>1-point Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
</tr>
<tr>
<td>B</td>
<td>3.75</td>
<td>2.75</td>
<td>1.75</td>
<td>1.0</td>
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<tr>
<td>C</td>
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<td>2.0</td>
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<tr>
<td>D</td>
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<td>F</td>
<td>0.0</td>
<td>0.0</td>
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<td>0.0</td>
</tr>
</tbody>
</table>

Rigor points (3 for Honors/Dual and 5 for Advanced Placement) will be assigned and will be added by the teacher of record to the final grade in each honors or AP course. These are as follow:

| AP English Honors English 10, 11, 12 | AP Biology Honors Biology | AP Chemistry Honors Chemistry |
| AP U. S History Honors U. S. History | AP Calculus Honors Calculus | Pre-Calculus |
| Honors Algebra II                    | Honors Geometry           | Honors Government            |
| Honors Physics                       | Honors Anatomy & Physiology | AP Art |

ROTARY SCHOLASTIC AWARDS

are available for students demonstrating excellence in Academic (Carnegie) Subjects. Please see your guidance counselor for requirements and information.
COLLEGE REQUIREMENTS
Students planning to attend college will want to consult with the Guidance Office as soon as possible regarding college entrance requirements. Student athletes will also want to consult with the Guidance Office regarding the NCAA Clearinghouse for eligibility registration.

SCHOLARSHIPS
A number of scholarships are available to deserving seniors. Students interested in the types of scholarships available should contact Guidance, listen to the announcements, check school website www.lcdoe.org and link to LCHS.

DROPPING/ADDING A CLASS
No changes will be made after school starts except those deemed necessary by the administration and guidance.

COURSE CREDITS
Subject to provisions of attendance policies and state regulations, classroom teachers will award credit in courses by semester for students having a semester average of 70 or above. There will be no half-credits given in a full-credit course.

CREDIT RECOVERY
Credit Recovery is a means in which a student who has failed a core subject may regain the credit. Credit Recovery is instructional technology based using electronic curriculum aligned with state course frameworks. To participate in Credit Recovery student must have a failing grade of 50 or higher. Students complete a Credit Recovery Program application that requires a parent signature. Credit Recovery grades will be generated from the Odyssey Ware program. The grade will be recorded on the student’s transcript and does not replace the original grade received.
Credit Recovery will be offered before and after school and summer school.

PROGRAM ARTICULATION AGREEMENTS
Articulation reduces program/course overlapping. It provides a smooth transition from one level of education to the next. It provides students with more advanced occupational skills. It also reduces time needed to prepare for entry into an occupational career.
Agreements signed by Lincoln County High School are as follows:
- Pulaski Tennessee Technology Center - Office Technology
- Shelbyville Tennessee Technology Center - Auto Mechanics, Electricity, Drafting
- J. F. Drake Technical College (Huntsville) - Secretarial/ Clerical Technology, Automotive Mechanics Technology, Drafting and Design Technology, Industrial Electricity Technology, Machine Tool Technology
- Motlow State Community College - Computer Keyboarding, Intro to Microcomputer Applications, Early Childhood Careers
See the teacher in each individual area for proper guidelines.

DUAL/JOINT ENROLLMENT AGREEMENTS
Juniors and seniors may be enrolled in the Dual/Joint Enrollment Programs at the following colleges and universities if they meet the college/university requirements and obtain approval from guidance/administration of LCHS.
- Motlow State Community College
- Middle Tennessee State University
- Tennessee Tech University
- Calhoun State Community College

COMPLIANCE WITH "504" LEGISLATION
Lincoln County High School follows all requirements of "504" which falls under the provisions of the Rehabilitation Act of 1973. It is designed to serve individuals who “have a physical or mental impairment which substantially limits one or more such person's prior life activities; or have a record of such an impairment; or is regarded (perceived) as having such an impairment." Designation as "504" is only applicable to those not being served by the special education program. Students may be recommended for evaluation by a parent or a teacher. The guidance department may be contacted for specific referral details.
III. STUDENT ATTENDANCE

ABSENCES

Absences will be classified as excused or unexcused as determined by the principal or his designee. School-sponsored field trips approved by administration with a teacher present on the trip are not defined as absences.

ABSENCE/CHECK IN NOTES

Students are allowed two (2) days [8 opportunities – morning, during break, during lunch, and afternoons for 2 days] to turn in notes for an absence or check-in. Absences will not be excused if notes are turned in later than two days after returning to school. Notes for any time out of school should be turned in on the day a student returns to school. If a student checks in during the day, a note should be turned in at the time of the check-in.

Students are to bring a properly signed note from the parent/guardian on the first day the student returns to school from 7:30 – 7:50 in the Commons Area in the morning and in the office after school. The student note must have the following information: Student’s Name, Grade, absence reason, signature & phone number of parent.

LATE BUS

Any student who arrives late to school due to bus delay must report to the office and get a special permit to get into class showing that they were late because of the bus problems. Students will not be penalized because of a late bus.

EXCUSED ABSENCES

Excused absences shall include:
1. Personal illness
2. Illness of an immediate family member
3. Death of an immediate family member
4. Extreme weather conditions
5. Religious observance (MUST be pre-approved)
6. 4-H Club events (MUST be pre-approved)
7. College / Military Visit (MUST be pre-approved)
8. Driver’s License (2 blocks excused only)
9. Principal’s pre-approval

(Pre-approval form is on pg. 7 of handbook or may be obtained from school office or school website under “forms”.)

During a semester a student may have three (3) days absence for excusable reasons excused by a note from the parent. 1 parent note per day absent. Example…2 days absent = 2 parent notes In a nine-week class a student may have only two (2) days absence for excusable reasons excused by a note from the parent. A note from the doctor or the court system noting the time will be required for all other absences in order to be excused.

UNEXCUSED ABSENCES

Unexcused Absences - In the event that a student receives an unexcused absence the student, parent or guardian may appeal to the school attendance committee, first, and ultimately to the superintendent and the Board of Education.

Progressive Truancy Intervention Plan

1. State Attendance Guidelines will be posted in the school office.
2. All parents/guardians will have access to information regarding the Lincoln County Attendance Policy - TN Code Annotated 49-6-3007 [http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3007/]
3. School will keep a copy of parents/guardians signatures acknowledging they are aware of the Lincoln County attendance policy [http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6200_60.pdf]
4. School personnel will contact parents/guardians of students who accumulate 3 unexcused absences or tardies.
5. School personnel will send written notification to parents/guardians of students who accumulate 5 unexcused absences or tardies.
6. Additional steps will be taken for students who accumulate more than 5 unexcused absences or tardies may include the following:
   - Conference with student, parent/guardians, and appropriate school personnel which may include a STAR Team meeting.
   - An attendance contract will be signed by the student, parents/guardians, and school personnel.
   - Follow up discussions will be scheduled to address attendance progress.
   - Students who accumulate 10 unexcused absences or tardies will be referred to Truancy Board or Court.
   - Students who continue to accumulate unexcused absences or tardies will be referred to Court.

**SCHOOL-SPONSORED TRIPS**

Students who must be absent from class to represent the school in approved extracurricular activities, such as band trips, athletic events, club functions and competitions, will not be penalized for their absence. However, these privileged students will be responsible for completing all classroom work, homework, and tests missed during the authorized absence. For school-sponsored events, appropriate school dress is required.

Students will present the Field Trip Request Form to teachers for signatures and assignments and must turn it in at least one day before the trip.

In order to qualify as “school-sponsored”, the activity must be school-planned, school-directed, and teacher-supervised.

Teachers planning a field trip will consider grades, attendance, and conduct of students in all classes in determining their eligibility for participation. To participate, students must be passing all subjects at the time of the event. If departure for the event is after school, a student must be present for the entire school day unless permission is otherwise granted by the administration.

**STUDENTS WILL BE LIMITED TO MEMBERSHIP ON ONE BOARD (BANK, CHAMBER, ETC.)**

**CHECKING IN DURING THE SCHOOL DAY**

Students who report to school after 8 A.M. are to report to the office to be checked in for the day/period. This includes coming in during break or lunch. Tardies will be excused for the same reasons that are listed for excused absences. If a student checks in during the day, a note should be turned in at the time of the check-in.

