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Douglas County School System Mission
We will SERVE our community with excellence by…

- Helping our students reach their potential as we prepare them for college and career in a safe and supportive environment
- Recruiting, cultivating and retaining the best teachers, staff and administrators
- Providing a challenging curriculum and relevant learning opportunities
- Providing the highest quality instructional resources and tools
- Fostering a culture of continuous improvement

Lithia Springs High School Mission
LSHS will ensure high-levels of learning for all students through relationships, relevancy, and rigor.

Lithia Springs High School Vision
Our vision is produce graduates that are motivated, life-long learners, and productive global citizens.

House Rules

- Always be on time and prepared to learn.
- Passes will not be issued during last 10 minutes of class.
- Hats and hoods are not to be worn in the school building.
- Electronic devices, including phones, iPods, ear buds, etc., are not permitted during the school day. All electronic devices must remain turned off and out of sight, or they may be confiscated. Confiscated items will only be returned to legal parent/guardian.
- Please stay in your class and in your seat until the bell rings.
- Thank you for assisting in keeping our high school clean by picking up around your area and throwing your trash away. This is particularly vital in the cafeteria area.

An Open Invitation to Parents & Families
The faculty and administration of Lithia Springs High School welcomes and encourages parents and families to be involved in and engaged with their student’s academics and activities at school. Please feel free to contact us any time you have a question, or you would like to learn more about LSHS. Your continued involvement and support of your child will create the very best conditions for his or her continued success.

Policies and Procedures
Please see the Douglas County Board of Education website under policies – section J. http://dcssga.org

Contact Information
Lithia Springs High School
2520 East County Line Road, Lithia Springs, GA 30122

Main Office 770-651-6700
Main Office Fax 770-732-2644
Attendance Office 770-651-6821

Records 770-651-6800
Records Fax 770-732-2623
Social Worker 770-651-6776
Report Card Information 770-651-6711
Career Center 770-651-6780
Transportation 770-651-2400
STEM 770-651-6720
School Website https://lshs.dcssga.org/
Teacher/Staff Email – Firstname.lastname@dcssga.org

Master Schedule
Please see the school website for an up to date version of the master schedule.

Master Calendar
Please see the school website for an up to date version of the master calendar.

Alma Mater
Pride in Country,
Pride in State,
Proud to learn to emulate
Lives of service, bodies strong;
This our pledge, our anthem song;
To live, to be
Just the best that we can be.

Trust us with the world at hand;
With faith and skill we’ll lead our land.
Wherever this world we shall roam,
Lithia shall stay our home.
Lithia Springs Alma Mater home.

H. Daniel DeFoor

Student Attendance
*The school day begins at 8:20 a.m. and ends at 3:25 p.m. All students on campus before 8:10 a.m. must report directly to the cafeteria (or theater if designated). All students on campus after 3:35 p.m. must be under the supervision of a teacher or coach.

*All absences will be considered unexcused unless the student provides a note. Parents may write a note to excuse their child’s absence up to 10 times over the course of the school year. For each absence beyond 10, students must have an excuse from a doctor, dentist, health center, judicial court, etc.

*Consequences are numerous when a student misses school. Truancy may result in legal action against the student or parent. Unexcused absences may result in losing a driver’s license or being withdrawn from school. Absences must be excused to entitle a student any make-up work.

*Refer to DCSS calendar for scheduled half days for the 2021-2022 school year.

*Academic success is directly impacted by attendance.

Arrival to School
All students arriving at school prior to 8:10 a.m. will report to the cafeteria (or theater if designated). Students purchasing a breakfast that arrive at school after 8:10 a.m. will buy breakfast
and report to their first period class. No breakfast will be served after 8:20 a.m., unless the student has an authorized pass.

Students who drive must report to the cafeteria immediately upon arrival. Once in the cafeteria, students may not leave for the student parking lot without administration approval.

Students arriving to school on the bus must report directly to the cafeteria (or theater if designated). Students may not leave the cafeteria for any reason until the cafeteria is released beginning at 8:10 a.m. unless the student has a pass from a teacher.

**Tardies to School**

All students are expected to be in school before 8:20 a.m. Any student tardy to school after 8:20 a.m. should report to the tardy table, located in the main office lobby area, where the tardy will be documented as excused or unexcused according to Board Policy. Students arriving after 8:20 a.m., that do not properly sign in, will receive discipline from administration.

Tardiness to school is cumulative per semester. Students accumulating 4 or more unexcused tardies to school in a semester, will be assigned a disciplinary action assigned by an administrator according to Board Policy and LSHS Tardy Policy. These disciplinary actions could include detentions, in school suspension (ISS), loss of parking privileges, loss of extracurricular activities, and/or out of school suspension (OSS). Students will have 3 days to submit a proper excuse for any unexcused tardy.

