

**LFO WARRIORS  
STUDENT  
HANDBOOK  
2021 - 2022**





## **BELIEFS**

Every person has the right to work/learn in a clean, modern, safe and caring environment.

Every person has the capacity and the right to learn, which is the chief priority of the school.

Every person (students, parents, faculty, staff and community) shares the responsibility for student learning.

Every person learns best when he/she is actively engaged in learning.

Every person learns in different ways and should be provided with a variety of instructional approaches.

## **MISSION STATEMENT**

**“At LFO, students will be encouraged, challenged, equipped, and motivated to succeed.”**

## **VISION STATEMENT**

**“Building a legacy of excellence, one student at a time.”**

**LFO High School  
Bell Schedule**

| <b>Regular Bell Schedule</b> |                       |            |
|------------------------------|-----------------------|------------|
| 7:45                         | 1 <sup>st</sup> Bell  |            |
| 7:59                         | Warning Bell          |            |
| 8:00 – 9:24                  | 1 <sup>st</sup> Block | 84 Minutes |
| 9:24-9:29                    | Class Change          | 5 Minutes  |
| 9:29-9:49                    | SSR (2nd Block Class) | 20 Minutes |
| 9:49-11:13                   | 2 <sup>nd</sup> block | 84 Minutes |
| 11:13-11:18                  | Class Change          | 5 Minutes  |
| 11:18-11:48                  | FLEX Lunch A          | 30 Minutes |
| 11:48                        | FLEX Lunch Bell       | 5 Minutes  |
| 11:48-12:17                  | FLEX Lunch B          | 29 Minutes |
| 12:17 - 12:22                | Class Change          | 5 Minutes  |
| 12:22-1:46                   | 3 <sup>rd</sup> Block | 84 Minutes |
| 1:46 - 1: 51                 | Class Change          | 5 Minutes  |
| 1:51-3:15                    | 4 <sup>th</sup> Block | 84 Minutes |

| <b>Wednesday PLC Bell Schedule</b> |                       |            |
|------------------------------------|-----------------------|------------|
| 7:45                               | 1 <sup>st</sup> Bell  |            |
| 7:59                               | Warning Bell          |            |
| 8:00 – 9:10                        | 1 <sup>st</sup> Block | 70 Minutes |
| 9:10 - 9:15                        | Class Change          | 5 Minutes  |
| 9:15 - 9: 35                       | SSR (2nd Block Class) | 20 Minutes |
| 9:35 - 10:45                       | 2nd Block             | 70 Minutes |
| 10:45-10:50                        | Class Change          | 5 Minutes  |
| 10:50-11:20                        | FLEX Lunch A          | 30 Minutes |
| 11:20                              | FLEX Lunch Bell       |            |
| 11:20-11:50                        | FLEX Lunch B          | 30 Minutes |
| 11:50 - 11:55                      | Class Change          | 5 Minutes  |
| 11:55-1:05                         | 3 <sup>rd</sup> Block | 70 Minutes |
| 1:05-1:10                          | Class change          | 5 Minutes  |

|             |                                |            |
|-------------|--------------------------------|------------|
| 1:10 - 2:20 | 4th Block                      | 70 Minutes |
| 12:20       | Dismissal                      |            |
| 2:20-3:15   | Teacher PLC/Student Study Hall | 55 Minutes |

*A Warrior Will Lead by Example, Focus on Success, and Own Your Actions*

### GENERAL STUDENT/PARENT RESPONSIBILITIES

Students are responsible to become thoroughly familiar with the Catoosa County Student Discipline and Attendance Handbook, Board Policy, and the following LFO Student policies and procedures. They are to abide by their guidelines at all times at school and at school activities. A copy of this handbook is kept in the guidance office(s), media center, main office(s) and all classrooms.

### ATTENDANCE

LFO will continue to emphasize using instructional time productively. Good and regular attendance is extremely important for student success. Furthermore, students must be on time both to school and to class. Students who are not in class each day cannot benefit from the teaching and learning process and their grades will reflect this.

A high school student is required to be in attendance for more than half of the school day in order to be considered present for the day. Half the school day is defined to be 11:45 a.m. Students must also be present for half of any class period to be marked present on that day.

### ABSENCES

An absence is defined as not being in class for any reason. The absence will be coded “excused” or “unexcused” as appropriate based on the following attendance policy set by State Law and Local Board Policy:

#### EXCUSED ABSENCE (Except for those on CART)

1. Illness of student with note from parent (students are allowed up to 3 per 9 week).
2. Serious illness or death of an immediate family member (parents, siblings, grandparents, other adults living in the home).
3. Mandated order of a government agency.
4. Religious holidays.
5. Conditions rendering attendance impossible or hazardous to students’ health or safety.
6. Registering to vote or voting for a period not to exceed one day.
7. Student court appearances.
8. Seniors may use (2) days per year **prior to May 1** for college visits.

9. These may not be taken during exam weeks. Prior notification is required. Documentation required upon return.
10. Others approved in advance by the principal.

### UNEXCUSED ABSENCE

1. All absences other than those listed above.
2. Out of school suspension days (OSS).
3. A student who is absent more than 10 consecutive unexcused days will be withdrawn from school.
4. Ten unexcused absences per semester will result in non-compliance letter mailed to GDOT (see driver's license section).

### SCHOOL-CAUSED ABSENCE

School-sponsored activities will not count as an absence. The school has the right to deny student participation in any school related activity based on grades or discipline. All students will be limited no more than 3 activities per semester. All students must have a 70 or greater before they will be allowed to miss any classes. Students will be required to provide a written permission form from the teacher of any class they will be missing before they are allowed to leave.

1. School related field trips
2. Athletic events (if approved, these will not count towards the 3 per semester)
3. Serving as pages of the Georgia General Assembly.
4. Gold card days with prior approval (may not be taken during exam week).
5. Others if approved by Administrators.

### **PROCEDURES FOLLOWING AN ABSENCE**

**When a student is absent he/she will not be admitted to classes without his/her admit from the attendance office.** The student will have his/her teachers sign the **admit in each block**.

On the day following the absence, the student must bring a proper documentation dated and signed by a parent/guardian explaining the absence. The absentee note should be presented to the attendance clerk prior **to the first bell so that the student will arrive in class on time. Failure to comply with this requirement will not allow time to process the admit and will result in the student being charged with a tardy to school. The student should plan to be early on the day following the absence in order to have time to receive an admit.**

Students who do not bring an official written and signed statement will have the admit stamped "unexcused" regardless of the reason. **After three (3) days, written statements and doctor's notes will not be accepted.** LFO considers any note that has not been signed by the parent or legal guardian to be an illegal document and students submitting an illegal excuse will be subject to disciplinary action.

### **PERFECT ATTENDANCE**

High school students are determined to have perfect attendance if (1) they do not miss a full day of classes or (2) they do not miss more than 10 individual class blocks.

## FINAL EXAM EXEMPTION POLICY

If a student meets the following attendance and grade criteria they are exempt from having to take a final exam in a class:

1. Perfect attendance and passing grade.
2. One unexcused absence with a "C" average
3. Two unexcused absences with a "B" average
4. Three unexcused absences with an "A" average.

This exemption **does not apply** to the EOCT. It applies to exams given the last two days of the semester. Only UNX absences count toward final exam exemptions. A student must have administrator approval before taking their final exams at another time.

## EARLY DISMISSAL WEDNESDAYS

In order to provide collaboration time for teachers, the school/class schedule is modified on Wednesdays. Student drivers/car riders will be dismissed at 2:20 pm every Wednesday unless altered and announced by administration. As the official school day will end at 2:20 on these days, parents may pick up students in the parent pick up line at 2:20 on early release days. Since buses will run on the normal schedule, students who elect to ride buses will remain at school in a teacher guided study hall until 3:15 pm. These study halls will provide students the opportunity to complete their homework assignments and receive additional support before leaving school with the assistance of LFO staff members. **In an effort to keep all students safe and supervised, those students not picked up or off campus by 2:45 will report to study hall, where they will be released at 3:15.**

Also during this time, some career and co-curricular clubs will meet, the jazz band will practice, drama will rehearse, and there will be a Wednesday detention which students may be assigned for disciplinary purposes. A "Test Center" will also be provided for students who need to re-take or make-up a test. Students will need to make arrangements with their classroom teacher to schedule retakes in the Test Center.