**CHECKING OUT DURING THE SCHOOL DAY (EARLY DISMISSAL)**

During the school day students are always expected to be in class all day. Student’s business and appointments should be scheduled beyond the school day. If a student becomes sick at school and needs to check out, the student should report to the office to contact parents or guardians.

If a student and parents feel that there is an unavoidable reason to check out of school, the following procedure must be followed.

1. Parents may come to the school and check the student out.
2. Students are to bring a properly signed note from the parent/guardian. The student note must have the following information:
   - student’s name (first and last)
   - grade level
   - time for dismissal
   - reason for dismissal
   - phone number at which the parent can be reached for verification
   - parent or guardian signature

----Give the note to an administrator in the Commons before 8 a.m. to receive a check-out slip (“blue note”).
----Show the “blue note” to the teacher at the beginning of the period in which the student needs to be dismissed.
----Bring the “blue note” to the office to be properly signed out in the main office.
----Upon returning to school, the student should bring an appropriate note (parent, Dr., court, etc.) in order to be excused.

*Students leaving school without checking out through the proper procedures will be considered skipping (refer to general rules and consequences on page 16) and subject to disciplinary action.*
PROCEDURES FOR MAKING UP WORK MISSED DUE TO ABSENCES

Students are responsible for consulting with the teachers whose classes they have missed to determine what make-up work is necessary. The teacher is not responsible for asking a student for such work. Students will have the number of days missed to make-up work and tests. Failure of the student to initiate a request for make-up work will result in a lost opportunity for credit for the missed work.

A pre-scheduled activity or assignment in the classroom (test, report, or project deadline) that is missed by the student is due the first day back at school. A student missing the day before a pre-scheduled test or pre-scheduled report will still be required to complete the work on the scheduled day.

Work missed due to unexcused absences and willful violation of attendance policies will NOT be made up. The student will receive a grade of zero for work missed on these days.

Homework assignments may be requested by calling the office for absences of two (2) or more days.

HOMEBOUND SERVICES

Students whose illness/accident would require him/her to have excessive absences should apply for a homebound teacher by calling 433-7860.

Applications for homebound services cannot be accepted unless the student will miss more than ten school days. Absences prior to the beginning of homebound services must be excused by a doctor and sent to the school. If a student remains on homebound, a new statement from the doctor is required every 30 days.

TARDY & TIME-OUT-OF-CLASS

All tardies are cumulative for the semester. Early dismissals are cumulative for the year.

TARDY is defined as not being in your seat when the late bell rings.

Students who are not seated in their desks when the late bell rings are considered tardy. Students who arrive at school after 8:00 A.M. are tardy and are to report immediately to the office to check in. Failure to do so will result in disciplinary action by the administration. A parent may call, but student should present a note explaining the reason for the late arrival. Tardies will be excused for the same reasons that are listed for excused absences.

Students who are tardy after between-class changes will be kept in class rather than sent to the office. The classroom teacher will take the appropriate action listed below for unexcused tardies and record the information in the grade book.

First unexcused tardy = Teacher gives student a warning.
Second unexcused tardy = Teacher issues one hour of detention—serve in 3 school days.
Third unexcused tardy = Teacher issues two hours of detention—serve in 3 school days.
Fourth unexcused tardy = Teacher sends Discipline Form to office immediately, and administration will call student for appropriate discipline.

At the time of the second and third unexcused tardies, teachers will fill out the Discipline Form and turn it in to the office to be forwarded to the detention personnel. Students who fail to attend detention will be handled by the administration. For the fourth unexcused tardy, teachers will complete the Discipline Form and send it immediately to the office. A member of administration will call the student to the office for the appropriate discipline.

Time-Out-of-Class is a notation for students who check out of school (early dismissal) for any portion of a class.

Students who are tardy or are in the hallway without a hall pass are subject to being searched and will be sent directly to ISS by an administrator. Students who are tardy to 2nd block will be sent directly to ISS.

COMPULSORY ATTENDANCE LAW

Section 78 and 79 of Chapter 535 of the Public Acts of 1992 changed the compulsory attendance law in Tennessee from age sixteen inclusive (the day before the seventeenth birthday) to age seventeen inclusive (the day before the eighteenth birthday).

49-6-3001. School age- Entrance - Attendance - Withdrawal

(c) (1) Every parent, guardian, or other person residing within this state having control or charge of any child or children between the ages of seven (7) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so, shall be subject to the penalties hereinafter provided.

The attendance committee will call parents in for a meeting after excessive absences and tardies.

WAYS TO LOSE DRIVER’S LICENSE

Certain requirements must be met in order for a student to receive or retain his/her driver’s license. The State of Tennessee considers a student to have “withdrawn” from school if he/she misses more than 10 unexcused consecutive or 15 unexcused days total during a single semester. Suspension shall be considered unexcused absences. A student shall be deemed academically deficient if he/she has not received passing grades in at least three (3) full credit subjects at the end of semester grading on block scheduling. Any students 15 years of age or older who become academically deficient or deficient in attendance shall be reported to the Department of Safety for driver’s license revocation.
WAYS TO REGAIN DRIVER’S LICENSE 😊

- License revoked because of absences may be re-instated by being present 30 days with no unexcused absences.
- License revoked because of grades may be re-instated by passing 3 full unit subjects at the end of the next grading period or earning credits in Credit Recovery.
- License revoked for both grades and attendance may be re-instated by being present 30 days with no unexcused absences and by passing 3 full unit subjects.

Students may obtain reinstatement forms from the LCHS front office. The Tennessee Dept of Safety Driver’s License Division will require $20.00 reinstatement fee, in addition to the appropriate application and license fees. Other fees may also be added depending on the student’s history with the Department of Safety

DROP OUTS & DRIVING


(a) In accordance with the provisions of title 55, chapter 50, the department of safety shall deny a license or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not at the time of application for a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is: (1) enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained such a certificate; (2) enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or (3) excused from such requirement due to circumstances beyond the applicant’s control.

(b) The attendance teacher or director of schools shall provide documentation of enrollment status on a form approved by the department of education to any student fifteen (15) years of age or older upon request, who is properly enrolled in a school under the jurisdiction of the official for presentation to the department of safety on application for or reinstatement of an instruction permit or license to operate a motor vehicle. Whenever a student fifteen (15) years of age or older withdraws from school, except as provided in subsection (d), the attendance teacher or director of schools shall notify the department of safety of such withdrawal. Within five (5) days of receipt of such notice, the department shall send notice to the licensee that the license will be suspended under the provisions of title 55, chapter 50, on the thirtieth day following the date the notice was sent, unless documentation of compliance with the provisions of this section is received by the department before such time. After having withdrawn from school for the first time for the purpose of this section, a student may not be considered as being in compliance with this section until such student returns to school and makes satisfactory academic progress, or attends eighteen (18) years of age. As used in this section, “satisfactory academic progress” means making a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any grading period. For second or subsequent withdrawals, a student shall have all driving privileges suspended until the student attains eighteen (18) years of age. When a student licensed to operate a motor vehicle is enrolled in a secondary school and fails to maintain satisfactory academic progress based on end of semester grading, the attendance teacher or director of schools shall follow the procedure set out in this subsection to notify the department of safety. A student who fails to maintain satisfactory academic progress based on end of semester grading may not be considered as being in compliance with this section until such student makes a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period.

(c) For the purposes of this section, “withdraw” means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester. For the purposes of this section, suspension or expulsion from school or confinement in a correctional institution is not a circumstance beyond the control of such person.

(d) Whenever the withdrawal from school of such student, or such student’s failure to enroll in a course leading to a GED or high school diploma or such student’s failure to maintain satisfactory academic progress based on end of semester grading, is beyond the control of such student, or is for the purpose of transfer to another school as confirmed in writing by the student’s parent or guardian, no such notice shall be sent to the department to suspend the student’s motor vehicle license. If the student is applying for a license, the attendance teacher or director of schools shall provide the student with documentation to present to the department of safety to excuse such student from the provisions of this section. The school district director of schools) or the appropriate school official of any private secondary school), with the assistance of the attendance teacher and any other staff or school personnel, shall be the sole judge of whether such withdrawal or such student’s failure to maintain satisfactory academic progress based on end of semester grading is due to circumstances beyond the control of such person.