Additionally, students who are present at school and tardy to class will be assigned disciplinary consequences for each tardy incident per LSHS Tardy Policy.

**Tardies to Class**

Tardies only pertain to the first 5 minutes of class. Arrival to class after 5 minutes constitutes skipping and/or unauthorized area unless of course he/she is just arriving to school. In this case the student will have an excuse/pass from the attendance office.

The faculty of LSHS values the instructional time of each and every student. Therefore, every tardy will be documented and detention will be assigned. This detention is to be served within seven calendar days of the tardy. Please remember that detentions can only be served Monday through Thursday. Failure to serve any detentions will result in further disciplinary action. Multiple missed detentions may result in increased disciplinary action.

Students are responsible for telling parents/guardians about tardies. If a teacher sees a consistent pattern of tardiness to his or her class, contact will be attempted but will not change any disciplinary action unless otherwise approved by LSHS administration.

**LSHS Tardy Policy**

If you are tardy without a pass, after 5 minutes beyond the late bell, you are skipping resulting in an office referral. Within the 5 minutes:

- 1st Tardy: Teacher Warning
- 2nd Tardy: Teacher Warning
- 3rd Tardy: Teacher Parent Contact (Log all parent contacts into Infinite Campus)
- 4th Tardy: Teacher detention and Parent Contact
- 5th and up Tardy: School Wide Detention and Parent Contact

**Check In / Check Out**

A student who arrives after 8:20 a.m. and is on school property, in the building, or in the parking lot must sign in with the tardy table or at the attendance office once the tardy table closes. Failure to sign in properly can result in disciplinary action.

Any student leaving campus during the school hours must properly check out with the attendance office prior to leaving campus. No student, regardless of age, can check themselves out without parent approval. All students that check out must have a check out slip to leave campus. Failure to sign out properly can result in disciplinary action.

No phone check outs are allowed unless approved by administration or someone designated that authority by an administrator.

No student will be allowed to check out after 2:45 p.m. unless approved by administration.

**Excused/Unexcused Checkouts**

Students who needs to check out of school prior to dismissal must present their reason to the Attendance Office, in writing, before the beginning of school. Examples of excused checkouts are: (1) Doctor/Dentist appointments with a note (2) Illness verified by parent through the attendance clerk (3) Court appearance with subpoena or written documentation from the court (4) Death in the immediate family.

Examples of unexcused checkouts are: Personal checkouts or any checkout without a note

There will be times when we may vary our checkout policy. The following days are examples: Pep rally days, day before prom, enrichment days, and day(s) before a holiday.

This policy will be in effect any time that we feel there will be excessive checkouts. You will be notified in advance by announcement on the intercom and by bulletin prior to any day that requires special check out procedures. You will be required to present a note signed by your parent to the Attendance Office at a specified time. If you neglect to bring a note, your parent will be required to sign you out in the office.

**Departure from School after Completing Classes**

All students who are not involved in supervised activities or athletics must leave campus when school is out. All students on campus for extracurricular activities must be accompanied by their sponsor at all times. Car riders must arrange their transportation in a timely manner so that they vacate the premises by 3:35 p.m.

If a student does not ride the bus or is not involved in a school activity, they must wait on the sidewalk by the cafeteria entrance in the front of the school for their transportation.
Students with early release must leave campus immediately at the end of their regularly scheduled classes. If the student returns to campus to pick up other students at the end of the regularly scheduled school day, all car rider policies must be followed. If a work based learning student is involved in extracurricular activities, the student must report directly to the sponsor upon arriving back on campus. The student must also not report back to campus any earlier than 30 minutes prior to the end of the school day unless otherwise directed by the sponsor.

Walking around the campus will be considered being in an Unauthorized Area and may result in disciplinary action.

**Leaving Campus after Extracurricular Events**

All students must be off campus no later than 30 minutes after completion of any extracurricular event. Loitering on campus will not be allowed for any reason. Disciplinary action may result if a student is not off campus in a timely manner.

**Discipline Procedures, Notifications, and Explanations**

Any student receiving a discipline referral from school staff and bus drivers will meet with an administrator for a conference to discuss the referral. All infractions will be investigated by the administrator. The administrator will then decide on any consequences for the student. Consequences are at the discretion of the administrator and will range from bus suspension (for bus referrals), conference with student, conference with parent, detention, detention, loss of parking privileges, loss of extracurricular activities, in school suspension (ISS), and out of school suspension (OSS).