## MAKING UP WORK

According to Board policy all work missed due to lawful and school related absences is to be made up. In addition, any teacher may require work missed due to unlawful absence to be made up for **no credit**. The time allowed to make up work should be equal to the number of days absent. Example: two days absent = two subsequent days allowed to make up work.

## DRIVERS LICENSES

Students should come to the Main office at least a week before they plan to get their driver's licenses to sign the application list stating name and date of birth. Student may not come during class. Each student's record must be checked to verify that he meets the state attendance requirements. **Forms are then issued and may be picked up no sooner than three (3) days following the application.** These forms may be picked up before school, after school or during lunch. The form is good for thirty (30) days from the date signed by the principal.

## **GEORGIA'S TEEN-AGE ADULT DRIVER RESPONSIBILITY ACT (TAADRA)**

This act requires that the local school systems certify that a student's attendance pattern and discipline record permits him/her to have a Georgia driver's permit or license. This act applies to all minors who are at least 15 years of age and under the age of 18. When such a minor submits an application for a Georgia driver's license or instruction permit (learners permit) applicant must present proof that he or she is enrolled in and not under expulsion from a public or private school and has satisfied relevant attendance requirements for the academic year (student has not had more than ten school days of unexcused absences in any semester or combination of two consecutive quarters) and for the current academic year (**student has not had ten or more school days of unexcused absences**).

**If a student has more than 10 unexcused absences a non-compliance letter will be filed with GDOT to revoke the student's license.**

### **Procedures to follow to obtain a Certificate of Attendance:**

1. Sign the request list in the main office during lunch, before or after school.
2. After 3 school days, students may pick up the notarized certificate from the Attendance Office.
3. **During the regular school year the certificates are good for 30 days. During the summer months the certificates may be obtained any time during June and July, Monday-Thursday in the Main Office. School office will be closed on Fridays during June and July and the week of July 4th.**
4. For further questions: [https://gadata.doe.k12.ga.us/TAADRA/taadra\\_docs.cfm](https://gadata.doe.k12.ga.us/TAADRA/taadra_docs.cfm)

### **HOSPITAL/HOMEBOUND**

If extended absences are necessary, hospital/homebound instruction is available for students who meet the criteria. Forms may be picked up from the nurse's office.

### **CHECK IN/CHECK OUT PROCEDURES**

All dismissals must be administered through the attendance office. **Students will be dismissed only during class changes except when conditions arise that make it impossible or impractical to delay class interruptions.** Whenever possible, doctor and dental appointments should be made outside school time. Students must go to the attendance office to sign in and out.

**School board policy requires that a parent or legal guardian must personally come to school to sign for a student to be dismissed for any reason other than a documented doctor or dental appointment, except in emergency situations determined by an administrator. Checkouts cannot be made by phone or FAX.** Parents or guardians signing for a dismissal may come to school at any time during the school day but are asked to work with us to protect instructional time by timing their checkouts to coincide with our bell schedule. **There will be no checkouts after 3:00 with the exception of EXTREME EMERGENCIES.**

The following general rules apply to early medical dismissal:

1. Students should bring notes to the attendance clerk before school stating the name and phone number of the doctor or dentist.
2. It must specify the date and time of the appointment.
3. It must contain the parent's signature and daytime telephone number.
4. School personnel will confirm the appointment.
5. The student must come by the attendance office and sign out before leaving school campus.
6. **The only persons that can check out a student are those previously listed on their check out list and have been verified for that particular day.**

## TARDIES TO SCHOOL AND CLASSES

A student is not considered tardy if his/her bus is late. Documented legal, medical or dental appointments are considered excused. Students who are ill and check in tardy will be required to make up work.

According to Board Policy, students who have an unexcused tardy or absence from school or an unapproved checkout of school **may not participate in a game or practice held that afternoon or evening in extra-curricular areas.** Illness is not a satisfactory excuse. If one is too ill to come to school, it is not in his best interest to participate in the activity.

## TARDY POLICY

**Please be prompt in reporting tardies to class.**

Tardies 1 and 2 – Written Warnings

Tardy 3 – Parent Call

Tardy 4 - 1 Lunch Detention

Tardy 5 – 3 Lunch Detentions

Tardies 6 - Administrator Discretion to include Saturday School, Parking Permit Pulled, ISS, etc.

\*Additional tardies will be handled at administrator's discretion.

## CONTRIBUTIONS

Each student is asked to contribute \$30 per year to help cover the cost of student supplies and materials. In addition to the \$30 students who live out of county must pay out of county tuition, and students who live out of state must pay out of state tuition.

## LOCKERS

**Students may not share lockers.** Students are encouraged to rent a locker in which to keep books, coats and book bags during the school day. Coats, jackets, hats and outerwear that do not meet dress code must be stored in lockers during the day.

Lockers with locks are available for a rental of \$20.00 per year. No refunds will be issued. Lockers will be issued at the beginning of first semester. Tell no one your locker combination. Lockers may be searched by the administration at any time without notice. Locker checks will be held periodically.

## BOOKBAGS, GYM BAGS & OVERSIZED BAGS

**Book bags, gym bags and other oversized bags may be used only to carry books to and from school.** Buses will remain at school long enough to allow students to go to their lockers after school has ended. This policy includes but is not limited to PE, Weight Training, and ROTC.

**Hallways will be open at 7:45 A.M. so that students may go to their lockers.**

## SCHOOL DAY

School is considered to be in session between the hours of 7:00 a.m. and 4:00 p.m. **Upon arrival, students should report to the cafeteria/commons area. All students will be required to report to the cafeteria between 7:00 and 7:30 a.m. Outside food is not allowed to be brought into the building other than what is prepared and brought from home for student lunches. Students may not sit in cars or stand outside the building at the end of the hallways or in front or back of the school.** No tobacco is allowed on campus. (State Law)

Students are under the supervision of school personnel during the school day as well as at extracurricular activities. Teachers are on duty at all school functions. They have the authority to correct or reprimand any students who do not conduct themselves appropriately. The teacher will dismiss students from classes, not the ringing of the bell.

Students may not leave campus during the school day for any reason unless given permission from an administrator. Students may not leave campus to pick up lunch and check back in. **Students may not have lunch/breakfast brought to them.**

**Students are not to be picked up or dropped off in front of the school.** In the afternoon, students should wait for rides only in designated areas. Designated areas are at the rear of the school and at the east end of the school (stadium side). Students should not be on campus after 4:00 unless under the supervision of a teacher/coach. During bad weather, students may wait for buses in the main lobby area. Please make arrangements to be picked up by 4:00 P.M. PLEASE OBSERVE ALL PEDESTRIAN CROSSINGS, SPEED LIMITS AND TRAFFIC SIGNS.

## BUS SERVICES

Students who ride a school bus are expected to follow the appropriate behavior outlined in the system disciplinary handbook. REMEMBER – BUS RIDING IS A PRIVILEGE – NOT A RIGHT.

Students must bring a note from home if they wish to ride another bus, get off at a different stop or ride home with another student on his bus. **Notes must be brought to attendance clerk before school begins.** Note must have daytime phone number of parent where they can be reached during school hours.

## OFF LIMITS AREAS

**The following areas are off limits to all students at all times during the school day.**

1. All parking areas
2. Any special rooms set aside for staff members only. (Faculty lounges, work-rooms, boiler room, mailrooms, and faculty restrooms.)
3. All outside areas except for designated lunch areas and walkways during class changes.
4. Areas under and entrances to stairwells, between building at gym and band entrance, except as passageways during class changes.
5. Performance Gym area unless supervised.
6. During class time, students with passes to the restroom are to go to the restroom in the hallway closest to their classroom, not in the commons area.
7. Vending machines during class time. These machines will only operate before school, during lunch and after school.
8. All Construction Areas

## **VISITORS**

Parents are always welcome at LFO and are encouraged to visit classes. To better manage the instruction of students and the time they spend with school personnel, appointments should be made in advance to see a teacher, counselor, or administrator except in emergencies.

ALL VISITORS must check in through the main office and receive a visitor's pass. Students ARE NOT to have visitors at school. School policy is to accept only those visitors who have legitimate business at school. An administrator may refuse to issue a visitor's pass anytime he or she feels it is in the best interest of the school to do so.