(e) A copy of the notice sent to the department of safety by the attendance teacher or the director of schools upon failure of a student to maintain satisfactory academic progress shall also be mailed to that student’s parents or guardian.
ENTRY OR WITHDRAWAL FROM SCHOOL

Entering LCHS
Entering students must be accompanied by a parent or legal guardian, present proof of immunizations from the Health Department, birth certificate, and social security card.

The student must live with the legal guardian in Lincoln County. Proof of guardianship from the court may be required.

Students who transfer from another school must have parent/guardian to sign a “Release of School Records” form before they can register.

School records from another school must be received within two weeks of student's entry, or student will not be allowed to remain in school.

Withdrawing from LCHS
When a student must withdraw from Lincoln County High School for any cause during the school term, he/she must clear through the Guidance Department. A parent or legal guardian must sign the withdrawal papers unless the student is 18 or older. All records must be cleared and indebtedness paid before a transcript of the student's record can be forwarded to another school for admission.

STUDENT OBLIGATIONS

The grades, grade cards, diploma, or transcript of a student who is responsible for vandalism or theft or who has otherwise incurred a debt to the school may be held until the student or the student's parent/guardian has paid the accumulated debt. Outstanding debts include unpaid lunch charges, fund-raisers, library fines, lost books, etc.

Library books--Students will pay the replacement cost for a lost or damaged library book as determined by the librarian.

Textbooks--Students will pay the replacement cost for a lost or damaged textbook.

LCDOE Chromebooks and chargers—Students will carry damaged Chromebooks to the library to be repaired. Students are responsible for replacement cost of the Chromebooks and chargers if they are lost.

IV. STUDENT BEHAVIOR

CODE OF CONDUCT

The Tennessee State Legislature has passed bills in reference to the behavior of student in public schools in the state of Tennessee.

IN COMPLIANCE WITH THESE BILLS, THE PRINCIPAL WAS GIVEN THE AUTHORITY TO ACT UPON THE FOLLOWING RULES AND REGULATIONS:

Violations which could result in suspension from school:
1. Possession of barbital or legend drugs.
2. Possession of firearms, gun, pistol, or knife on school campus.
3. Marking, defacing, willfully or maliciously damaging school property or property of personnel attending or assigned to LCHS.
4. Actual theft of property belonging to students or personnel assigned to or attending LCHS.
5. Actual or known activity in inciting, advising, or counseling of others to engage in any act disruptive to regular school activities on or off campus.
6. Disorderly school bus conduct such as boisterous talk, smoking, obscene, or vulgar language or gesture, disrespect to the bus driver.
7. Disrespectful attitude or behavior toward personnel assigned or attending LCHS.
8. Possessing, handling, and/or under influence of alcoholic beverages on campus, or at any school function.
9. Leaving campus without permission from the office.
10. Not attending assigned classes.
11. Habitual lateness to school or class
12. Creating a disturbance in the classroom, lunchroom, and other places.
13. Improper parking or operation of vehicle in parking lot or on school grounds.
14. Disrespect to a teacher or administrator.
15. Any other conduct prejudicial to good order or discipline in LCHS.
16. No food or drinks allowed in the classrooms.
17. No fast food or carbonated drinks brought into the building.
ZERO-TOLERANCE BEHAVIOR

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behavior will be subject to suspension for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:

1. Students who bring or unlawfully possess a drug or a dangerous weapon onto a school bus, onto school property or to any school event or activity.
2. Any student who while on a school bus, on school property or while attending any school event or activity:
   (a) unlawfully possesses a drug or dangerous weapon; or
   (b) commits battery on a teacher or other employee of the school.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

THREATS

ALL THREATS (WRITTEN, VERBAL, or PHYSICAL) WILL BE TAKEN SERIOUSLY!

Students making threats will be dealt with appropriately which could include suspension, referral to the Disciplinary Hearing Authority, expulsion, and/or legal action.

ALCOHOL POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol on any school grounds or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be placement in Alternative School. Incident will be reported to the police.

DISRESPECTFUL CONDUCT & HAZING

Disrespectful conduct and hazing is defined as creating an atmosphere in which a student, staff, or other person’s well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence and will not be tolerated.

The principal will take appropriate corrective and disciplinary action.

FIGHTS & VERBAL CONFLICTS

Fights

Disciplinary action for students involved in fighting or inciting, promoting or encouraging others to fight

Students may be subject to court action and/or held liable for damages. The administration also reserves the right to evaluate each situation and assign Alternative School if warranted.

1st offense --- OSS remainder of day, referred for Alternative Placement School Meeting.
2nd offense --- OSS remainder of day, referred for Alternative Placement, Citation to Court.
3rd offense --- OSS remainder of day Citation to Court, referral to DHA meeting.

Verbal Confrontation

1st offense – 4 hours detention
2nd offense – ISS/OSS

GANG ACTIVITY OR ASSOCIATION

The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected, or participated in by the student that:

** leads school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives.
** presents a physical safety hazard to self, students, staff, and other employees.
** creates an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
** implies gang membership or affiliation by written communication, masks, drawing, painting, design, emblem upon any school or personal property or on one's person.

The principal will take appropriate corrective and disciplinary action.
GRAFFITI
No graffiti of any kind is allowed on school property (walls, lockers, bathrooms, etc.). In addition, students should refrain from having graffiti on notebooks, papers turned in to teachers, etc. Students will be required to pay for any damage. The principal will take appropriate corrective and disciplinary action.

CARE OF SCHOOL AND PERSONAL PROPERTY
Students are encouraged to cooperate in helping to keep the building and grounds free from damage and litter. Only by careful use and continued awareness on the part of all, can our facility be preserved in its present condition for future students.
This is your school. Take pride in the way it looks.
Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be disciplined appropriately and will be required to pay for the damage which is done. Students should limit items brought to school to those necessary for school activities. Valuables should be left at home or kept with the student. A theft of personal property should be reported to the office or to the SRO to aid in recovery.

CONDUCT OF STUDENTS AT EXTRA CURRICULAR AFFAIRS
All students who attend school-sponsored activities of any nature (athletic contests included) at their home school or as visitors attending other school events shall be expected to conduct themselves properly. Students are subject to disciplinary measures for improper conduct at school related events.

HABITUAL STUDENT MISBEHAVIOR
Students who continually and habitually disrupt class and/or do not follow school policies may be removed from school or placed on probation.

STUDENT "HANDS-OFF" POLICY
(Public Display of Affection)
Public display of affection (kissing, hugging, holding hands, etc.) is not acceptable at Lincoln County High School. Teachers are expected to encourage their students to behave in a manner that is not distasteful to other students and adults. Therefore, our policy at school will be "HANDS-OFF." Teachers may reprimand students. Students who do not correct their behavior will be sent to the administration for discipline at the administrator’s discretion and counseling in proper conduct. Parents will be given notification of this inappropriate conduct for repeat offenses.

RESPECT
One of the most important lessons students can learn in school is to conduct themselves in an appropriate manner for any given situation. Students at Lincoln County High School are expected to conduct themselves at all times at school and at school-sponsored activities in a manner that fosters self-respect and respect for the rights of others. In particular, students should respond in a respectful manner to all instructions given by any faculty or staff member. Impudence, profanity, dishonesty, disorderly conduct, and disregard for authority, etc. will not be tolerated. Violations of good conduct may result in the student receiving detention, out of school suspension, or placement in the Alternative School.
The first instance of disrespect to any school personnel may result in out of school suspension and/or possible recommendations for indefinite suspension or expulsion.
CAFETERIA

The cafeteria ladies work hard to provide wholesome, appetizing meals. The servings are generous and prices are low. Four lunch shifts take care of the entire student body. Students may eat the lunch which is served in the cafeteria or may bring their lunch from home. **Catering or having lunch delivered is not permitted.** Students entering the building may not bring fast food or drinks.

Lunch time is a normal period and is subject to the same attendance rules as a classroom. Students are to report to the Commons during their designated lunch period and remain there until dismissed.

