

Lee Middle School
Student Expectations
2025-2026

LMS Mission: Learning, Motivating, and Serving
We are Respectful, Responsible, and Safe
WE ARE LEE! GO TIMBERWOLVES!

Arrival and Dismissal:	<p>LMS opens at 7:30 am. Students are not allowed to be dropped off prior to 7:30 am. Students who arrive before 8:00 am will report to the gym if not eating breakfast, and sit in the gym according to grade level and be released at 7:58 by grade to report to homeroom. Students eating breakfast should report directly to the cafeteria (served from 7:35-8:15 am daily). Students are not to report to homeroom and then go to breakfast.</p> <p>Dismissal is staggered. Car riders are dismissed to the front of the school for pickup at 3:25. Bus riders are called as their buses arrive at the bus loading zone starting at 3:30. Students staying after school for a club, sport, or activity will be called by intercom at the start time of the sport/club. Students should be picked up no later than 3:50 pm unless they have been approved to stay on campus (club, sport, tutoring). Excessive late car rider pickups will result in a parent conference.</p>
Bus Notes	<p>If a student needs to ride a bus other than his/her assigned bus, a note should be provided from a parent/guardian with a telephone number for verification. The note should include the full name of the student, parent name, and parent phone number. Notes that are written, emailed, or faxed are acceptable. The notes should be turned in to the student's homeroom teacher. Please note that it is at the discretion of the transportation department in cases of full bus routes.</p>
After school activities:	<p>For any scheduled sport, club, or after school activity, students should only stay after school if they have previously arranged transportation. Students' transportation home must be ON TIME for pick-up; if not, the ability to stay for after school activities may be forfeited.</p>
Attendance:	<p>Attendance is fundamental to your child's success. Students must attend school/class on a regular basis each semester to earn academic credit. While we recognize that illness and emergencies will occur, excessive unexcused absences can negatively impact a child's ability to thrive in school. Excessive unexcused absences will result in the following:</p> <ol style="list-style-type: none">1. 3 unexcused absences: parent contact by your child's teacher2. 5 unexcused absences: 5 day unexcused letter sent home; counselor or administrator will contact home (medical note must be provided for 5 consecutive absences)3. 10 days unexcused absences: social worker contacted4. 15 days unexcused absences: county attendance officer contacted

	<p>Upon returning to school, students must bring documentation stating the date and reason for the absence, signed by the parent/guardian, etc. It is the student's responsibility to contact the teacher concerning arrangements for make-up work. Excused or unexcused absences may result in the loss of full credit for class participation unless students arrange to make up the work within three days of returning to school.</p>
Checking Students out of School	<p>There will be no early checkouts after 2:45 pm. The person checking a student out of school must be listed on the emergency consent card and must come to the main office and present proper identification.</p>
Awards and Celebrations:	<ol style="list-style-type: none"> 1. Student Shout-Outs (Pizza with the Principal) 2. A-Team Reward each nine weeks 3. PBIS Reward Day 4. Championship Walk 5. Engagement Days 6. End of the Year Awards Program: All A's, A/B awards, Subject awards, Connection awards, Sports awards, Principal award, Timberwolf Award.
Behavior:	<p>Excerpts from the Coweta County School System Middle School Handbook are listed below.</p> <p>Students will be expected to comply with Coweta County Board Policy JCD-E "Student Behavior Code/Student Code of Conduct."</p> <p>BEHAVIOR</p> <p>Each student will be responsible as an individual for managing his or her behavior at school. If students maintain a positive attitude toward school, they will have little or no difficulty behaving in an acceptable manner. Students should develop an awareness of what is acceptable behavior and strive to achieve this. This handbook gives some idea of what is desirable behavior at school. A student's own sense of self-respect and respect for others will aid him or her in behavior management.</p> <p>Progressive Discipline Procedures - CCSS MSH pg. 36</p> <p>When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.</p> <p>The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.</p> <p>The following disciplinary actions may be imposed for any violation of this Code of Conduct:</p>

- Warning and/or counseling with a teacher, counselor, or administrator
- Loss of privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Parent notification
- Parent conference
- Detention
- Temporary placement in an alternative education program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Behavior Which Will Result in Disciplinary Procedures - CCSS MSH pgs. 38-39

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. All due process procedures required by federal and state law will be followed.