Parents may receive visitors' passes to observe classes. All visitors should park in designated visitor's spaces. Any person found on the school grounds without permission from the administration is trespassing and is subject to arrest by police authorities

## **DETENTIONS**

School detention is held on Tuesday and Thursday before and after school. If a school detention is assigned, you are responsible for transportation to/from the school. Detentions may also be given by teachers to be served with them in their classroom. These detentions may be assigned before or after school as well as during lunch.

## **SATURDAY SCHOOL**

When scheduled, Saturday School is held from 8:30 a.m. to 11:30 a.m. Students must provide their own transportation to and from Saturday School. The number of students attending Saturday School determines the activity in which the students will be involved. They may include:

- Raking Leaves
- Trash Pick-up
- Gum Removal
- Window/Door Cleaning
- Other minor "chores" about the school.

- Academic study hall

Students who refuse to accept this program will be subject to alternative measures.

**Failure to attend Saturday School will result in 3 days of ISS. Any future absences from Saturday School will be handled at administrator's discretion.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who disfigure or vandalize school property or the personal property of others will be required to either pay for the damage or replace the item.

Areas used by students, including classrooms, hallways and other common areas, cafeteria, restrooms, gymnasium, etc. should be kept free from trash and graffiti.

Students are expected to dispose of trash and garbage in proper containers, return lunchroom trays, and aid in keeping the school clean and well maintained.

### **PERSONAL PROPERTY ITEMS BROUGHT TO SCHOOL**

To minimize the possibility of having personal property damaged, students should limit items brought to school to only those items necessary for school activities. Items that cannot be brought to school include CD players, video cameras, cameras, laptops, or any other musical electronic device including headphones. (Cell phones see Telephones)  
**SKATEBOARDS ARE NOT ALLOWED ON CAMPUS AT ANY TIME.**

**The administration/school is not responsible for personal items brought to school which are lost or stolen.** Thefts and losses should be reported to the office to aid in recovery, but there **is no assurance that recovery will be made.** Personal valuables and purses should not be left unattended, nor should they be left in classrooms, ROTC or gym changing areas. **PE and ROTC teachers have procedures for students to follow** for storing valuables during PE and ROTC classes

In some subjects, students will be furnished with one or more textbooks and in some classes issued supplies. Textbooks are loaned to the student for use. They should not be marked on or written in any way. Books should be covered with book covers on all new books. Reasonable wear and tear is expected as a result of daily use; however, unreasonable damage will result in payment for damages or replacement of the book(s). Lost textbooks must be paid for and replaced immediately, at replacement cost. Equipment and supplies issued to students must be used responsibly. Equipment that is damaged or lost must be repaired or replaced at student expense.

### **PUBLIC DISPLAY OF AFFECTION**

Students should be careful at all times to avoid undue familiarity and the violation of accepted standards of behavior. The school considers visiting in secluded areas under stairwells or corners of the building, an arm or arms around the other person, kissing, petting, standing too close to one another, and other similar actions as undue familiarity

**and a violation of accepted standards of conduct** during school hours or when under school supervision.

## **TELEPHONES**

Students will not be excused from class to use the telephone. If a student becomes ill at school, he should notify his teacher who will follow proper procedures, which includes **giving a pass from class to go to the nurse**. The nurse will make proper contact to parents. Students may obtain permission from an administrator to use a school phone located in the main office for (1) school business and (2) emergency use only. **Students are never to use teacher telephones.**

*Students may use their cell phone at school with the following exceptions:*

Students may not use their cell phone during class time. **Phones shall be turned off during class time** unless the student is given specific permission to use it by the teacher of the class of which it is being used. Current Catoosa County Policy will be followed if a student uses a cell phone in class.

**Restrictions on cell phone usage: Students are prohibited from using their cell phone to make video recordings at school, to cheat or plagiarize, to bully or haze others, to disrupt the learning environment, to view pornographic, vulgar, or inappropriate content, to post derogatory content on social media sites, or take unsolicited or unwelcome photographs of students, staff or facilities.**

Since cell phone use may allow students to access the internet, the following restrictions apply: Students must adhere to the Student Code of Conduct while using their cell phone at school. Cell phones may not be used for commercial purposes or for-profit activities. It is prohibited for students to send emails or other forms of electronic communication of libelous or inflammatory language, denouncing or harassing communication, sexually explicit language, racially offensive language, or to impersonate others. Students must adhere to acceptable use policies of any websites they visit. Students may not visit any website with content which would violate the system's acceptable use policy or Student Code of Conduct.

Students who inappropriately use their cell phone at school will be subject to discipline as stipulated in the Student Code of Conduct. **Additionally, students may lose their privilege of using their cell phone at school for a length of time to be determined by the school administrators.**

To maintain our policy of **keeping classroom time free from interruptions, telephone messages will not be delivered to students**. When an EMERGENCY arises, the nature of the emergency must be given to a school official who will determine whether to interrupt class. Arrangements for routine matters such as rides to and from school, car and house key delivery and pickup, job times, meetings places, **are not considered emergencies and should be made before students arrive at school.**

## **HALL CONDUCT/PASSES**

Time between classes is provided for students to go to lockers, restroom and for arrival to the next class on time. Excessive noise, running, and other activities that affect the smooth transition between classes or student safety are not allowed. **Passes are not given to lockers, parking lot, office, to the bookkeeper for change or to cash checks, commons areas, snack machines, telephones, or other teacher's rooms.** Passes to the media center should be related to an assignment in the class of the teacher issuing the pass. Passes to guidance will only be given at the request of a counselor who will page or send for the student. Students may not disturb a class to talk with another student without the written approval of an administrator. Students should not peer in doors and distract students. Students must have a pass from a teacher to be in the hall during class time.

This pass policy applies to ALL students in the halls for any reason unless the group has been called out of class for a special purpose. **DO NOT LEAVE CLASS FOR ANY OTHER REASON EXCEPT A PHYSICAL EMERGENCY WITHOUT A PASS.** During class time students with passes to the restroom are to go to the restroom in the hallway closest to their class, not in the commons area.

### **FIGHTING**

High school students are too old to be settling their disagreements by fighting. Any student who engages in a fight on school property will be either taken to jail and/or legal complaint will be filed. Please refer also to the county discipline handbook.

A fight at any school activity, both on and off school property, is the same as fighting at school and carries the same penalties. Likewise, a fight that starts at school and continues off campus carries the same penalties as if it occurred at school.

### **CHEATING/PLAGIARISM**

Students are expected to do their own work and complete their own assignments. If a student cheats on a test, he will receive a "0" on the test. If a student copies someone's homework paper, uses a student's ID, or copies computer work, both students will receive a "0" on that assignment. **If a student cheats on a final, he/she will not receive credit.**

Plagiarism is stealing, or passing off as your own, words or ideas of another person. Copying from a book, word-for-word or even putting the information into your own words and not giving credit to the author is plagiarism. Any information whether from a book or off the internet received from another source must be documented with credit given to the author. Anything taken word for word must follow rules for quotations. Plagiarism is cheating and will be dealt with in like manner. Parents will be notified if students cheat or plagiarize.

### **STUDENT ILLNESS**

We take your health and well-being seriously and want to take appropriate action to assist you. Students who become ill or who are injured during the day should notify their teacher. The teacher will determine the nature of the illness and contact the office, refer the student to the nurse, assign someone to accompany an ill student, administer first aid, or seek assistance as necessary. (Students should not go to the restroom alone when ill.) If feasible, the teacher will issue a pass to the attendance office where the student may seek

assistance. At the request of the nurse or administrator the attendance clerk will contact the parent/guardian to come to school to pick up the student. **The nurse must notify an administrator before sending a student home.** At the discretion of an administrator, emergency treatment may be sought and a parent/guardian will be contacted.