For Student in Grades 10 - 12 attending Lincoln County High School:

Students may charge a maximum of five (5) meals on account. "Meals" refers to an individual breakfast and/or lunch. Once the 5 meal maximum has been met, the student must see the Principal or his/her Designee to receive permission to charge further meals. The student will continue to receive a reimbursable meal. The household will be notified of the negative balance, and asked to pay. In addition, a la carte items will not be sold to any student owing outstanding charges.

Guidelines to follow are:

- Walk-- do not run to the cafeteria.
- Do not break line.
- Clean the tables after you have finished your lunch.
- Return your tray to the proper place.
- Do not carry food or drinks from the cafeteria or snack machines.
- Remain in the Commons area until dismissed.

**LUNCH PRICES FOR HIGH SCHOOL**

<table>
<thead>
<tr>
<th>Lunch</th>
<th>Price</th>
<th>Breakfast</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>LUNCH</td>
<td>$2.50</td>
<td>BREAKFAST</td>
<td>$1.25</td>
</tr>
</tbody>
</table>
| Reduced Rates for Students Who Qualify
| LUNCH     | $0.40  | BREAKFAST  | $0.30 |

**SUBSTITUTE TEACHERS**

Courtesy to substitute teachers is one of the most vital ways in which we may build good school-community relationships.

Treat your substitute teacher with respect. The school feels obligated to take severe action against students who persist in being uncooperative and disruptive in the substitute teacher’s classroom.

**PORNOGRAPHY OR OBSCENE LITERATURE**

Possession or distribution of obscene literature or pornography is prohibited. The administration's opinion will rule over the students as to what is undesirable literature.

**GAMBLING**

Gambling of any kind is prohibited at school.

**CHEATING**

The minimum punishment for students caught cheating will be a grade of zero. Teachers have the right to refer to administration for additional discipline.
STUDENT TOBACCO POLICY

Use and/or possession of all tobacco products by students is prohibited in all school buildings, on the school campus, and on school transportation vehicles during school hours. School hours shall be interpreted to mean the period of time beginning with the first bus pickup and/or arrival at school in the morning and ending with the last bus drop off and/or departure from school in the afternoon. This policy also applies to all school trips.

According to Tennessee law, violators under 18 will be sent to juvenile court. Violators 18 and over will be sent to ISS or Alternative School.

Electronic cigarettes are not allowed. Administration will adhere to our tobacco policy when dealing with disciplinary measures for electronic cigarettes. E-cigarettes will be confiscated and placed in the front office. Parents may pick up after the last day of school for the year.

Consequences for tobacco and E-cigarettes:

1st offense - 1 day ISS
2nd offense - 2 days ISS
3rd offense - 3 days ISS
4th + offense – Alternative School

INAPPROPRIATE LANGUAGE

Inappropriate language will not be tolerated and will be dealt with by the teacher or the administration.

CORPORAL PUNISHMENT

Following the Lincoln County School Board Policy, corporal punishment may be used by the faculty and administration in cases of misconduct.

DETENTION (BEFORE/AFTER SCHOOL, LEAPS PROGRAM, and BREAK)

Hours: 6:45am–7:50am and 3:00pm–5:00pm (Monday – Friday)

Students may be detained before or after the school day as a means of disciplinary action. The following guidelines shall be followed:

1. The student will be given at least one (1) day of notice before detention;
2. The student will receive a copy and administration will mail a copy to parents;
3. Students in detention will be under the supervision of school staff members;
4. All detention referrals must have proper documentation from the teacher making the referral.
5. Students will have (3) school days in which to complete before/after school detention.
   Students will have (5) school days to complete break detention. (2) break detentions count as (1) hour of detention.
6. A teacher may not schedule more than one-hour detention without a conference with an administrator except in the case of tardy.
7. Failure to serve detention (refer to policy on page 16).

When reporting to detention, students must have assignments to work on or a book to read. Students without an assignment or a book to read will be denied admission to detention on that day.

Students may also be assigned by the classroom teacher to before/after school detention for failure to complete classroom assignments when it is deemed by the teacher that refusal to complete assignments is an act of insubordination or an action jeopardizing the student's receiving credit in the class.

If the time is not served, additional punishment will result. Detention will be served in the LEAPS program.

PROBATION

A student may be placed on probation if his/her behavior is not appropriate. Probation means that any misbehavior on the part of a student when brought to the attention of the administration will result in suspension. Probation time length may vary.
**IN-SCHOOL SUSPENSIONS**

In-School Suspension is designed to isolate disruptive students for violation of school rules.

1. All students assigned to In-School Suspension (ISS) will fully cooperate with the supervisor during the time they are in the room.
2. All students will bring textbooks and materials with them to ISS room when possible. If the student does not, the ISS teacher will make the necessary arrangements to obtain materials that the student needs.
3. Credit will be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during his suspension. Evaluation of class work and/or test/quiz shall be done by the classroom teacher.
4. Lunch will be provided to students in ISS. The time and place of lunch will be determined by the ISS supervisor and LCHS Administration.
5. Students assigned to ISS will not be allowed to sleep, talk, or waste time.
6. All students assigned to ISS must be present and on time to the ISS room; or they may be assigned make up time.
7. Any student absent on an assigned day to ISS must make up that time before returning to regular classes.
8. Students who fail or refuse to go to ISS can be sent home (Out of School Suspension) for the same number of days. More days may be added if the administration deems it appropriate.
9. All students assigned to ISS understand that the student’s failure to obey any of the above rules may result in out-of-school suspension, parental conference, and/or recommendation for placement in the alternative school. All students assigned to ISS further understand that any suspension resulting from the student’s failure to obey the rules in the ISS room will be considered a separate suspension.
10. While in ISS, students will meet with their grade level counselor when requested by the administration.
11. While in ISS, students will meet with their classroom teachers either before or after school for assignments missed. Tests that are being given in the classroom may be taken in the ISS room under the supervision of the ISS teacher. The ISS teacher and the classroom teacher must coordinate testing.
12. The ISS teacher will notify parents in writing of students being assigned to ISS.
13. Repeat offenders will be referred to Alternative School.
14. Cell phones will be taken up and locked in a cabinet by the ISS teacher and returned to the students at the end of the day.

**OUT OF SCHOOL SUSPENSIONS**

The principal has authority to suspend a student from school for persistent wrong doing or conduct detrimental to the school. If the infraction dictates, the principal will refer the case to the Director of Schools and the School Board and could result in the student being expelled from school attendance.

*A student who is suspended may not be on the school grounds during the suspension and may not attend or participate in any extracurricular activities, including graduation. Work missed due to a suspension may not be made up.*

**ALTERNATIVE SCHOOL**

Students whose behavior becomes too disruptive to be solved through the regular school program may be assigned to the Alternative School.

*During an Alternative School placement, a student may not be on the school grounds and may not attend or participate in any extracurricular activities, including graduation.*
POLICY AGAINST HARASSMENT AND SEXUAL HARASSMENT

GENERAL STATEMENT

The Lincoln County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

It is the policy of the Lincoln County School System to maintain a learning and working environment that is free from harassment of any type. The school system prohibits any form of sexual harassment or harassment based upon age, religion, disability or race/national origin.

It shall be a violation of this policy for any student or employee of the school system to harass a student or an employee through conduct or communication in any form as defined by this policy.

Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 require school districts to have officially adopted policy statements of nondiscrimination on the basis of sex, disability, national origin or race.

II. HARASSMENT DEFINED AND PROHIBITED

It is the policy of the Lincoln County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by the herein-referenced federal statutes. Any employee or student of this school system shall be punished for infractions of this policy as provided for herein.