Disciplinary action is determined by a rubric. Each infraction is documented as a level I, II, or III offense. Level I offenses (tardies, insubordination etc.) are minor offenses that will result in discipline action ranging from conferences, detentions, or ISS. Level II offenses (skipping, minor verbal altercation etc.) are more serious and will result in detentions, ISS, or OSS. Level III offenses (major physical/verbal altercation, drugs, weapons etc.) are the most serious offenses that will result in OSS or Alternative School. Repeated Level I or Level II offenses can reach a higher level.

Any student receiving ISS more than 10 total days will receive OSS for subsequent offenses as allowed by each individual student’s designated educational placement, documented by the DCSS.

High school administration will notify parents and/or guardians of any detention referrals and discipline referrals and notify the parent and/or guardian of the consequence of the referral. Students will be sent home with a copy of the referral with the infraction and discipline consequence for the parent to review. LSHS administration will attempt to contact a parent and/or guardian for ISS/OSS consequences.

All consequences are at the discretion of LSHS administration and may be changed accordingly.

**LSHS Behavior Management Plan**

Minor misconduct (infractions such as failure to produce valid ID badges, insubordination, misuse of electronic device etc.) will follow below plan:

- 1st Offense: Teacher Warning
- 2nd Offense: Teacher Warning
- 3rd Offense: Teacher Parent Contact (Log all parent contacts into Infinite Campus)
- 4th Offense: Teacher Detention and Parent Contact/Conference
- 5th Offense: Discipline Referral

Major offenses (level two or three offenses such as fighting, bullying, stealing etc.) will receive an automatic discipline referral.

**Teacher Detention**

Teachers may assign students detentions for minor offenses. The student is responsible for notifying the parent or guardian of the detention. The student will be required to attend the detention, with the teacher, within the amount of calendar days designated by that teacher. Failure to serve detention will result in additional discipline measures by the administration.

**School-Wide Detention**

Any student receiving school-wide detention will have seven days to serve the detention. Detentions will be held every Tuesday morning from 7:15 am -8:15 am and Thursday afternoon from 3:35-4:35 in the Media Center. The student will be responsible for making arrangements for a ride to serve this detention. Failure to serve the detention within the given time frame will result in further disciplinary action by administration. Further disciplinary action could include ISS, or OSS. The student could also be given a detention reassignment as a consequence.

**Not Following Rules in Detention**

Failure to follow the rules during detention will result in the student being asked to leave detention. If a student is asked to leave detention, no credit will be applied for serving the detention. Rules are as follows: no talking, no sleeping or placing head on desk, no electronic devices, no distracting other students, any other rules set forth by the teacher facilitating detentions.

**Failure to Serve Detentions**

All detentions must be served within the time given. If the student does not serve the detention, the student will receive ISS or OSS depending on the number of detention no shows.

**Dress Code**

Lithia Springs High School will follow the Douglas County School System Dress Code Policy. Please refer to the dress code section of the district handbook.

**Headwear**

No bonnets, hats, hoods, scarfs, head wraps or “durags” for males or females can be worn in the building.
Tops
No tank/halter tops, strapless shirts or dresses, no shirts that have inappropriate or offensive words, gestures or images, no sheer tops w/o appropriate undergarments, no low cut or revealing tops. No blankets.

Bottoms
No biker shorts/tights/leggings unless covered by a long shirt, no shorts that are above mid-thigh, holes/rips in pants above the knee must be covered, no pajama pants.

Shoes
No slippers, but you can wear slides. Due to transition from class to class, be mindful to select shoes that will provide comfort, the ability to navigate stairs and walking long distances.

Dress code violations will result in the following possible consequences: administrative conference, detention, a phone call home by the student, and placement in ISS until the violation is corrected. If violation is immediately corrected, the student will only receive detention.

Make-up Work Policy
Make-up work must be completed in accordance to school policy. To make up work, an excused absence must be presented. A written excuse must be turned in to the attendance office within 3 days after return to school for the absence. The student should make arrangements with each teacher to make up the work missed upon return to school. THIS IS THE STUDENT’S RESPONSIBILITY.

Emergency Contact Forms & Parental Notification
In order to provide prompt notification to parents and guardians about school related concerns, parents and guardians are required to complete an Emergency Contact Form. This form will be sent home with the handbook and must be completed and returned to the school. This information is critical in case of a school emergency, and it must be updated with current contact numbers. Updates must be sent as written communication to the registration office. Your cooperation in this matter is vital. If there is no emergency medical form on file for your child and a serious accident/injury occurs, your child may be transported to the nearest medical facility at the expense of the parent/guardian.