- An extensive list of specific behaviors are listed on pages 38-39

DISCIPLINE - Coweta County School System Middle School Handbook pg. 36

Education is a partnership in which the most successful schools are those where parents/ guardians and educators work together to provide children with the best education possible. This awesome responsibility includes maintaining good discipline on the part of all students. The key to a successful discipline program is parental involvement; therefore, parents should expect to be contacted by the school if their student experiences problems regarding inappropriate behavior at school. When there are behavior problems, the teacher will work with the child first to correct these problems; then if they persist, the teacher will contact parents for help and input. If the problems still cannot be worked out, the child will be referred to the assistant principal or principal. At that time parents may be asked to come to the school for a conference. We are asking for parental cooperation in this effort, because we know students can succeed if we all work together.

DISCIPLINARY PRACTICES - Coweta County School System Middle School Handbook pg. 46

1. Lunch detention, before or after-school detention, time-out, in-school suspension, out of school suspension, and referral to student services will be options for students who display continuous disruptions in the classroom.
2. Lunch detention or before or after-school detention may also be used for students who are continuously tardy to school or to a class.
3. Suspension from school may occur when a student displays extreme unacceptable behavior that interferes with the welfare of another student(s) or

	<p>with the right of another student(s) to learn. Parents will be notified of the suspension. Suspended students must remain off any school campus during the period of suspension. Repeated suspensions will be brought to the attention of the superintendent's office. Students should return all work to the individual teacher upon returning to school. Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.</p>
Cell Phone/Electronic Devices	<p>Students are permitted to have cell phones at school; however, cell phones must remain in their bookbags for the duration of the school day. Cell phones must be turned off during the instructional day (time of arrival at school until they have left the school building at the end of the day). This includes lunch time and class changes. The school bus is an extension of the instructional day. Use of cell phones is prohibited on buses. Safe keeping and proper use of cell phones and other electronic devices is the responsibility of the student-owner.</p> <p>Consequences for Cell Phone/Electronic Devices Violations:</p> <p>Step 1: Teachers will provide a redirection/reminder to students to put away their cell phone. If a student continues to be on cell phone during class, the student will complete the behavior reflection form and will email administration to conference with the student.</p> <p>Step 2: The student must give the cell phone to the teacher and complete a behavior reflection form. The teacher will turn in the cell phone to be placed in the vault at his or her earliest convenience. Teachers will make a two-way parent contact. The front office will call the students up to retrieve the cell phone at the end of the day.</p> <p>Step 3: The student must give the cell phone to the teacher and complete a behavior reflection form. The teacher will turn in the cell phone to be placed in the vault at his/her earliest convenience and notify administration. Administration will contact the parent and the parent will need to pick up the cell phone in person at the school.</p> <p>Step 4: A discipline referral is completed by the teacher. The student will either need to leave the cell phone at home or participate in a check-in/out program.</p>
Computer Use	<p>Students are not allowed to use or "load" their privately-owned computer software on school computers without the permission of the classroom and supervising teacher. Under no circumstances shall students exhibit and disseminate obscene materials on school property using school computers or means. Students shall not damage, alter, or steal school property or possess or distribute school property without proper authorization. If a student does not follow the rules of the AUP, he/she will have computer rights suspended or revoked.</p>