III. SEXUAL HARASSMENT DEFINED AND PROHIBITED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct, or communication of a sexual nature when:
   1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining and education; or
   2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or educational opportunities; or
   3. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment. Any sexual harassment, as defined, when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:
   1. sexual advances;
   2. verbal harassment or abuse;
   3. subtle pressure for sexual activity;
   4. touching of a sexual nature including inappropriate patting or pinching;
   5. intentional brushing against a student’s or an employee’s body;
   6. demanding sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status;
   7. demanding sexual favors especially when accompanied by implied or overt promises of preferential treatments with regard to an individual’s employment educational status;
   8. graffiti of a sexual nature;
   9. displaying or distributing sexually-explicit drawings, pictures or other written materials including making and playing sexually explicit audio/video tapes;
   10. sexual gestures including touching oneself sexually or talking about one’s sexual activities in front of others;
   11. sexual or “dirty” jokes; or
   12. spreading rumors about or rating other students as to sexual activity or performance

IV. REPORTING PROCEDURES

Any person who believes that he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the principal of each school or available from the school system central office.

A. In Each School - The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment at the school level. A written report will be forwarded simultaneously to the Complaint Coordinator and the Director of Schools or his/her designee. If the report was given verbally, the principal shall reduce it to written form within twenty-four (24) hours. Failure to forward any harassment or sexual harassment report or complaint as provided herein shall result in disciplinary action. If the complaint involves the school principal, the complaint shall be filed directly with the Complaint Coordinator of the Director of Schools or his/her designee.
B. **System-Wide** - The school board hereby designates Carman Smith as the Complaint Coordinator and Title IX Coordinator to receive reports or complaints of sexual harassment from any individual, employee, or victim of harassment or sexual harassment or discrimination and also from the school principals as outlined above. If the complaint involves the Complaint Coordinator, the complaint shall be filled directly with the Director of Schools. The school system shall conspicuously post the name of the Complaint Coordinator, including a mailing address and telephone number.

C. Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual’s present or future employment, grades, or work assignments.

D. Use of formal reporting forms is not mandatory; however, a sample of the reporting form currently used in this system is attached to this policy.

The school system will respect the confidentiality of the complainant and the individual/s against whom the complaint is filed, as much as possible, consistent with the school system’s legal obligations and the necessity to investigate allegations of harassment and to take disciplinary action when the conduct has occurred.

V. INVESTIGATION AND RECOMMENDATION

Upon receipt of a report or complaint alleging harassment, sexual harassment, or discrimination, the Complaint Coordinator shall immediately undertake an investigation. The investigation shall be conducted by the Complaint Coordinator who shall be assisted by the school principal, if such complaint originates at a school site.

In determining whether alleged conduct constitutes harassment, sexual harassment, or discrimination, the school system shall consider all relevant circumstances, the nature of the sexual advances is sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incident occurred.

The investigation shall consist of, but is not limited to, personal interviews with the complainant, the individual/s against whom the complaint is filed, and others who may have knowledge of the alleged incident/s or circumstance/s giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed relevant by the Complaint Coordinator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment, sexual harassment, or discrimination.

The Complaint Coordinator shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent/Director of Schools or his/her designee upon completion of the investigation.

VI. SCHOOL DISTRICT ACTION

A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as well as a result of the complaint.

C. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.

D. The school system shall keep the complainant informed of the status of complaint.

VII. REPRISAL

The school system shall discipline any individual who retaliates against any person who reports alleged incidents of harassment, sexual harassment, or discrimination, as well as any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment, sexual harassment, or discrimination complaint. Retaliation included, but is not limited to, any form of intimidation, reprisal, or harassment that creates a hostile environment.

VIII. NON-HARASSMENT/FALSE ACCUSATIONS

The school system recognizes that not every reported incident, advance, or consent containing sexual content constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances.

False accusations of harassment, sexual harassment, or discrimination can have serious detrimental effects on innocent parties. Any person who knowingly and intentionally makes a false accusation, for any reason that would be contrary to the spirit and intent of this policy shall be subject to immediate and appropriate disciplinary action.

XII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These proceedings do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Right, initiating the civil action, filing a complaint with the Office of the Civil Rights of the United States Department of Education, or in certain instances, seeking redress under state statutes.
X. SEXUAL HARASSMENT AS SEXUAL ABUSE
   Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the school system shall comply with Tennessee statutory requirements regarding the reporting of suspected abuse to the appropriate authorities.

XI. DISCIPLINE
   Any school system action taken pursuant to this policy shall be consistent with requirements of federal law, Tennessee statutes and other school system policies. The school system shall take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end harassment, sexual harassment, or discrimination and prevent its recurrence.

XII. POLICY DISTRIBUTION
   A copy of the foregoing policy and reporting procedure shall be published in the school system policy manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building. Postings of the policy shall include the name/s of the person/s to whom reports should be directed.

HARASSMENT, SEXUAL HARASSMENT OR DISCRIMINATION REPORT FORM INFORMATION
1. Date
2. Time
3. Name of person making complaint
4. Name of person to whom initial complaint was reported
5. Nature of the complaint (provide a very detailed account of the harassing or discriminatory activity including an exact recitation of words used, details regarding offensive touching, and/or the nature of other discriminatory activity)
6. Other persons outside the school district who may have knowledge of the facts alleged
7. Names of other staff members with knowledge of the facts alleged
8. Date that the report was forwarded to Complaint Coordinator.
9. Time of report to the Complaint Coordinator
10. Date and time of report to the Department of Children’ Services (if applicable)
ALL BUS RIDERS MUST COME INTO THE BUILDING WHEN THEY EXIT THE BUS EACH MORNING. DO NOT GO TO THE PARKING LOT OR LEAVE THE LCHS CAMPUS

BUS CONDUCT

When a student boards the bus he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day.

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standard for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his bus and all reasonable directions given by him/her shall be followed.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if determined by the principal that his behavior is such as to cause disruption on the bus, or when he disobeys state or local rules and regulations pertaining to student transportation.

Bus drivers will observe the following disciplinary procedure in dealing with student misbehaviors. All bus riders will receive a group explanation of this procedure and a copy of this policy.

1. **Group Warning:** All students will receive group warning of the consequences of misbehavior.
2. **1st Incident:** Warning issued to student and parent/guardian notified
3. **2nd Incident:** Five (5) days suspension from bus privileges; parent/guardian notified
4. **3rd Incident:** Ten (10) days suspension from bus privileges; parent/guardian notified
5. **4th Incident:** Suspension from bus privileges for remainder of school year; parent/guardian notified
6. Anyone who throws objects or fights on the bus will receive an automatic five-day suspension of bus-riding privileges.
7. Any student who destroys seats or commits any other act of bus vandalism will be required to pay for actual damages, according to the payment schedule agreed upon by the principal and parent/guardian, before the student will be allowed to ride the bus again. Restitution for damages will be required in addition to other consequences that the student has incurred.
8. **Special education students will have an M-Team meeting after the first warning.**

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student who wishes to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while in route to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

**Students shall conform to the following rules of bus behavior:**

1. Must at all times take orders from the driver;
2. Must stand well off the road and clear of the bus until it comes to a complete stop;
3. Must load in an orderly manner and must not move around while bus is in motion;
4. When unloading, must get off the bus at the direction of the driver;
5. Must cross the road under the direction of the driver or bus patrol;
6. Must be careful in approaching the bus stop. Students should walk on the left side of the road, facing oncoming traffic. When getting off the bus students should cross the road only after the bus driver or bus patrol has signaled that it is safe;
7. Must be on time for the bus and help the driver keep his/her schedule;
8. Must reach assigned seat in bus without disturbing other; must remain seated while bus is in motion;
9. Must obey driver and patrols promptly and cheerfully;
10. Must treat driver and patrols, as well as other students, with courtesy;
11. Must not distract driver’s attention with loud talking, laughing, or unnecessary confusion;
12. Must always keep head, arms, and hands inside the bus;
13. Must keep aisles reasonable clear;
14. Must treat bus equipment carefully and keep it clean;
15. Must never run when boarding or leaving the bus;
16. Must not open or close windows without the permission of the bus driver;
17. When departing from a bus and intending to cross the road to the left, must walk ten (10) feet forward in front of the bus before attempting to cross the highway, and then only when given the clear signal by the driver.
18. Must never cross a highway to the rear of the bus;
19. Must never play on the bus;
20. Must never throw paper or trash on the floor of the bus;
21. Must never throw objects in and out of the bus;
22. If seats are assigned, must keep this seat throughout the year; seats may be assigned by the driver and/or the principal
23. Must know where the fire extinguisher is located on the bus and how to use it properly;
24. Must never light matches, spit, litter or use tobacco on the bus;
25. If students must stand on the bus due to lack of seats, they should stand in the step-well;
26. If a student must stand in the aisle for a short time, he/she should hold to the seat or other part of the bus to avoid falling if the bus makes a sudden stop;
27. Must always catch the bus at the same location each day; and
28. Must never ask the driver to stop at a store for food or merchandise.