Lost and Found Articles
Lost and found articles should be reported/taken to the Attendance Office. If an article is presumed stolen, an administrator should be notified. The school will not assume responsibility for any personal loss or loss of items considered not appropriate for school, including cell phones, I-Pods, etc. The school is not responsible for the security of confiscated items.

Nuisance Items and Cell Phones
Any electronic device visible in class is subject to a discipline referral if permission was not given by the teacher. Consequences will result in detention, ISS, and OSS depending on the number of infractions.

The use of cell phones (electronic devices), unless directed to do so by the teacher for instructional purposes (BYOT), is prohibited. Without teacher approval, cell phones are not allowed in class. If a cell phone is visible, LSHS reserves the right to confiscate the device. All confiscated cell phones will be turned into the office before the end of the school day. A parent/guardian must come to the school before 4:00 p.m. in order to retrieve any confiscated cell phones. (Cell phones will not be returned to the student)

*LSHS ASSUMES NO RESPONSIBILITY FOR ANY AND ALL CONFISCATED ITEMS.

Telephones
If and when an emergency occurs, telephone assistance in the Attendance Office will be made available. No personal telephone messages will be delivered to students except in emergency cases. Although we will attempt to deliver all emergency messages, those messages received after 2:45 p.m. may not be delivered. Students are not allowed to make or receive calls for any reason unless approved by school staff. This includes calls to and from parents. All students will have access to a school phone in the office for these situations.

Teachers’ Workroom
Students are not allowed in the teachers’ workrooms. Students are not allowed to use the copiers, drink machines, or snack machines in the teachers’ workroom.

Media Center
All students are encouraged to use the Media Center. The primary function of the Media Center is to serve as a reference area for study and research. The media center also manages the circulation of all technology in the school. The Media Center will be open for use to students and faculty each school day from 7:45 a.m. to 4:15 p.m. Students, please adhere to the following:

PASSES – All students must have the LSHS hall pass from the classroom teacher.

BEHAVIOR – Students are expected to use the media center for a place of quiet reading and research. Any disturbance (loud talking, unnecessary noise, inappropriate language, etc.) will result in the student(s) involved being dismissed from the Media Center and/or receiving disciplinary action.

Students will respect the rights of others at all times.

BOOK CHECKOUTS – Books may be checked out for two weeks and renewed one time.

LOST OR DAMAGED BOOKS - If a book is lost or damaged, a replacement fee will be charged. The fee varies with the type of book.

OVERDUE BOOKS - Overdue notices are sent to students through homeroom teacher. The overdue fines are charged at $.10 per day.

FINES AND OTHER CHARGES
Overdue Book Fines - $ .10 per day
Computer Printouts - $.10 per page.
The size and amount of ink used to print color copies varies beginning at $.25 and up to $1.00.

INTERNET – All students who use the Internet must have the signed parent Internet form from student handbook on file in the office.

SECURITY SYSTEM – If the security system alarm should sound as you pass through it, please stop.

No gum, food, or drinks are allowed in the Media Center.

**Professional School Counseling**
The Professional School Counseling Office is open to students between 8:00 a.m. and 3:50 p.m. The counselors can provide assistance in a number of areas such as course selection, graduation requirements, career guidance, and personal problems. Unless there is an immediate emergency, students should always get a pass from their current classroom teacher to go to the Professional School Counseling Office.

Our students are divided among four counselors. Counselors are assigned by grade and the first initial of the student’s last name.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Counselor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-C (9th-12th)</td>
<td>Lauren Fleming</td>
</tr>
<tr>
<td>D-J (9th-12th)</td>
<td>Berenice Flores-Arriaga</td>
</tr>
<tr>
<td>K-Q (9th-12th)</td>
<td>Jonathan Reeves</td>
</tr>
<tr>
<td>R-Z (9th-12th)</td>
<td>Angel Richmond</td>
</tr>
</tbody>
</table>

Lead Counselor/Dual Enrollment/STEM: Mitzi Blackstone
College & Career Specialist: Lauren Stean

Please Contact Mrs. Blackstone regarding the following programs:
- Performance Learning Center
- Project Success Academy
- Alternative School
- Night School
- Project Graduation
- Summer Diploma Program
- E2020 Credit Recovery
- Afterschool Programs

**College and Career Center**
The College and Career Center is overseen by the counseling staff. A career specialist is employed in the College and Career Center to assist students in exploring careers, career interests, scholarships, and other activities related to college and career choice.

Appointments may be scheduled with the career specialist by teachers, students, parents, or others to use the College and Career Center. All students in this area will be expected to have a pass or previously scheduled appointment and to have a career-related purpose for their visit.

No other students will be allowed in the College and Career Center when a pre-scheduled class or group is working. A sign will be posted on the door during scheduled appointments.