**If a student brings prescribed or over-the-counter medicines to school, he/she must leave the medicine in the nurse's office. The student should get a pass from the teacher to go to the nurse's office when he/she needs to take the medication. All medication must be taken in the nurse's office.**

Georgia Law now permits students with asthma to carry inhalers PROVIDED a doctor's letter is on file stating that the medication is prescribed and parent permission is noted on the school medical form. Parents are required to provide the school with emergency information and to notify the school if name, address, and phone numbers change. **Failure to submit required student forms will be grounds for dismissal.**

### COMPUTER RULES

Computers are used as a tool to assist instruction. Students are expected to take proper care of the computers and to use them in a responsible and ethical manner. LFO computer rules are very detailed and will be given and explained to you by your teacher. Both you and your parents will be asked to go over the rules in detail and sign that you understand the rules and will comply with them totally. **Failure to do so carries very stiff penalties, including ISS, OSS, taking away of privileges, restitution and even prosecution. BE SURE YOU KNOW AND APPLY THESE RULES.**

### INTERNET USE

Any student whose parent requests in writing that their child not be allowed to use the Internet will be restricted from Internet and will be given alternate assignments. **UNLESS THIS NOTICE IS ON FILE, STUDENTS WILL RECEIVE FULL COMPUTER PRIVILEGES ACCORDING TO COUNTY POLICY.**

### MEDIA/WEBPAGE RELEASE

If a parent/guardian denies on camera/newsprint release, or web page publication, denial must sent in writing to the Vocational office. **It is the student's responsibility to notify his/her teacher/coach/sponsor of the denial.**

### SAFETY

Students must adhere to safety rules in **all school areas**. Those classes with heavy equipment can be dangerous if safety rules are not followed: i.e. wearing safety goggles, wearing hard hats, wearing safety gloves, being in unauthorized areas, improper use of equipment, or any type of horseplay etc. **Horseplay will not be tolerated on school property or while attending a school event. Failure to comply with these safety rules may result in disciplinary action which may include ISS, or OSS.**

### PARKING

All drivers must observe **the 15-mph speed limit**, traffic signs and all crosswalks. The speed limit between the football field house and Battlefield Elementary School is **10-mph** and must be observed at all times. All cars exiting by the field house must turn right at the baseball field. Failure to comply with these rules may result in loss of driving privileges.

All faculty, staff and student motor vehicles must be registered and a current parking permit displayed. Registered vehicles must be covered by insurance and the driver must have a valid driver's license.

**Student registration will be \$25 per year. The permit must be displayed by hanging it from the rearview mirror with the permit number facing the front of the vehicle.** All lost or stolen permits must be reported immediately. Replacement cost for a lost permit will be \$5. Use of stolen permits can result in loss of driving privileges.

Parking for the disabled is available. All disabled students must be able to present certification of being disabled from the Georgia Department of Public Safety. **SCHOOL ADMINISTRATORS HAVE THE RIGHT TO SEARCH VEHICLES PARKED ON CAMPUS AT ANY TIME.**

### **GENERAL PARKING AND TRAFFIC RULES**

When students who drive enter the school parking lot, they should turn right and enter parking spaces from the wooded side of the parking lot. Parent drop-off and pickup will be in the designated areas in rear of school. **Behind the school, right lane is for through traffic and left lane is for parent pick up.**

The registrant of the motor vehicle is held responsible for the safe operation of the vehicle and the proper parking of the vehicle regardless of who may be the operator. Cars are to be parked only in spaces assigned for students. Student parking is designated by white lines. Parking is prohibited in the drive in front of the school. Vehicles improperly parked or without a parking permit may be towed away at the owner's expense. Speed limits as posted must be obeyed. Failure to do so could result in a fine, loss of driving privileges or both.

All vehicle accidents on campus must be reported immediately to the office and an investigation into the accident will be conducted by the police officer on duty. Neither Lakeview-Fort Oglethorpe High School nor any of its employees assume any responsibility of liability for the loss of theft or damage to vehicles parked in the parking areas.

**Students may not go to vehicles for any reason during the school day. Students may not go to vehicles in route to the Field House or any other external building.** Vehicles left on campus after schools may be towed away at the owner's expense. Vehicles should not be left on campus overnight. The principal of LFO has the authority to issue school citations and can appoint any member of his staff or faculty to issue these citations.

# TRAFFIC FINES AND PENALTIES

## FINES FOR CITATIONS

|  |         |
|--|---------|
| Failure to display parking permit              | \$10.00 |
| Parking in space other than the space assigned | \$20.00 |
| Improperly parked                              | \$10.00 |
| Parking in an unauthorized area                | \$10.00 |
| Parking in a handicapped space                 | \$30.00 |
| Speeding                                       | \$10.00 |
| Reckless Driving                               | \$20.00 |

\*NOTE: If fines are paid within five (5) school days, the fine will be reduced by one-half (1/2). All fines are to be paid in the school bookkeeper's office.

## LUNCHROOM

Lunch and breakfast are available daily in the school cafeteria. Parents may pay for student's lunches in advance by making a check out to LFO School Cafeteria. They may pay by the week, month, semester or year. **No lunchroom charges are accepted.**

Students may bring their lunch to school but **cannot have lunch delivered to them from outside the school.** Students may not check out for lunch and return to school. Lunches on trays must be eaten in the lunchroom. All food items not on trays must be eaten in the lunchroom, picnic area or main commons area.

Out of consideration for others, please leave the tables and eating areas clean. All lunchroom trays and silverware are to be returned to the cleaning window and all wrappers and trash should be placed in trashcans located in the commons and picnic areas.

After finishing lunch, students are to remain in the lunchroom or commons area (up to the glass doors) until the bell rings. Restrooms in the commons area are open during lunch.

**HALLWAYS DURING LUNCH WHERE CLASSROOMS ARE LOCATED ARE OFF-LIMITS DURING LUNCH AND STUDENTS ARE NOT TO ENTER LOCKERS UNTIL THE BELL RINGS.**

Soft drink and snack machines are provided for students in the commons area. All soft drinks and snacks are to be eaten in the commons area at lunch and at break. **DRINKS OR CONTAINERS ARE NOT TO BE TAKEN INTO HALLWAYS OR CLASSROOMS FOR ANY REASON. WATER IS ACCEPTABLE AT TEACHER'S DISCRETION.** A change machine is provided that will change \$5, \$10. **Drinks and snacks are not allowed outside of the commons area at any time which includes after school.**

**Child Nutrition Office**

**706-965-2414**

**175 Cassidy Lane Ringgold, GA. 30736**

**This institution is an equal opportunity provider.**

CCPS meal prices and additional information can be located on the CCPS website: [https://www.catoosa.k12.ga.us/departments/child\\_nutrition/meal\\_prices](https://www.catoosa.k12.ga.us/departments/child_nutrition/meal_prices).

You can also pay for Meals on the CCPS Website [www.catoosa.k12.ga.us](http://www.catoosa.k12.ga.us). Look under Departments, Child Nutrition K12 payment Center

**Free/Reduced Meal Application Online at [www.lunchapplication.com](http://www.lunchapplication.com)**

**\*PARENTS need to pay for student meals until they receive a free/reduced approval letter. This usually takes 3-4 business days.**

## FIELD TRIPS

**Field trips are taken to enhance the Instructional Environment. Students must be passing all classes to participate in Field Trips. Teachers must sign off for students to attend.**

### **GUIDANCE SERVICES**

Student schedules are planned carefully with the input of the student, parent, and guidance counselor. Course selections from the student help to create the schedule of classes for that student. No schedule changes unless deemed necessary by counselors and/or administrators.

All students will take eight End Of Course Tests throughout the course of their HS career. Students do not need to pass the EOC in order to get credit for the course but are encouraged to do their best as the EOC Tests count for 20% of their final grade. There are two EOC tests in every content area (English/Language Arts, Math, Science and Social Studies).

### **WITHDRAWAL OR TRANSFER FROM SCHOOL**

Any student who plans to withdraw from LFO at any time before the end of the school year should report to the guidance office with the custodial parent/guardian to authorize the transfer or withdrawal. The student will be given a checkout form that is to be signed by all of his/her teachers. All school property and books are to be returned to the persons who issued them. All obligations and fines are to be paid. The completed checkout form is to be returned to the guidance office.

### **GRADUATION INFORMATION**

Students graduating from Catoosa County are required to take a minimum of eight (8) semesters during grades 9-12, not counting summer school. No student may take more than eight (8) Carnegie units during the regular school year without school administrators' approval. A minimum of at least one and one-half Carnegie units must be given by a Catoosa County High School for graduation. A minimum of 28 credits total must be earned. All students must clear up any fees and fines owed and shall have completed all requirements for graduation prior to their participation in graduation exercises.

### **MEDIA SERVICES**

The Media Center contains written and electronic collections of resource materials that relate to all subject areas as well as reading materials covering a wide range of interests.

- The media center is open and a media specialist is available to assist you between 7:30 a.m. and 4 p.m. daily.
- Students on a pass from a teacher should be coming to the center to do research for that teacher's class only. Students report directly to the center and sign in at the circulation desk immediately and have the pass signed and time noted.
- No passes are issued from the media center to anywhere else in the school. Likewise, students are not to use their passes to the media center to go to other school locations.
- Students wishing to do research during lunch should have a note indicating the research and signed by their teacher.