**USE OF VIDEO CAMERAS**

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extra-curricular activities.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board Policy and Regulations governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to video recording when such recordings are considered for retention as part of the student’s behavior record as determined by the district and in accordance with the law.

Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

The director of schools is directed to develop procedures governing the use of video cameras in accordance with the provisions of the law 3 of 3 and established Board policies.

**BUS PROBLEMS WILL BE DEALT WITH APPROPRIATELY BY A SCHOOL ADMINISTRATOR.**
V. OTHER IMPORTANT STUDENT POLICIES

LCHS Cell Phone Policy

Students are permitted the possession of cell phones during the hours school is in session with the following restrictions:
Cell phones or other authorized or unauthorized electronic devices shall be in the “off” mode and put away at all times while in a classroom or at a scheduled activity during the hours school is in session. Cell phones may be used in classrooms for instructional purposes when directed by the teacher.
Cell phones or authorized electronic devices may be in the “on” mode and used during class changes and in authorized areas on school grounds before and after school and at lunch.

Consequences for violations:

1st offense: Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

2nd offense: The student will be placed in ISS for 1 day.
Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

3rd offense: The student will be placed in ISS for 2 days.
Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

4th offense: The student will be suspended from school for four blocks or one full day.
Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

5th offense: The student will be suspended from school for four blocks or one full day.
Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

6th offense: The student will be suspended from school for four blocks or one full day.
Parent/Guardian must pick up phone after 3pm and sign notice of future consequences.

Note: The LCHS cell phone policy is a privilege designed to teach students proper cell phone etiquette. If the presence of cell phones becomes a distraction to the educational process, LCHS reserves the right to modify this policy as necessary and with proper notice. The privilege to use cell phones must be earned by the student body as a whole. Teachers are allowed to have assigned areas for cell phone placement during class.

VIDEOS

Cameras, camera phones, and other electronic recording devices are prohibited in locker rooms at all times.

Cameras, camera phones, and other electronic recording devices owned or operated by individuals may not be used to photograph, video, or record any student or staff without permission from the individual(s) being photographed, videoed, or recorded. School security cameras are not included in this restriction.

Any student who violates the restrictions of this policy may have the device confiscated and may be subject to disciplinary action at the discretion of the principal.

Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in the embarrassment, demeaning, or discrediting of any student or staff, or results in any action or activity disruptive to the educational process shall be subject to disciplinary action up to and including suspension or expulsion at the discretion of the principal.
**SEARCHES BY SCHOOL PERSONNEL**

Lockers are subject to being searched at any time. A student may be subject to physical search or a student’s pockets, purse, car or book bag or other container may be required to be emptied because of a locker search or because of information received by school personnel. Vehicles on school property are subject to being searched for alcohol, drugs, drug paraphernalia, weapons, and any other items deemed detrimental to the school. Students who are tardy and/or in the hall without a hall pass are subject to being searched.

**LOCKS AND LOCKERS**

Each student will be assigned his/her own locker. Lockers are for securing personal items but should not be used for valuable items. Lockers are the property of the school system and by law are open to inspection and search at any time. Decals, stickers, and writing are prohibited on school lockers. Students are responsible for keeping their lockers locked in order to protect their belongings. A damage fine for abuse to lockers may be assessed. The school is not responsible for articles lost or misplaced in lockers. Lockers are not to be shared – only one person per locker. You are responsible for the locker and its contents at all times. *Do not "jam" the lock.* Be sure to use the lock and combination for your security.

Students found sharing lockers will be dealt with by the administration.

Students are not allowed to sell their locker to another student.

**LOST AND FOUND**

All items should be turned into the office. Students may call for lost articles at the office.

**AUTO AND STUDENT PARKING**

The control and supervision of the parking areas at LCHS is necessary for the protection of our student body. There is a need to strictly regulate the going to and coming from these areas, so that undesirable and unauthorized persons can be kept off campus, and LCHS students can be secure in their persons and property. It is important that each student observe the following rules:

1. All students who drive to school must register their cars and purchase a parking permit in the office **$30.00** a year and must be licensed and covered by insurance. Price will be **$15.00** after Jan. 1st for parking permits.
2. All student drivers must park in their assigned space. Violators will be subject to a fine.
3. The **campus speed limit of 10 m.p.h.** must not be exceeded at any time.
4. All vehicles on school property are subject to being searched for drugs, drug paraphernalia, alcohol, weapons, stolen property or other contraband.
5. Students are not to be in the parking areas without permission from an administrator, unless they are coming to or leaving school or involved in a school sponsored or approved activity which legitimately allows them to leave. Students must be able to furnish proof of identity and proof of permission to leave or enter campus.
6. Students who drive to school should leave their cars when they arrive at school and come into the building.
7. Students are not to loiter in the parking lot after school.
8. All vehicles should be locked.
9. Work-based learning (Coop) and COOL students who will be leaving early should be out of the building by the time the late bell rings for the 4th block class.

**Once on campus, DO NOT LEAVE without permission.**

**Before and after school, students are not to loiter in the parking lot.**

Trash barrels are provided for student use on the parking lot.

*The school is not responsible for the automobile or its contents.*

Students need to understand that parking on school property is a privilege. Students who fail to uphold these conditions will be subject to monetary fines, vehicle towing, and/or loss of parking privileges and/or disciplinary action as deemed necessary. Habitual violators may be cited to court.

**VIOLATION OFFENSES**

1st offense - Verbal or written warning
2nd offense - $10 fine
3rd offense - $15 fine
4th offense – Petition to court

**STUDENT INSURANCE** - All students are covered by a county insurance policy that covers all school events.
HALL AND CLASSROOM PROCEDURE

1. Be prompt to class.
2. The teacher, not the bell, dismisses class.
3. Students are responsible for reporting to class with working materials as required by their teacher (book, paper, pen, pencil, etc.) Students are not permitted to leave class to obtain these materials.
4. **Students are not permitted in the halls during class periods unless they have a hall pass – ONE STUDENT AT A TIME** – Verbal permission is not acceptable. Students should not be in the hallway during class except for class emergencies or for official classroom business, such as going to the library.
   Students out of class without a hall pass are subject to search and will be sent directly to ISS by an administrator.
5. Classes in session are not to be disturbed. If it is necessary to contact someone, go through the office.
6. Students should not congregate or block other students’ passage through the halls.
7. Students are to be out of the building by 3:30 unless they are under the supervision of a teacher or club sponsor.

ASSEMBLIES

Assemblies are held periodically throughout the school year. Programs include visiting college organizations, technical and service programs, programs presented by the various classes and organizations within the school. Such programs should be well planned in order to allow sufficient time for scheduling.

Students are REQUIRED to sit in their ASSIGNED seats. Boisterous behavior at these programs could result in disciplinary action by school officials.

PHONE CALLS

Abuse of the telephone will not be tolerated. Students may use the phone only in emergency situations. No one will be called out of class to answer the phone except in extreme emergencies. **Messages will not be delivered unless they are from parents, or it is an emergency.**

All check out calls must be made in the office. Get permission from the office personnel before using the phone. School personnel must talk with a parent before allowing a student to leave.

VISITORS

In order that the school day may function without undue interruption, the staff must request that you do not ask to bring visitors to school.

Parents or visitors must report to the office for clearance. Parents are invited to visit the school at any time.

TEACHER TITLES

All students must use the appropriate titles for teachers. Teachers must be referred to as Mr., Mrs., Miss, plus the surname. Athletic persons may be called Coach plus the surname. A student reference to a teacher’s given name is strictly forbidden.