**Academic Information**
Students and parents can get information about curriculum, instruction, advisement, or scheduling by contacting the principal, the assistant principal for instruction, the counselors, or the classroom teacher. Graduation requirements very exact, so never hesitate to ask if you have questions. Refer to the course offering book/school website for information about specific classes. If you need additional information, contact the appropriate subject area department chair.

**Peer Mediation Program**
A Peer Mediation Program is available to all students. The purpose of this program is to allow students the opportunity to resolve minor conflicts with other students in a positive, responsible manner with the help of specially trained student mediators. Students are strongly encouraged to use this program to try to resolve their disputes with other peers. This program is under the supervision of adult advisors but the solutions reached are the product of the disputing students and the mediators. As with any written agreement, violations of the agreed upon solutions may be grounds for some type of disciplinary action.

*Students may obtain a request for mediation from the counselors’ area or from any teacher. The mediation session will usually be held within 24 hours of receiving the request.*

**Clubs and Organizations**
The following clubs are available for students. If you have any questions, please call (770) 651-6700 for details.

- 21st Century After School Program
- Art Club
- BETA Club
- Chautauqua (Yearbook)
- Dance Team
- DECA – Distributed Education Clubs of Americas
- FBLA – Future Business Leaders of America
- FCA – Fellowship of Christian Athletes
- FCCLA – Family, Career and Community Leaders of America
- FEA – Future Educators of America
- French Honor Society
- Gamma Gamma Sigma
- HOSA/Sports Medicine
- Key Club
- Lions Reading Club
- Literary Competition
- MJROTC - Marines
- Mu Alpha Theta (Math Honor Society)
- National Art Honor Society
- National Honor Society
- Poetry Club
- PTSA – Parents, Teachers, and Students Association
- SKILLS USA
- Step Team
- Spanish Honor Society
- Student Government Association
- Theatre Company
- Thespian Troupe 2922
- eSports
- “The Mane Thing” Lion’s Pride Club
Parent Portal
Parents may monitor their student’s grades and attendance by using their personal computer or cellular device. To sign up for Parent Portal, contact the front office at (770) 651-6700.

Solicitation and Advertising
No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations.

No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit-making organizations, except those having contracts with the school (class rings, school pictures, etc.) With administration approval, advertising for recognized community service groups will be permissible.

Deliveries
No outside deliveries under any circumstances will be allowed for any reason. LSHS recognizes the importance of special events and holidays, but deliveries affect instructional time in the classroom. Therefore, no deliveries will be given to students from outside sources.

Food Deliveries
No outside food will be allowed. Every student has the option of purchasing school lunch or breakfast. Students are allowed to bring lunches of their choice, but are not excused to check out to go to lunch and are also not allowed to have someone bring them a lunch from an outside source for any reason.

Parking Rules and Regulations
Fees: All student parking passes are $50. This fee covers student parking for the entire school year. The $50 charge is consistent throughout the entire year and will NOT be prorated.

Regulations:
- All students must park in the designated student parking area.
- All students must park in the specific spot assigned to them.
- All vehicles must have the parking pass/sticker assigned to it visible at all times.
- Students who choose to drive to school must register the car and abide by the parking regulations.
- Students must vacate the automobile as soon as they arrive on campus.
- Driving to school and parking on campus are special privileges.
- Spaces may be reassigned by administration as needed.
- All vehicles of students, registered or unregistered, are subject to search for just cause by the school administration.

Penalties:
- Administrative disciplinary action
- Loss of parking privileges
- Impounding of vehicle at owner’s expense
- Reports of serious or repeated violations to the Douglas County Sheriff’s Office

Money/Payments
Checks will be taken for lunch and should be paid to the lunchroom. Checks will also be taken for other underclassmen activities and should be paid to the sponsor or the bookkeeper. There will be a $30 service charge for all returned checks and no checks will be accepted for the remainder of the year from the student. Any items paid in cash should be the correct change. The bookkeeper or sponsor is not responsible for change. All senior activities should be paid by money order or cash.

Textbooks and Other School Property
Textbooks and other materials, including extracurricular materials, are supplied by the county school system and are paid for by tax dollars and school monies. These materials and books that are issued to students are done so as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. During the year, loss or damage is accounted for by the teacher or sponsor. At the end of the year, a hold is placed on the student. All holds may be handled by the teacher, sponsor, or book keeper.

Student Holds for School Property or Extracurricular Dues
Students with a hold for school property or monetary dues will not be allowed to participate in any extracurricular sport for the 2020-2021 year without the hold being resolved and the subsequent receipt of clearance by the school administration.