- Books and resource materials may be checked out for a period of two weeks and may be renewed only once.
- Reference books may be checked out for overnight only. They are due back by 8 a.m. the following day.
- No more than four (4) items may be checked out at one time.
- Magazines, newspapers, encyclopedias and microfiche must be used in the center.
- Students are notified each week concerning overdue materials.
- After a two-week grace period, a student is notified that he must pay for the materials if lost or pay a \$2.00 overdue fine when the materials are returned.
- Students are responsible for payment of damages, fines, or replacement costs for materials that they have checked out, including a \$1.00 processing fee.
- Students should not check out materials for another student.
- Removal or vandalism of circulation security features will result in a \$1.00 fine and may include other disciplinary measures.

## RENAISSANCE

We are proud to be a Renaissance school. The mission of Renaissance is to create a “renaissance” (rebirth) in education to promote and recognize academic achievement and citizenship. Students may earn new cards each semester based upon grades, attendance, and behavior from the previous semester.

**GOLD** – *All As*    **SILVER** – *As and Bs*    **BRONZE** – *Nothing below a C*

Students may not obtain a card if they have had any ISS or OSS for discipline the previous semester. **Students who have more than 5 unexcused absences or earn less than 4 credits per semester will not be eligible to receive a card.**

Cardholders receive discounts from area merchants, extended lunches, and different “surprise” benefits. Cardholders are also eligible for prizes given by drawings during Renaissance week. Gold card days count as school-related and may not be taken during exam weeks. Students must notify their teachers and attendance clerk prior to taking their gold card day.

## ACADEMIC LETTERS

An LFO High School “Letterman” is a student who has met a specified level of performance on a varsity athletic team, in marching band or in academics. Students must meet eligibility requirements, complete an application, and receive the required faculty signatures to be eligible to receive an Academic Letter. The application process will be held annually after the posting of the 3<sup>rd</sup> nine weeks grades. Any junior or senior who believes that he or she has already qualified as a letterman may turn in an application to Jessica Chandler. The application and additional information can be found on the LFO School Website.

## EXTRA-CURRICULAR PARTICIPATION /ATHLETICS

Catoosa County School athletics is a privilege and not a right: therefore, I understand and agree to be held to a higher standard of conduct and dress than a student who does not

participate in athletics. I acknowledge that this higher standard of conduct will cover my actions at school, on the field and in the community. I will refrain from taking part in any activity that might reflect negatively on my school or team. I understand that drugs and alcohol are harmful, and that all athletes in Catoosa County Schools are subject to drug/alcohol testing in accordance with Catoosa County Board of Education drug testing policy. I recognize that the use of tobacco products is a major health risk and is prohibited by school policy; therefore, I agree not to use or possess tobacco products at any time during the school year. I know that all school rules are in effect during athletic practices and contests, but I also understand that there are additional **SPECIAL RULES** that are given by the coaching staff to make our team stronger. Infractions of these rules will become a part of the student's discipline record.

## **DRUG/ALCOHOL**

### **Possession or use of drugs or alcohol:**

1<sup>st</sup> Violation: Minimum suspension of 20% of the regular season games. Before participation in another game, the student must submit a comprehensive drug test, at family's expense, that would indicate the presence and level of concentration of a full panel of drugs. This drug test should be negative of the presence of drugs, or in the case of marijuana, should reveal a declining concentration of the substance.

2<sup>nd</sup> Violation: Dismissal from participation in the athletic program for a calendar year.

3<sup>rd</sup> Violation: Dismissal from participation in athletics permanently in Catoosa County.

Off Season violation of school drug/alcohol policy will be punished in the next season of participation. Drug/alcohol offenses are cumulative throughout a student's high school career. *All student drug and tobacco offenses are also punishable under the Catoosa County Student Code of Conduct.*

## **SCHOOL CONDUCT**

### **Player assigned to In-School Suspension:**

(Definition: ISS begins the first day served. On the last day of ISS the suspension ends at 3:30 p.m.)

1<sup>st</sup> Assignment: Minimum 1 game suspension.

2<sup>nd</sup> Assignment: Minimum 3 games suspension.

\*Each additional assignment at the discretion of the school administration with the minimum described above.

### **Player assigned to Out-of-School Suspension:**

1<sup>st</sup> Assignment: Minimum Suspension of 20% of the regular season games.

2<sup>nd</sup> Assignment: Dismissal from the athletic program for a calendar year.

\*Students are allowed to practice while in ISS but cannot attend or participate in a game.

\*Suspensions for games due to ISS/OSS are applicable only during the season.

## **TEAM CONDUCT**

Unsportsmanlike behavior:

1<sup>st</sup> Offense: Extra running

2<sup>nd</sup> Offense: Punishment at coach's discretion.

Note: *Any athlete ejected from a game is automatically suspended for the next 2 games by G.H.S.A.*

3<sup>rd</sup> Offense: Dismissal from the athletic program the remainder of the school year.

Note: Catoosa County School Board Policy does not allow any student to participate on any day he/she is tardy to school or absent from school unless approved by an administrator.

Possession or use of drugs or alcohol:

1<sup>st</sup> Violation: Minimum suspension of 20% of the regular season games. Before participation in another game, the student must submit a comprehensive drug test, at family's expense, that would indicate the presence and level of concentration of a full panel of drugs. This drug test should be negative of the presence of drugs, or in the case of marijuana, should reveal a declining concentration of the substance.

2<sup>nd</sup> Violation: Dismissal from the athletic program for a calendar year.

3<sup>rd</sup> Violation: Dismissal from participation in athletics permanently in Catoosa County.

Off Season violation of school drug/alcohol policy will be punished in the next season of participation. Drug/alcohol offenses are cumulative throughout a student's high school career. *All student drug and tobacco offenses are also punishable under the Catoosa County Student Code of Conduct.*

## ATHLETIC FEES

A \$50.00 mandatory County Athletic Fee, which includes *one physical, one drug test, and the Trainer fee. Physicals may be obtained at the expense of the student athlete at any time during the year. However, physicals are offered in the spring at a reduced expense and are good for one complete calendar year.*

According to Board Policy, students who have an unexcused tardy to school or absent from school may not participate in a game or practice held that afternoon or evening in the following extra-curricular *unless approved by an administrator.*

|                     |                 |
|---------------------|-----------------|
| Football            | Baseball        |
| Basketball          | Wrestling       |
| Volleyball          | Cheerleading    |
| Cross Country       | Dance           |
| Track               | Literary Events |
| Fast Pitch Softball | Academic Bowl   |
| Golf                | One-Act Play    |
| Rifle Team          | Band            |
| Soccer              | Drill Team      |
| Tennis              | Chorus          |

## CLUBS AND ORGANIZATIONS

Students are encouraged to join and actively participate in activities offered by one of the following clubs and organizations. Their purpose is to develop individual and collective leadership, instill the spirit of service, and to promote and aid the best interests of the school and community.

**ACADEMIC DECATHLON**- Jessica Chandler

**ART CLUB**-Wendy Morgan

**BETA CLUB** – Susan Bradley  
**BOOK CLUB** – Susan Mulkey  
**CHESS CLUB** – Anthony Heath  
**DECA**-Dewayne Watkins-Members must be enrolled in marketing class  
**DRAMA CLUB** – Sue McHenry  
**ENVIRONMENTAL CLUB** –Jason Lyles.  
**FBLA** – Andy Clem  
**FCA** – Chris Eaves and Rhonda Eaves.  
**FCCLA** - April Brock.  
**FFA** – Jordyn Cockburn. Must be enrolled in agriculture program.  
**FRENCH HONOR SOCIETY** – Stefani Waters  
**HOSA** – Katie Charlesworth  
**KEY CLUB** –Laura Cole and Laurie Fearn. Must apply for membership.  
**NATIONAL HONOR SOCIETY** – Jessica Chandler & Tom Lord.  
 92 GPA; no more than 28 blocks absence. (not school related) per semester, no severe discipline.(ISS or OSS), Minimum of 4 honors/AP/MOWR courses by 2<sup>nd</sup> semester 11<sup>th</sup> grade teacher review  
**RENAISSANCE** – Susan Bradley, Abbi Mabry  
**RESPECT** – Susan Bradley, Abbi Mabry - application required.  
**SGA**–Chris and Rhonda Eaves. Members must be elected by their class at the end of each school year.  
**SKILLS USA** –Becky Hardinger. All Technology/Career instructors assist. Eligible if in any Technology/Career class.  
**SPANISH HONOR SOCIETY** – Justin Yoshida  
**WLFO** – Susan Mulkey

## **AFTER-HOURS ACTIVITIES**

There are many after-hours school activities. Students are reminded that the same rules, regulations, and discipline apply while in attendance at these activities. For the safety of students, all students attending any night activity (dances, athletic events, etc.) must leave or be picked up within 30 minutes after the end of the activity or they will be transported to the Fort Oglethorpe City Hall to be picked up by a parent/guardian. Only LFO students may attend dances.