Dress Code	<ul style="list-style-type: none"> • Sleeveless attire is NOT allowed. All tops must have a sleeve. • Shorts and skirts must be the length of the fingertips on their extended arm. • Bicycle shorts are NOT allowed. • If a student wears leggings, their shirt must be fingertip length. • No holes are allowed above the student's fingertips. • Hats, bandanas, hoods, sunglasses, stocking caps, and other head coverings (including hoods) are not permitted. • No depictions of alcohol, drugs, or weapons, or gang activity as defined by administration and law enforcement • No hardware chains may be worn as belts, wallet chains, or jewelry • No pajamas, lounge pants, and/or house shoes or slippers may be worn, unless approved for special activities by administration • Shoes with wheels, house shoes, and slippers may not be worn to school • Students who violate dress code will be given an opportunity to correct the violation (either call home for change of clothes or choose item(s) from the clothes closet). <ul style="list-style-type: none"> • After the third violation, progressive discipline procedures will take place.
Emergency Consent Cards	All students must have their parent/guardian complete an emergency consent card within the first week of school. These need to be turned in into their homeroom teachers within the first week of school.
Medication	All medication must be given to the school nurse and administered by the school nurse. Students are not to keep medication of any kind, including cough drops, in their possession.
Immunization	A child must have either a GA immunization certificate marked "complete for school attendance" with a current date of expiration, or a written waiver to attend a Coweta County School.
Noise Level Expectations	Level 0 - Classrooms/Hallway Transitions or when an adult is talking (Zero Noise; no sound) Level 1 - Hallways and Classrooms (Whisper Talk; only 1-2 people can hear you) Level 2 - Cafeteria and sometimes Classrooms (Normal Talk; only about 2-3 people can hear you at your table) Level 3 - Ballgames and Pep Rallies (Screaming; Everyone can hear you)
School phones (office)	If a student needs to contact a parent during the school day due to an emergency, he/she may request a phone pass from the teacher to use the office phone.
Tardies	The tardy bell rings at 8:15 each morning. Students who arrive by transportation other than school bus after 8:15 will sign in at the attendance office and receive a tardy slip to class. Disciplinary action may be taken against students who are continuously tardy to school or to a class.

Academic Honesty	Students are expected to do their own work. Students may not copy or plagiarize others' work. Cheating may result in a zero for the assignment, test project, etc.
Promotion	Students may not have more than one failing grade in order to earn promotion to the next grade. Each subject must be passed with a minimum grade of 70. Any student who fails two or three of the subjects will be retained, with the possible option of attending summer school for the possible placement to the next grade.
Bookbags	Book bags must be managed in a manner that keeps hallways, classrooms, and classroom aisles clear and safe. The administration has the discretion to regulate the size of book bags and revoke the privilege of book bags should they disrupt the educational environment.
Parent Portal	Parents may access student grades through Infinite Campus (IC) - Parent Portal. Grades will not be posted immediately. As a general guideline, grades will be posted for daily assignments within 3 days and for major essays/projects within 5 days.
Progress Reports	Students will receive a progress report at the midpoint of each nine-week grading period: Sept 12, Nov 20, Feb 11, and April 24
Report Cards	Students will receive a report card at the end of each nine weeks: Oct 17, Jan 8, March 19, and May 27.
Staying Connected	<p>There are multiple ways to stay connected:</p> <ol style="list-style-type: none"> 1. School Website - https://lms.cowetaschools.net/en-US (upcoming events show a Google calendar of events) 2. Weekly School Newsletter (posted on our website, emailed, and sent through Remind) 3. Remind: text the message @d62g4e to the number 81010 4. Students have a grade level Google Classroom to stay informed. 5. Social Media: Facebook (Lee Middle School - look for the bio that is dated 2025/2026 school year) and Instagram (Lee Timberwolves lms_timberwolves2025_2026)

PLEASE SIGN THE NEXT PAGE AND RETURN TO YOUR CHILD'S HOMEROOM
TEACHER by FRIDAY, AUGUST 8, 2025.

Signature Page for
Coweta County School System
Middle School Handbook and
Lee Middle School and Student Expectations
2024-2025

I have received, read, understand, and agree to abide by the provisions and procedures set forth in the 25-26 CCSS Middle School Handbook and LMS Student Expectations. I understand that violations of the provisions and procedures may result in disciplinary action set forth by the handbook. Please return this signed document to your student's homeroom teacher by August 8, 2025

Print Student Name: _____

Student Signature: _____

Date: _____

Student Homeroom: _____

Grade Level: _____

Print Parent Name: _____

Parent Signature: _____

Date: _____