Honors Programs
LSHS will recognize students who meet the criteria set forth by the DCSS. Such honors are Board Scholar (3.5 grade point average, 2 credits of same foreign language, maximum credits with no “F’s”, and 1 extra core class) and Superintendent Scholar (3.5 grade point average with no grade lower than a “B”, current 9th grade student in the DCSS completing at least one full semester, and must show appropriate conduct to teachers and administrators). LSHS will also recognize students receiving individual subject area awards and scholarships at an annual honors program. Students must inform their counselor of any scholarship awarded by spring break.

Lithia Springs Academic Honorees:
LSHS prides itself on honoring individual students in a different way than other schools. Students who meet the criteria of Superintendent Scholars as a freshman will then be re-evaluated as a sophomore, junior, and senior. Students must meet the requirements every year in order to continue to be recognized. The requirements of the program are

1. Student must be actively enrolled at LSHS
2. Must have been a Superintendent Scholar
3. Students must have demonstrated appropriate school conduct to teacher, staff, and administration.
4. 2nd/3rd Year Honorees must have a 3.5 GPA at the end of each course and cannot have any F’s.
5. 4th Year Honorees must have met all criteria for 3rd Year Honoree and must have a 3.5 GPA when assessed in the following manner:
   a. Transcript Grades
   b. P3 Grades
Students receiving Superintendent Scholar’s, 2nd Year, and 3rd Year Honoree will be honored in a ceremony in the fall. Students’ receiving 2nd Year Honoree will receive an academic letter. Students’ receiving 3rd Year Honoree will receive a pin for their letter.

Students’ receiving 4th Year Honoree will choose a teacher currently at LSHS to speak on his or her behalf at a banquet prior to graduation. The student will also be provided with a senior plaque recognizing this accomplishment.

Junior/Senior Prom
The prom is sponsored by the Junior Class to honor the upper-classmen at LSHS. It is a formal occasion and proper dress and good conduct are expected. Only juniors and seniors may purchase tickets to the prom. Each upper-class student may bring one guest who does not necessarily have to be a junior or senior. If a student elects to invite a student from another school, LSHS reserves the right to investigate the invited student. The LSHS student must inform the Junior Class Sponsor of who the student from another school is at least two (2) weeks prior to the prom.

Prom fees will be paid by a money order or cash.

No refunds will be given for any reason.

Senior Activities
College/Vocational School Visits
*Seniors are allowed 2 college/technical school visits during their senior year. These visits are counted as school activity (SA) days, not as an absence. However, for the visit to be counted as an SA day, proper documentation must be completed. Seniors must see their counselor or the College and Career Center for details. Failure to properly complete paperwork will result in an unexcused absence.

Senior Dues
*Senior dues are required each year in order to meet a number of costs associated with graduation. These dues should be verified by the senior class sponsors and paid by the deadline set each year. Students may pay with cash or a money order.

Checks will not be accepted for any Senior Dues.

Senior Holds
Any hold placed on a student’s account during his or her time at any school in the DCSS will be paid prior to the deadline set by LSHS. Failure to pay the hold will result in the student not being allowed to practice and participate in graduation ceremonies. Students may pay with cash or a money order.

Failure to resolve any holds can result in the student not being allowed to participate in graduation ceremonies.

Graduation
*All seniors recommended for graduation will be required to follow all rules and regulations set forth by LSHS and the DCSS. Failure to comply with these rules could result in holding diplomas until any disciplinary actions are taken by the school.

*All seniors will follow dress code set forth by senior class sponsors for graduation.

*Seniors will only be allowed to wear cords and stoles approved by the principal.

Cafeteria Prices – subject to change
Breakfast- $1.25
Lunch - $2.50
Extra Milk - $0.60

*Breakfast is from 7:45 a.m. until 8:30 am. If a student’s bus arrives late they will be able to receive breakfast with an authorized pass. If a car rider arrives after 8:30, then the student will need to go directly to their first period class.

*There is no charging at the high school level. No part of any meal will be able to be charged. There are no supplemental meals at the high school level either, so please have enough money at every meal to pay for the food that you have chosen.

*Free & Reduced program- There are applications available at all times upon request. This is a federally funded program. So, if there is a misuse of this program by using your student I.D. to buy a meal for another student or giving your student I.D. to another student to use, it could result in removal from the program. It is the student’s responsibility to turn in all paperwork to the cafeteria manager in the time period permitted.

Student ID’s
*All students will be issued an identification badge for the year. Students are required to wear / have the identification badge at all times before, during, and after the school day.

*Students not wearing their identification badge or who do not have the badge in their immediate possession will receive detention, ISS, or OSS for each infraction. The administration will determine appropriate consequences for each incident.