## **HOMECOMING COURT AND CLASS/SGA OFFICER CRITERIA**

Candidates for homecoming queen, class representatives and Ultimate Warrior/Class Favorites must meet the following criteria:

No OSS for discipline during grades 9-12.

No more than 1 ISS for discipline during grades 9-12.

- Minimum GPA of 2.5.
- No cheating/plagiarism offenses for grades 9-12.
- No drug/alcohol violations during grades 9-12.
- No felony convictions.
- On track for graduation.
- Pass 3 of 4 classes the preceding block semester and currently passing
- all classes.
- Transfer students: verification of criteria above from previous
- school

Candidates who violate any of the above policies or demonstrate questionable behavior after being selected may be removed from the court/OFFICE.

*THE VICE PRESIDENT OF EACH CLASS WILL AUTOMATICALLY SERVE ON SGA.*

### **MR. /MISS LFO AND COURT CRITERIA**

Candidates for Mr. and Miss LFO must meet the following criteria:

- No OSS for discipline during grades 9-12.
- No more than 1 ISS for discipline during grades 9-11.
- No ISS, OSS during senior year.
- Minimum GPA of 2.5.
- No cheating/plagiarism offenses for grades 9-12.
- No drug/alcohol violations during grades 9-12.
- No felony convictions.
- On track for graduation.
- Pass all classes the preceding block semester and a current passing grade.
- Transfer students: verification of criteria above from previous school

Be involved in school activities through leadership in or active participation in extracurricular activities. Candidates who violate any of the above policies or demonstrate questionable behavior after being selected may be removed from the court.

### **SCHOOL INSURANCE**

Accident insurance is available to students for a reasonable premium. This covers students while they are at school or while they are participating in school activities. Another policy providing 24-hour coverage is also available.

In the event of an accident, claim forms may be secured from the main office. The school will complete its part of the claim and return it to the student for the parent's signature. The claim then becomes the responsibility of the insurance company. The school assumes no responsibility for accidents.

### **FIRE/DISASTER DRILL**

The signal for fire will be the continued sounding of the fire alarm buzzer. A fire exit map is posted in all rooms. Teachers will explain fire drill procedures.

Entire class should remain together and students should remain silent. Students are to group in the area designated by the teacher for checking of roll. All students should consider the fire drill an important safety measure and should carry it out seriously, swiftly and effectively.

### **EXTENDED DRILL**

An extended drill will be dismissed by intercom, and when possible, instructions will be given. It is important that students take all personal belongings with them in the classroom

and report to the area away from the building that has been designated by the teacher, where roll will be taken. Students are not to stop by lockers, but are to remain with their class and teacher throughout the drill. If a student is out of the room and not with his/her class at the time of the drill (restroom, media center office, etc.), he/she should report to the nearest teacher, make sure he/she takes their name, and join his/her group for the entire drill.

**DO NOT USE ELECTRONIC DEVICES DURING AN EXTENDED DRILL. THEY SHOULD BE TURNED OFF IMMEDIATELY AND REMAIN OFF UNTIL CLEARED FOR USE BY EMERGENCY PERSONNEL.**

### **TORNADO PROCEDURES**

Students should move quickly and quietly to their shelter, which will be explained by the teachers. Tornado exit maps are posted in each classroom. Students should remain silent, bend and cover his/her head

### **P.T.S.O.**

A primary source of support for LFO comes from our parent-teacher-student organization. This organization is especially interested in the welfare of the students in the community and strives to help in any way possible. All students are urged to join and to ask their parents to join and attend meetings. Meeting times and dates will be announced.

### **DRESS CODE**

All school attire shall be worn appropriately at all times. All pants, jeans, shorts, and other school attire should be pulled up to the student's waist and not drooping below the beltline area, as to cause a distraction or safety hazard. Shirts and blouses should be worn to cover the midriff at all times and no inappropriate writing or pictures are allowed on any item of clothing.

THE FOLLOWING WILL BE PERMITTED:

**Shirts and Tops:** Young ladies' blouses/tops must have a modest neckline and be long enough to cover the midriff **AT ALL TIMES**. All sleeveless shirts must completely cover the top of the shoulder.

**Pants:** Acceptable pants are REGULAR FITTING dress pants, khakis style cotton twills), and denim pants. All pants must be pulled up to waist level, with the belt line visible, not drooping below the belt line area as to cause a distraction or danger to the student, and should be worn with a belt.

**Dress/Skirts/Shorts:** Shorts should be worn at modest length at mid-thigh or below. Dresses should have a modest neckline and be appropriate for a school setting.

**Outerwear:** The length of outerwear must meet the fingertip rule. (General rule: the length of the garment must not exceed the length of arms extended beside the body). Jackets, pullovers, and sweatshirts will be permitted at the above-mentioned length, unless notice is given to students before it is prohibited.

THE FOLLOWING WILL NOT BE PERMITTED UNLESS AUTHORIZED BY AN ADMINISTRATOR:

Hair, clothing, patches, or other items that display symbolize or are identified with gangs, gang membership, or cults.

- A. Example: Gang related symbols such as, but not limited to, “flaming cross”, swastikas, forks, KKK, UNLV, skulls, and crossbones.
- B. In the event of new symbols identified or related to gang(s) or gang conduct, then the student will be given notice that it will be prohibited. No actual disruption need occur prior to prohibiting display or wearing of the symbol(s) if the symbol has the potential to create the disruption.
- C. In all circumstances the intent to protect the instructional environment will be primary. A student and parents may request a conference with the school administrator if there is a disagreement as to whether the item may be displayed or worn.

Hair, clothing, patches or other items that display the advocating of illegal activities, words, colors, or scenes that are substantially likely to cause disruption, including but not limited to clothes with patches, hair or other items containing or displaying any of the following:

- a.)Example: Hair must be worn in such a way, that would not be a disruption to the learning environment, or worn in such a way that covers the eye/eyes
- b.)Racial slurs, intimidating/disruptive symbols, or sexually suggestive comments.
- c.)Cursing, vulgar or other inappropriate language, whether by word lettering, or innuendo (Ex: “SOB”).

Holes, cuts/frays, or tears in clothing, above the knee, except that caused by normal wear at school on the same day that the holes are present.

Nose rings, tongue jewelry or body piercing that includes excessive ear piercing (more than 3 is considered excessive). Jewelry that dangles so as to create a safety hazard to the wearer or could be used as a weapon.

Hats, toboggans, headbands, skullcaps, and bandannas. No headwear is allowed in the school building.

Tank or tube tops, muscle shirts, sleeveless shirts or other clothing which exposes the skin to such an extent that such exposure may cause disruption to a learning environment.

Clinging clothing, such as yoga pants, jeggings, leggings, or unitards – unless covered by other appropriately worn outerwear as described in Section B of the policy. Short shorts. Shorts should be thigh length or longer. Sunglasses inside the building. See-through (mesh) shirts, or sheer clothes. Clothing that represents:

- a) Illegal drug, alcohol and other contraband.
- b) Tobacco
- c) Suicide
- d) Death
- e) Gangs or symbols related to, or identified with, gangs.

Oversized clothing of any type, to include but not limited to wide leg and/or sagging pants oversized shirts, or other garments that may be determined could conceal dangerous articles or items, are not permitted and may result in the student being removed from the school environment until proper clothing is worn. Pajama or pajama type pants. Furthermore, other articles of clothing or style of grooming substantially likely to be disruptive to the instructional program, including all school extracurricular activities (i.e. prom) or to the school’s orderly environment and safety are prohibited. Proper footwear shall also be worn made of materials that promote safety of movement in and around the school.