MEDICINE AND HEALTH PROBLEMS

Any physical disability that could affect the student’s performance in the classroom should be reported to the teacher and to the office. The State of Tennessee, Department of Education and Department of Health have provided an information and permission sheet (located in the front of this handbook) stating specific guidelines that must be followed in order for students to take medication at school. All medication (prescription and non-prescription) should be brought to the office by an adult and left with the school nurse. It will be dispensed according to prescription directions. A parent’s signature will be required for the dispensation of any medicine.

CLINIC USE

The clinic is located in the office area. LCHS will have a school nurse on duty. Only students too ill to attend class will be admitted to the clinic. A student must have a note from his/her teacher before coming to the school nurse/secretary about an illness. Student workers cannot sign a student into the clinic. If the student is not feeling better in 15 minutes, arrangements must be made to go home.
VI. STUDENT SERVICES, TESTING, AND ACTIVITIES

STATE-MANDATED TESTING PROGRAMS

Students are required to take End-of-Course or TN Ready tests at the end of the semester in which the student is enrolled in these subjects. End-of-Course tests are given in Biology, and Chemistry. TN Ready Tests are given in Algebra 1 & 2, English 10 & 11, US History, and Geometry.

Any student with an administration approved absence may make up any test not attempted during the regular testing session. EOC test for Biology and Chemistry should be made up on the assigned make up day set by the state. Students will be notified of the make-up time. Any student who does not make up a missed test during the testing cycle will receive an incomplete on their report card and must make up the missed test during the next testing cycle.

<table>
<thead>
<tr>
<th>EOC Tests</th>
<th>FALL WINDOW</th>
<th>SPRING WINDOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>NOV 27 - DEC 15</td>
<td>APRIL 16 - MAY 4</td>
</tr>
<tr>
<td>Biology</td>
<td>NOV 27 - DEC 15</td>
<td>APRIL 16 – MAY 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TN Ready Tests</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra 1 &amp; 2, Geometry</td>
<td>NOV 27 – DEC 15</td>
</tr>
<tr>
<td>English 10 &amp; 11</td>
<td>NOV 27 – DEC 15</td>
</tr>
<tr>
<td>US History</td>
<td>NOV 27 – DEC 15</td>
</tr>
<tr>
<td>Chemistry</td>
<td>NOV 27 – DEC 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TN ACT TEST</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Retake</td>
<td>October 3, 2017</td>
</tr>
<tr>
<td>Sophomore Practice ACT</td>
<td>APRIL 3, 2018</td>
</tr>
<tr>
<td>Junior ACT TN state wide</td>
<td>APRIL 3, 2018</td>
</tr>
</tbody>
</table>

PSAT/NMSQT: October 25, 2018
Sophomore or Junior: $15

ACT TEST DATES 2017-2018

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Regular Registration Postmark Deadline</th>
<th>Late Registration Deadline (late fee required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2017</td>
<td>August 4, 2017</td>
<td>August 5-18, 2017</td>
</tr>
<tr>
<td>October 28, 2017</td>
<td>September 16, 2016</td>
<td>September 23 – October 6, 2017</td>
</tr>
<tr>
<td>December 9, 2017</td>
<td>November 4, 2016</td>
<td>November 4-17, 2017</td>
</tr>
<tr>
<td>February 10, 2018</td>
<td>January 13, 2017</td>
<td>January 6-9, 2018</td>
</tr>
<tr>
<td>April 14, 2017</td>
<td>March 3, 2017</td>
<td>March 10-23, 2018</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>May 5, 2017</td>
<td>May 5-8, 2018</td>
</tr>
<tr>
<td>July 14, 2018*</td>
<td>June 15, 2018</td>
<td>June 16-22, 2018</td>
</tr>
</tbody>
</table>

NATIONAL TEST DATES

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Regular Registration Postmark Deadline</th>
<th>Late Registration Deadline (late fee required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2017</td>
<td>August 4, 2017</td>
<td>August 5-18, 2017</td>
</tr>
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</tr>
<tr>
<td>December 9, 2017</td>
<td>November 4, 2016</td>
<td>November 4-17, 2017</td>
</tr>
<tr>
<td>March 10, 2018</td>
<td>February 9, 2018</td>
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</tr>
<tr>
<td>April 14, 2017</td>
<td>March 3, 2017</td>
<td>March 10-23, 2018</td>
</tr>
<tr>
<td>June 9, 2017</td>
<td>May 5, 2017</td>
<td>May 5-8, 2018</td>
</tr>
<tr>
<td>July 14, 2018*</td>
<td>June 15, 2018</td>
<td>June 16-22, 2018</td>
</tr>
</tbody>
</table>

COLLEGE BOARD TEST DATES (SAT & Subject Tests) 2017-2018

<table>
<thead>
<tr>
<th>Test Dates</th>
<th>Regular Registration Postmark Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7, 2017</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>November 4, 2017</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>December 2, 2017</td>
<td>November 2, 2017</td>
</tr>
<tr>
<td>March 10, 2018</td>
<td>February 9, 2018</td>
</tr>
<tr>
<td>May 5, 2018</td>
<td>April 6, 2018</td>
</tr>
<tr>
<td>June 2, 2018</td>
<td>May 3, 2018</td>
</tr>
</tbody>
</table>

Late Registration by phone or online until approximately 11 days before test date.

2017 AP Exam Dates

- May 7, 2018 Chemistry
- May 9, 2018 English Literature and Composition
- May 11, 2018 US History
- May 11, 2018 Art Portfolio due
- May 14, 2018 Biology
- May 15, 2018 Calculus AB
- May 10, 2018 US Gov’t and Politics
GUIDANCE DEPARTMENT - The primary function of the guidance department is to provide services for all students. School counselors are available on a full-time basis to assist students with registration, schedule-making, testing, college and vocational planning, and general school adjustment.

Personal and group counseling is provided for students concerning the above areas, as well as to assist students with personal or social problems.

You should get acquainted with your counselors early in your high school career so that they will be able to assist you with your particular needs.

Students are allowed three (3) free transcripts. All additional transcripts will cost $1.00 each.

COLLEGE & FINANCIAL AID NIGHT
September 7, 2017 4:00 – 6:00 pm College Representatives available
6:00 – 7:00 pm Financial Aid Representative

College Night has been scheduled to assist students in making future education plans. College representatives will be available to answer questions on admission and financial aid. ALL STUDENTS are encouraged to attend.

FAFSA Night
(Seniors by appointment only call Guidance 438-1491)
October 4, 2017 12pm - 7pm for assistance with FAFSA paperwork.

LIBRARY
The library is open and available to students during regular school hours. Books may be checked out for two (2) weeks. Books must be brought back to the library to be renewed. A fine of 5 cents a day (including weekends and holidays) will be charged for overdue books. Lost books should be reported to the library. Students will pay the replacement cost for lost books.

THE FALCON
The FALCON, our school yearbook, will be compiled throughout the year and is usually distributed in May. The publication will provide students with a beautiful pictorial record of their school year.

CLUBS
LCHS students are encouraged to become involved in the clubs and organizations of the school. Clubs and organizations will hold meetings before and after school.

EXAMPLES OF SPECIAL INTEREST CLUBS AND SERVICE ORGANIZATIONS

<table>
<thead>
<tr>
<th>Beta Club</th>
<th>First Priority</th>
<th>Show Choir</th>
<th>Skills USA</th>
<th>Fishing Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBLA</td>
<td>HOSA</td>
<td>Academic Team</td>
<td>Student Council</td>
<td></td>
</tr>
<tr>
<td>FCCLA</td>
<td>Drama</td>
<td>Pumpkinheads</td>
<td>Art Club</td>
<td></td>
</tr>
<tr>
<td>FFA</td>
<td>Interact</td>
<td>Robotics</td>
<td>Chess Club</td>
<td></td>
</tr>
</tbody>
</table>

NATIONAL BETA CLUB
The National Beta Club is an academic service organization for high school students. It was instituted and is operated to reward above-average academic achievement, encourage effort, and elevate moral standards.

NEW ADMISSION TO LCHS BETA CLUB
As a sophomore the student must:
1. Average 92+ (or current honor-roll level) for each of the first two consecutive 9-week grading periods of the school year,
2. Gain faculty and administration approval,
3. Have a clean discipline record, and
4. Pay appropriate Beta fees by an established due date.