*If a student loses their identification badge, he or she must report to the media center to obtain one. Replacement costs are $5.

*Students found with invalid or fake identification badges will have the badge confiscated and will receive disciplinary consequences.

*All identification badges will be turned in at the end of the school year.

Legacy of the Lion
Legacy of the Lion is a school wide Positive Behavioral Intervention and Support Program (PBIS). It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. It is a continuum of positive supports for all students within all settings in and around the school. This program is designed to build respect, responsibility, and integrity among our students while increasing the time students receive academic instruction.

The Legacy of the Lion is defined by the top three student expectations at Lithia Springs High School. Students can be “caught being good” if they display one or more of the following:
1. Be on time to designated area, be prepared, and follow directions.
2. Respect others and their property.
3. Make a positive contribution to the learning environment.

Procedure for Obtaining Driver’s License
A Certificate of Attendance must be filled out by a school official and presented to the Department of Public Safety within 30 days for a student to obtain his/her license. There is a $2.00 charge for completing the Certificate of Attendance.

Policy on Appropriate Use of Internet and Similar Technology
Lithia Springs High School believes that the Internet is a powerful educational tool when used appropriately. Further, the school holds that this technology’s vast scope and worldwide nature are consistent with educational goals related to making students aware of the larger environment in which they live. Finally, the school believes that the appropriate use of the Internet is a shared responsibility of the school, and home. The following policy is designed with these beliefs in mind.

1. The policy for appropriate use of the Internet developed and approved by the Douglas County Board of Education is adopted in its entirety.
2. Every student and his/her guardian must read and sign the Internet Policy Statement prior to using the technology. Record of this agreement will be maintained by Media Center staff.
3. Students will not use the World Wide Web, newsgroups, file transfer protocol (FTP), search engines, chat room, or other Internet methodologies to access sex, drug, alcohol, music, game, or similar sites inappropriate for a typical high school classroom. Accessing inappropriate sites and/or transferring inappropriate files are zero tolerance offenses. Students violating this section of the policy will be suspended from further Internet use. The student will receive a grade of zero for any Internet related assignment he is unable to complete as a result of a suspension.
4. No student shall attempt to order goods or services, enter any pay-for-service area of the Internet, or in any way attempt to encumber school funds through sources available on the Internet. Any action taken by a student that results in a cost (loss) to the school will result in his/her being suspended from further Internet use. Further, the student and his family is liable for any charges incurred by Lithia Springs High School.
5. Students must fully acknowledge and document all materials used from Internet sources. Failure to assign credit to the source and supply the address where the quoted source can be verified is plagiarism.

In accordance with the standing Lithia Springs High School policy on plagiarism, the student may receive a grade of zero for the entire assignment in which plagiarism is found. Teacher discretion will determine outcome of assignment.

Policy on Appropriate Use of Technology

Hardware and Software
This policy states approved guidelines to be followed by all school personnel, students, and their families in regard to use of computers, computer related peripherals, and software that are the property of Lithia Springs High School. These guidelines are to be followed in all departments and by all students in order to safeguard the limited resources currently available.

1. Intentional destruction of hardware or software is a zero tolerance offense and will result in a discipline notice and referral to the office on the first occurrence.
2. The student and/or his family must make restitution for any damaged hardware or software caused by the student.
3. Even though certain actions may not physically destroy a computer or program (i.e., changing color settings, default printers, etc.), they are unnecessary and require restoration. Actions of this nature are included under this policy.
4. Viruses are an increasing problem at LSHS. As a result, students are not to use disks, CD’s, thumb-drives or other outside storage devices from sources outside Lithia Springs High School. Each teacher is responsible for establishing a procedure for screening those disks for viruses.
5. Any student in a computer system or software directory other than one authorized by his/her teacher is in violation of the appropriate use policy.
6. Any attempt to gain unauthorized entry (hack) into a computer or computer file the user has not been given permission to use is a violation of the appropriate use policy.
7. Using a name, identification, password, or sign-on, other than the users own is a violation of the appropriate use policy.
8. No student-owned programs are to be loaded on Lithia Springs High School computer space.

Bring Your Own Technology (BYOT)

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth, students may now bring their own technology to school.

The use of technology to access educational material is not a right but a privilege. When respected, this privilege will benefit the learning environment as a whole. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school, unless given permission by the teacher, so when abused the privileges will be taken away.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG-R(1)) and Internet Safety (Policy IFBGE):

- Students take full responsibility for their electronic devices. The school is not responsible for the security of the electronic devices.
- Devices must be in silent mode while on school campuses and while riding school buses.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Devices 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.
- Students will be allowed to access only files or Internet sites on the device which are relevant to the classroom curriculum. Games are not permitted.
- Each teacher will decide if, when and how BYOT will be utilized in their classroom. Students will comply with teachers' direction to shut down the device or close the screen.
- Students acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- Students understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and may result in disciplinary actions.
- Students acknowledge that processing or accessing information related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and may result in disciplinary actions.
- The school district may collect and examine any device that is suspected of misuse or was the source of an attack or virus infection as allowable by law.
- Students realize that printing from personal devices will not be possible at school.
- Devices are to be charged prior to bringing to school and run off their own battery while at school.