If circumstances arise which would require an exception to this dress code, a student or parent must request a conference with the school administration for a determination to be made BEFORE the item is worn to school. An administrator will make the decision to determine if the clothing or article is appropriate. If the particular school circumstances (for example, peculiar activities at a school, problems particularly associated with a school, very young age students at a school, or issues particularly associated with a student or group of students) warrant deviations from this policy, the principal of such school may add to or delete from the specific requirements of this policy to meet extenuating circumstances and/or comply with CCSB policy.

**Students/Parents are responsible to know and follow Catoosa County Board Policy and all Catoosa County Student/Parent Handbook procedures and responsibilities. (Refer to the Catoosa County Handbook/Website for questions and/or additional information.)**

### **GYM RULES**

- LFO IS A TOBACCO FREE FACILITY (State Law)
- Use discretion regarding activities conducted on the gymnasium floor. Any activity that may damage, scratch, or scuff the floor surface is prohibited.
- **Absolutely no food or drinks** in the Gym. When teams practice you should leave your drinks and food in the little areas beside the steps going upstairs.
- **No chewing gum** on the Gym Floor.
- Shoes must be **clean** and be **tennis shoes with rubber soles.**
- The floor should be **swept after each use.**
- When students play outside or practice outside, they should be monitored so that when they return back into the gym discretion should be used on what goes on the floor after they come back in. We will have mats so shoes can be brushed off.
- Any use of the Gym other than practices that are not regularly scheduled should be approved through the Athletic Director. In many instances the floor may have to be covered with the cover that we have to protect the floor.
- **No one should** drag materials across the gym floor.

### **TOBACCO**

LFO IS A TOBACCO FREE FACILITY (State law). Students, parents, or visitors may not smoke while on campus or at any athletic facilities, including spectator seating and standing areas and areas outside the gates, school or gym doors at any time. Students may not smoke in cars or anywhere on the school campus. See county code of conduct for penalties. **SCHOOL BOARD POLICY PROHIBITS THE USE OF ALL TOBACCO PRODUCTS EVERYWHERE, BY EVERYONE, 24 HOURS PER DAY, 7 DAYS PER WEK.** Thank you for your cooperation.

### **SPORTS EQUITY COORDINATOR**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Catoosa County Schools do not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Dr. Lamar Brown P.O. Box 130,

Ringgold, Georgia 30736, 965-2297. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

### CATOOSA COUNTY GRADING SCALE

- A = 90 - 100
- B = 80 – 89
- C = 74 – 79
- D = 70 – 73
- F = Below 70

*\*Students' grades are accessible through Parent Portal and Student Portal.*

Set up information:

[http://www.lfo.catoosa.k12.ga.us/for\\_parents/parent\\_portal\\_setup\\_guide](http://www.lfo.catoosa.k12.ga.us/for_parents/parent_portal_setup_guide)

Log in site:

<https://campus.catoosa.k12.ga.us/campus/portal/catoosa.jsp>

### WORK BASED LEARNING PROGRAMS AND INTERNSHIPS

**All students enrolled in DCT, YAP, Intro to Teaching, or any Career Tech Internships, or Job Shadowing programs are subject to random drug tests at any time.** Students participating in these programs represent LFO High School and student's behavior should be exemplary at all times.

### GRADUATION CEREMONY POLICIES

At the end of each school year, Lakeview Fort Oglethorpe High School proudly graduates seniors who have successfully met all of the requirements established by Georgia and the Catoosa County Board of Education. To ensure that the graduation ceremony reflects the dignity and honor conducive to this solemn yet joyous occasion, LFO has a legitimate interest in controlling the content of its graduation exercises to promote unity and discipline, and to present a dignified forum to honor the graduating class.

LFO directs the wearing of a red cap and gown by all members of the graduating class, with honor graduates in white, as this universally symbolizes the unity of the graduating class and their journey together through four years of high school. Since a primary focus of our graduation is to provide a unified ceremony, LFO dictates that only school-issued adornments, including cords, stoles, pins, and medals, are to be worn during the graduation ceremony. Graduates are not to add their own adornment or decoration to caps and/or gowns.

Students meeting select criteria will be recognized at the graduation ceremony by identification in the graduation program, and/or the wearing of school-issued adornments, such as stoles, pins, medals, and cords. The recognition criteria are set forth in the following table:

| Accomplishment/Student Group/Organization | Recognition Criteria | Adornment |
|---|----------------------|-----------|
|---|----------------------|-----------|

|  |  |  |
|--|--|--|
| Valedictorian                                  | Graduate with the highest weighted grade point average   | White Gown Medal with Red, White, & Blue Ribbon  |
| Salutatorian                                   | Graduate with the second highest weighted grade point average  | White Gown Medal with Red, White, & Blue Ribbon  |
| Graduates with Honors                          | Students taking at least 6 Honors/AP Courses and have a cumulative GPA in the core classes of 85.9 or higher, whether through traditional or virtual instructional delivery methods. | White Gown   |
| National Honor Society                         | Students meeting selection criteria as mandated by the National Honor Society and membership in good standing.   | Light Blue Stole   |
| Academic Letter                                | Students meeting selection criteria as outlined in the LFO Handbook.   | Students are awarded a certificate, letter, and a small lamp pin. The pin may be attached to their gown at graduation. |
| Sociedad Honoraria Hispanica                   | Students completing three semesters of Spanish and earning an "A" average.   | Gold Stole   |
| La Société Honoraire de Français               | Students completing three semesters of French and earning an "A" average.  | Royal Blue Stole   |
| Governor's Honors Program                      | Selection Committee and Application  | Silver/Royal Blue/Black Cord   |
| Beta Club                                      | Average of 90 or higher and completed 9 Honors Classes   | Black Stole  |
| CTAE Cord Recipient                            | Student must complete 3 courses in the same CTAE area and pass the End-of-Pathway exam for that area.  | Various colors of cords.   |
| Fine Arts Honors Cords<br>Art<br>Band<br>Drama | Art-Rubric earning 350 points<br>Band-Rubric earning 250 points<br>Drama-Rubric earning 200 points   | Art- Medal with rainbow ribbon<br>Band –Red/White/Pink Cord<br>Drama-Medal with a red ribbon                           |
| World Language Cord Recipient                  | Three course credits in the same world language.   | Blue & Green Braided Cord  |
| Renaissance Gold Member                        | Student's earning all A's in all four years of high school.  | Gold Cord  |
| Community Service Cord                         | Students logging 200 community service hours   | Purple Cord  |

|                  |   |          |
|------------------|---|----------|
|                  | during four years of high school.   |          |
| Cords of Courage | Students who give blood six or more times during four years of high school. | Red Cord |

**GRADUATION REQUIREMENTS**

| <b>AREAS OF STUDY</b>  | <b>REQUIREMENTS</b>  |
|--|--|
| <b>ENGLISH LANGUAGE ARTS</b>   | 4 UNITS<br>1 UNIT MUST BE IN 9 <sup>TH</sup> GRADE LIT/COMP AND 1 UNIT MUST BE IN AMERICAN LITERATURE  |
| <b>MATHEMATICS</b>   | 4 UNITS –<br>MUST INCLUDE GEOMETRY(ALGEBRA I), (ALGEBRA II), PRECALCULUS OR THEIR EQUIVALENT HONORS/AP COURSES   |
| <b>SCIENCE</b>   | 4 UNITS –<br>MUST INCLUDE 1 UNIT IN BIOLOGY I, 1 UNIT OF PHYSICAL SCIENCE OR PHYSICS, 1 UNIT OF CHEMISTRY, EARTH SYSTEMS, ENVIRONMENTAL SCIENCE OR AN AP/IB COURSE, AND ONE ADDITIONAL SCIENCE UNIT* |
| <b>SOCIAL STUDIES</b>  | 4 UNITS -<br>1 UNIT EACH OF AMERICAN GOVERNMENT, WORLD HISTORY, US HISTORY AND ECONOMICS   |
| <b>CAREER TECHNICAL AND AGRICULTURAL EDUCATION (CTAE), AND/OR FOREIGN LANGUAGE, OR FINE ARTS</b> | AT LEAST 3 UNITS –<br>STUDENTS ARE ENCOURAGED TO SELECT COURSES IN FOCUSED AREA OF INTEREST**  |
| <b>HEALTH/ PERSONAL FITNESS</b>  | 1 UNIT (0.5 IN PERSONAL FITNESS, 0.5 IN HEALTH)<br>3 UNITS OF JROTC MAY BE USED TO SATISFY THIS REQUIREMENT  |
| <b>FOREIGN LANGUAGE</b>  | HIGH SCHOOL DIPLOMA STUDENTS PLANNING TO ATTEND UNIVERSITY SYSTEM OF GEORGIA MUST HAVE 2 UNITS OF THE SAME LANGUAGE  |
| <b>INTRODUCTION TO BUSINESS</b>  | 1 UNIT<br>MAY COUNT AS ONE OF THE CTAE UNITS   |
| <b>ELECTIVES OR CAREER PATHWAY CREDITS</b>   | 7 UNITS  |
| <b>TOTAL UNITS REQUIRED***</b>   | 28   |

## CATOOSA COUNTY SCHOOLS

All potential graduates must complete a minimum of 8 semesters of coursework and earn a minimum of 28 credits including the courses required by State and local school boards. Students must take two EOC tests for each content area and will count as 20% of the final grade in the content area.