As a junior or senior the student must:
1. Average 92+(or current honor-roll level) each 9 weeks for four (3) consecutive 9-week grading periods ending at the first semester of the senior year,
2. Gain faculty and administration approval,
3. Have a clean discipline record;
4. Pay appropriate Beta fees by an established due date, and
5. Complete Beta Service Requirements as listed below.
Students who fail to gain faculty approval may appeal to Beta Selection Committee. Failure to gain administration approval is final. A transfer student who is a National Beta member is responsible for having the national headquarters notify the LCHS Beta club regarding membership status.

PROBATION AND SUSPENSION FROM THE BETA CLUB
Members who fail to achieve honor roll for a 9 weeks period are on probation. Members then must appear on honor roll for the next 9-week grading period to be reinstated. Failure to do so will result in being removed from the national list. It is the student’s responsibility to notify a Beta sponsor in a case of reinstatement.

DISCIPLINARY RULES
All Beta Club members are expected to conduct themselves properly and to meet all requirements of the Beta Constitution. Conduct unbecoming a Beta Club member, including actions that are looked upon unfavorably by the administration and teachers of LCHS, may result in removal from the Beta Club. Receiving suspension and/or alternative school will result in immediate removal from the Beta Club. Students who have sufficient time remaining to make honor roll three consecutive times (ending at the second nine weeks of the senior year) and who receive administrative and faculty approval may rejoin as new members. If an officer is removed from membership because of low grades or disciplinary reasons, the membership sponsor and other officers will appoint a new officer to fill the position.

BETA CLUB SERVICE REQUIREMENTS
(In Addition to Grade Requirements)
As a service organization that recognizes academic achievement, the LCHS Beta Club has service requirements for junior Betas to be eligible to continue membership, and for senior Betas to be eligible to receive Graduation Gold Cords. At least three of the following must be achieved each year: attending Annual Induction, attending spring picnic (required for seniors), participating in Beta –sponsored school or community projects, and participation in service projects with other clubs and organizations. All members are required to participate in fund raising. Records for these projects and events will be kept and checked regularly.

BOYS’ STATE
Each year outstanding boys from the eleventh grade are selected to represent Lincoln County at Boys’ State, sponsored by the American Legion. The selection is made in the spring by the American Legion. The purpose of Boys’ State is to develop leadership and to bring to the boys a full realization of the duties of the American citizen.

GIRLS’ STATE
Each year outstanding girls from the eleventh grade are selected to represent Lincoln County at Girls’ State. The selection is made in the spring by the American Legion. Qualifications of leadership, character, cooperation, and scholarship are needed to hold this honor. The purpose of Girls’ State is to spread the ideals of good government and good citizenship throughout Tennessee.

BEFORE/AFTER SCHOOL SUPERVISED LEAPS, CREDIT RECOVERY, and DETENTION
Due to much success in past years, LCHS once again is offering a before/after school supervised LEAPS Study Program for students who need help getting homework, studying for tests, making up work, credit recovery, detention, or using the library facilities for research projects. Some students simply need a quiet place and the time to study or to organize their thoughts.

This program is conducted each school day. Morning session is from 6:45-7:50 a.m. Afternoon session is from 3:00-5:00 p.m. Any student, who would like to, may participate or use the library.

Students who are disruptive or are not serious about improving their grades will be asked to withdraw from the program. This is a very serious undertaking and can provide outstanding results if the students are truly interested in improving their schoolwork. Often, a little supervision and encouragement can give students the confidence to continue their improvement. The supervising teachers will be happy to work with parents, teachers, and/or Administrators to set up a specific study plan for students having academic difficulty.
PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES

AUTHORITY OF SCHOOL PERSONNEL
34 CFR 300.530

Case-by-case determination
School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of conduct.

General
To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child’s individualized education program (IEP) Team), another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct; as long as those removals do not constitute a change of placement (see Change of Placement Because of Disciplinary Removals for the definition, below).

Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

Additional authority
If the behavior that violated the student code of conduct was not a manifestation of the child’s disability (see Manifestation determination, below) and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child’s IEP Team determines the interim alternative educational setting for such services.

Services
The services that must be provided to a child with a disability who has been removed from the child’s current placement may be provided in an interim alternative educational setting.

A school district is only required to provide services to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who has been similarly removed.

A child with a disability who is removed from the child’s current placement for more than 10 school days must:
1. Continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP; and
2. Receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not happen again.

After a child with a disability has been removed from his or her current placement for 10 school days in that same school year, and if the current removal is for 10 school days in a row or less and if the removal is not a change of placement (see definition below), the school personnel, in consultation with at least one of the child’s teachers, determine the extent to which services are needed to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP.

If the removal is a change of placement (see definition below), the child’s IEP Team determines the appropriate services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child’s IEP.

Manifestation determination
Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine:
1. If the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability; or
2. If the conduct in question was the direct result of the school district’s failure to implement the child’s IEP.

If the school district, the parent, and relevant members of the child’s IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child’s disability. If the school district, the parent, and relevant members of the child’s IEP Team determine that the conduct in question was the direct result of the school district’s failure to implement the IEP, the school district must take immediate action to remedy those deficiencies.

Determination that behavior was a manifestation of the child’s disability
If the school district, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the child’s disability, the IEP Team must either:
1. Conduct a functional behavioral assessment, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
2. If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under the sub-heading Special circumstances, the school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

**Special circumstances**

Whether or not the behavior was a manifestation of the child’s disability, school personnel may remove a student to an interim alternative educational setting (determined by the child’s IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district;
2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance, (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district; or
3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district.

**Definitions**

*Controlled substance* means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c)).

*Illegal drug* means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

*Serious bodily injury* has the meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.

*Weapon* has the meaning given the term “dangerous weapon” under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.

**Notification**

On the date it makes the decision to make a removal that is a change of placement of the child because of a violation of a code of student conduct, the school district must notify the parents of that decision, and provide the parents with a procedural safeguards notice.
VII. APPENDIX

EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS

All students who wish to are encouraged to participate in the athletic offerings and other extracurricular offerings of Lincoln County High School.

In order to participate in any extracurricular activity, the student must be present the day of the activity or secure permission from the principal or athletic director before being allowed to participate.

Any athlete who is suspended from school or is placed in Alternative School is likewise suspended from participating in athletics.

Students who violate LCHS rules may be suspended from extracurricular activities.

ATHLETIC ELIGIBILITY

LCHS follows the rules of the Tennessee Secondary School Athletic Association (TSSAA) for all athletic competition.

In order to participate in athletic contests the student "shall have earned six (6) units during the preceding year."

ATHLETIC CONTESTS

Students should support Lincoln County High School teams by cheering and at the same time by being courteous to visiting teams and officials. Anyone behaving in an abusive manner toward other spectators, players, coaches, or game officials may be removed from the area and, if deemed necessary, disciplined in other ways.

SURVEILLANCE CAMERAS

For safety reasons, surveillance cameras are located inside and outside the building. However, the films may be used as needed when investigating discipline problems.

FIRE AND TORNADO DRILLS

Your teacher will review with you the rules for fire and tornado drills. The important fact to remember is the need for calm and quick evacuation without running.

CRISIS DRILL

During a crisis drill, the following announcement will be made.

TEACHERS, THIS IS A SECURITY DRILL. PLEASE CLEAR THE HALLS.

POWER OUTAGE

All students are to be in the classroom and in their seats.

WAYS TO BRING ABOUT CHANGE

Students who wish to see changes made in the school's program or regulations may take any of the following routes:

1. Tell your Student Council Representatives
2. Tell a teacher to mention it to the principal
3. Go directly to the principal

Asbestos Compliant Plan Available
Lincoln County Department of Education
206 East Davidson Drive, Fayetteville, TN 37334
Contact Ricky Bryant at 931-438-1486 (7:00am-4:00pm)

All policies and procedures cannot adequately be set down in writing. The school administration, therefore, reserves the right to eliminate, change, or add to these policies when notification is given to students and teachers.

A copy of the Lincoln County Board of Education Code of Behavior and Discipline shall be placed in the library and principal's office at each school. Parents are free to come by and look at the policy at any time.