**CTAE Non Discrimination Notice**

Lithia Springs High School offers career and technical education programs. These programs are designed to prepare youth for a broad range of employment and further education. The following is a list of programs being offered at Lithia Springs High school:

- Business
- Cosmetology
- Engineering
- Food & Nutrition
- Marine JROTC
- Computer Science
- Early Childhood Education
- Family and Consumer Science
- Healthcare Science
- Marketing

(Leadership Ed.)

The Criteria for admission into CTAE course is determined by the space available for all students that sign up for an Introductory level course and the amount of space in a student’s schedule. All upper level courses must have the correct pre-requisite course completed.

The Career, Technical and Agricultural Education courses “are responsible for career and leadership development of” high school students. “The CTAE department works with the nine Career, Technical Student Organizations to enrich the curriculum in the CTAE Pathways.”

All career and technical education programs follow the district’s policies. The district policy is Board Policy JAA and that policy reads “Federal law prohibits discrimination on the basis of age, race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, parents and the general public are hereby notified that the Douglas County Board of Education does not discriminate in any educational programs or activities or in employment policies.”
BYOT STUDENT AGREEMENT

This letter is to serve as notification that Lithia Springs High School implemented a Bring Your Own Technology (BYOT). The procedures and agreement below have been reviewed with your student and he/she agrees to abide by these guidelines. Any violation may result in the loss of their network and/or electronic device privileges and further disciplinary action. If you do not wish your student to participate in the BYOT program please contact the school at 770-651-6700. Further information related to the purpose of the BYOT program and frequently asked questions can be found by visiting our Website at http://lshs.dcssga.org

The use of technology to access educational material is not a right but a privilege. When respected, this privilege will benefit the learning environment as a whole. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school so when abused the privileges will be taken away.

Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (PolicyIFBG-R(1)) and Internet Safety (Policy IFBGE):

- Students take full responsibility for their electronic devices. The school is not responsible for the security of the electronic devices.
- Devices must be in silent mode while on school campuses and while riding school buses.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Devices 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.
- Students will be allowed to access only files or Internet sites on the device which are relevant to the classroom curriculum. Games are not permitted.
- Each teacher will decide if, when and how BYOT will be utilized in their classroom. Students will comply with teachers’ direction to shut down the device or close the screen.
- Students acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- Students understand that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and may result in disciplinary actions.
- Students acknowledge that processing or accessing information related to “hacking”, altering, or bypassing network security policies is in violation of the AUP policy and may result in disciplinary actions.
- The school district may collect and examine any device that is suspected of misuse or was the source of an attack or virus infection as allowable by law.
- Students realize that printing from personal devices will not be possible at school.
- Devices are to be charged prior to bringing to school and run off their own battery while at school.

I understand and will abide by the above guidelines. I further understand that any violation may result in the loss of my network and/or electronic device privileges and further disciplinary action.

___________________________________________
Signature of Student

___________________________________________
Date
REQUEST NOT TO DISPLAY PHOTOGRAPH OR WORK  

Date: 06/06/11

I hereby grant permission to the Douglas County School System and Lithia Springs High School to use, including publicly display or perform my/my student’s photograph, video, or audio clip on the Douglas County School System and Lithia Springs High School web site, individual school web pages, or in other official Douglas County School System and Lithia Springs High School publications without further notice. I acknowledge Douglas County School System and Lithia Springs High School the right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student’s photograph, video or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus. Personal information, such as a student’s full name, parent’s names, addresses and telephone number will never be published. If a student’s name is used with a photograph, video, or audio clip, it will be in the form of a first name and last initial. For example, student Jane Doe may be listed as “Jane D.”

Therefore, I agree to indemnify, defend and hold harmless the members of the Douglas County Board of Education, its officers, employees, agents, successors and assignees (the” Indemnified Parties”) from and against any and all claims and liabilities resulting from this publishing.

Permission is granted for the use requested above.

Name of Student ________________________________________________________________

Signature of Student ____________________________ Date ____________________________

Name of Parent or Guardian _______________________________________________________

Signature of Parent or Guardian ____________________________ Date ____________________________

Descriptive Code: IFBG-E(3)