Local school board requirements to graduate include the following:

1 Credit in Computer Applications.

Community Service opportunities outside of school hours may also be pursued for a credit. To earn a credit 135 hours of documented/verified service must be completed. If 200 hours or more are earned, the student will qualify to wear an honor cord at graduation.

Students may earn 3 units in a coherent sequence of Career Technical Agricultural Education (CTAE) courses through a self-elected pathway leading to college readiness certificate endorsed by related industries.

Beginning with the class of 2007, Board Policy states that to be considered for graduation "with Highest Honors", a student must have taken at least 6 Honors/AP Courses and have a cumulative GPA in the core classes of 89.5 or higher (the HOPE Scholarship courses are the core classes), whether through traditional or virtual instructional delivery methods.

Students are NOT promoted until the end of the 2<sup>nd</sup> semester of the school year.

Students will not be moved to a higher classification during the school year. In order to be promoted to the next grade, students must earn the following credits:

**10<sup>th</sup> Grade Credits must total 6**

**11<sup>th</sup> Grade Credits must total 12**

**12<sup>th</sup> Grade Credits must total 20**

**Total Required Credits to Graduate 28**

*Further details on all graduation requirements may be obtained through the guidance counselors.*

*\*Students should consult with their counselor for more information on the fourth science requirement.*

*\*\*Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.*

*\*\*\*Beginning with the class of 2007, Board policy states that to be considered for graduation with distinction, a student must have taken at least 6 Honors/AP Courses and*

have a cumulative GPA in the core classes of 89.5 or higher (the HOPE Scholarship courses are the core classes), whether through traditional or virtual instructional delivery methods.

**CATOOSA COUNTY SCHOOL SYSTEM  
SCHOOL CALENDAR  
2021-2022**

NO SCHOOL OR HOLIDAY  IN-SERVICE TEACHERS ONLY  END OF 9 WEEKS  1st Day of School/Semester 

| JULY 2021   |   |   |   |   | AUGUST 2021  |  |  |  |   | SEPTEMBER 2021  |   |   |   |   |
|---|---|---|---|---|--|--|--|--|---|---|---|---|---|---|
| M   | T   | W   | T   | F   | M  | T  | W  | T  | F   | M   | T   | W   | T   | F   |
|    | 6   | 7   | 8   | 9   |  10 |  11 |  12 |  13 |    |  6 | 7   | 8   | 9   | 10  |
| 12  | 13  | 14  | 15  | 16  | 16   | 17   | 18   | 19   | 20  | 13  | 14  | 15  | 16  | 17  |
| 19  | 20  | 21  | 22  | 23  | 23   | 24   | 25   | 26   | 27  | 20  | 21  | 22  | 23  | 24  |
| 26  | 27  | 28  | 29  | 30  | 30   | 31   |  |  |   | 27  | 28  | 29  | 30  |   |
| OCTOBER 2021  |   |   |   |   | NOVEMBER 2021  |  |  |  |   | DECEMBER 2021   |   |   |   |   |
| M   | T   | W   | T   | F   | M  | T  | W  | T  | F   | M   | T   | W   | T   | F   |
|   |   |   |   | 1   | 1  | 2  | 3  | 4  | 5   |   |   |   |   | 1   |
| 4   | 5   | 6   | 7   |    | 8  | 9  | 10   | 11   | 12  | 6   | 7   | 8   | 9   | 10  |
|    |    |    |    |    |     |     |     |     |    | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 15   | 16   | 17   | 18   | 19  | 20  |  |    |  |  |
| 25  | 26  | 27  | 28  | 29  | 29   | 30   |  |  |   |    |  |    |  |  |
| JANUARY 2022  |   |   |   |   | FEBRUARY 2022  |  |  |  |   | MARCH 2022  |   |   |   |   |
| M   | T   | W   | T   | F   | M  | T  | W  | T  | F   | M   | T   | W   | T   | F   |
|    |    |    | 6   | 7   | 1  | 2  | 3  | 4  |   |   |   |   |   | 1   |
| 10  | 11  | 12  | 13  | 14  | 7  | 8  | 9  | 10   | 11  | 7   | 8   | 9   |  |  |
|   | 18  | 19  | 20  | 21  | 14   | 15   | 16   | 17   |   |   | 15  | 16  | 17  | 18  |
| 24  | 25  | 26  | 27  | 28  |   |   | 23   | 24   | 25  | 21  | 22  | 23  | 24  | 25  |
| 31  |   |   |   |   | 28   |  |  |  |   | 28  | 29  | 30  | 31  |   |
| APRIL 2022  |   |   |   |   | MAY 2022   |  |  |  |   | JUNE 2022   |   |   |   |   |
| M   | T   | W   | T   | F   | M  | T  | W  | T  | F   | M   | T   | W   | T   | F   |
|  |  |  |  |  | 2  | 3  | 4  | 5  | 6   |   |   |  | 2   | 3   |
| 11  | 12  | 13  | 14  |  | 9  | 10   | 11   | 12   | 13  | 6   | 7   | 8   | 9   | 10  |
|  |  |  |  |  | 16   | 17   | 18   | 19   | 20  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23   | 24   | 25   | 26   |  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  |   |   |  |  |   | 27  | 28  | 29  | 30  |   |

**ADOPTED BY THE BOARD OF EDUCATION ON  
February 2, 2021  
Inclement weather days: February 18, February 22, March 11, March 14  
THE CALENDAR MAY BE CHANGED DUE TO CERTAIN CONDITIONS BEYOND  
OUR CONTROL, AS SPECIFIED IN STATE LAW**



## Lakeview-Fort Oglethorpe High School

Name of student \_\_\_\_\_

This handbook was developed to communicate important information to students and parents regarding the rules and procedures of Lakeview-Fort Oglethorpe High School. We ask that you read it and thoroughly discuss the contents with your child.

I have read and understand the LFO Handbook.

Signature of parent/guardian \_\_\_\_\_

Signature of student \_\_\_\_\_

Date \_\_\_\_\_

***\*RETURN THIS FORM TO YOUR FIRST BLOCK TEACHER WITHIN 10 DAYS OF RECEIPT.***

## Classroom Expectations

The graphic features the letters 'LEO' in a large, outlined font at the top left. Below the 'O' is a profile of a Native American warrior's head with feathers. To the right, the title 'Classroom Expectations' is written in white on a red background. Below this, the phrase 'A WARRIOR Will' is written in a large, red, handwritten font. The graphic is divided into three sections, each starting with a large letter: 'L' for 'LEAD BY EXAMPLE', 'F' for 'FOCUS ON SUCCESS', and 'O' for 'OWN YOUR ACTIONS'. Each section contains a list of expectations in white text on a red background.

# LEO

## Classroom Expectations

### A WARRIOR Will

**L** **LEAD BY EXAMPLE**

- Value the ideas/opinions of others
- Be prepared to LEARN every day
- Respect teachers/peers
- Put forth your best efforts

**F** **FOCUS ON SUCCESS**

- Be ready to participate and stay on task
- Help your classmates when permitted
- Be on time
- Complete assignments

**O** **OWN YOUR ACTIONS**

- Respect the personal space of others
- Use class appropriate language
- Learn from your mistakes
- T.H.I.N.K. before you speak

To be successful, our behavior program will need to be a partnership to meet the specific needs of our students. Throughout the school year the PBIS team will organize events, reward days, and provide updates about PBIS for our students. We encourage the parents/guardians to engage your student in meaningful discussion about this program.

Respectfully,

PBIS Team