

Lenoir City High School

Student/Parent Handbook

2024-2025



Table of Contents

1010 Forms	42
2024-2025 Assessments	11
Absence & Attendance Policy	33-34
Academic Incentive Program (AIP)	27
ACT for Juniors	23
Alert Notification Agreement	50
Assault Policy	46
Bell Schedules	29-30
Broadcast and Print Media Notification Agreement	50
Bullying/Intimidation	16
Bus Conduct	42
Bus Pass Procedure	43
Cafeteria	38
Care of School and Personal Property	38
Checking Out/Early Dismissal	35
Chemical Abuse Policy	47
Chromebook Policy, Procedures and Information	59-68
Church Trip Policy	36
Class Schedule	69
Clinic	47
Clubs and Organizations (Faculty Sponsors)	31
Comprehensive Discipline Plan	48-49
Computer Fraud & Misuse	39
Denial of Motor Vehicle License or Permit	49-50
Detention Hall	48
Discrimination/Harassment of Students	15
Discrimination/Harassment Grievance Procedures	17
Dress Code	37
Drinks & Snack Machines	38
Driver's License & Attendance	35

Driving Policy	41
Drugs & Alcohol	46
Early Graduation	21
Electronic and Personal Communication Devices	40
Electronic Threats	46
Emergency Actions	51
Every Student Succeeds Act (ESSA)	14
Final Exam Policy	35
Firearms	45
Fireworks	44
Grading Periods/Grade Cards	25
Grading Procedures	24
Graduation Requirements	21-22
Guidance and Counseling	23
Guidelines for Reporting Pregnancy of Minor Children	23
Handling of the LCHS Rock	32
Homebound	34
Honor Code	25
In-School Suspension (ISS)	48
Juvenile Petitions	48
Library (Media Center)	26
Lockers	39
Lost and Found/Valuables	39
Make-Up Work (Attendance Policy)	35
Map of School	70-72
Medication Policy	47
Morning Arrival Time & Procedures	43
Nondiscrimination Policy	5

Notice for Directory Information	20
Notification of Rights under FERPA	18
Notification of Rights under the PPRA	19
Parental Notification (ESEA)	7-10
Out-of-School Suspension	48
Schedule Changes	24
School Calendar	28
School Rules and Regulations	36
Search/Inspection	39
Skyward - Family Access	52
Snack Machines	38
Sports	32
State Testing	23
Student Alcohol & Drug Testing	47
Student Concerns and Complaints	16
Tardy Policy	34
Technology Responsible Use Policy	53-57
Textbooks	38
Threats and/or Fighting	39
Tobacco Use Policy	44
Transcripts	24
Use of Video Cameras	43
Visitors	38
Weapons & Dangerous Instruments	45
Welcome	5
Zero Tolerance	45

Welcome to Lenoir City High School

The information in this handbook has been carefully prepared to help you succeed at Lenoir City High School. The information is in compliance with the state and local boards of education policies. The teachers, support staff, counselors, and administrators are all here to assist you with your education. Our goal is to provide you with a safe place to learn and a quality education. If you have any questions or concerns regarding your education, please feel free to discuss them with us.

Again, welcome to Lenoir City High School. We are glad you are here and look forward to working with you and helping you reach your individual goals.

Equal Opportunity is the Law Discrimination is Prohibited

By Title VI of the Civil Rights Act of 1964

The law requires that federally assisted programs be free of discrimination. The Tennessee Department of Education also requires that the services be offered to all eligible persons. "It is the policy of the Lenoir City School System not to discriminate on the basis of sex, color, race, national origin, creed, age, marital status or disability in its educational programs, activities or employment policies, as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the procedure of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women, as well as men, in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society."

Inquiries regarding compliance with Title III, Title IV, Title IX, Section 504 and IDEA-B may be directed to:

Lenoir City Board of Education
200 East Broadway
Lenoir City, Tennessee 37771
(865) 986-8058



LENOIR CITY SCHOOLS
200 East Broadway
Lenoir City, Tennessee 37771

Phone (865) 986-8058
Fax (865) 988-6732

Dear Parent/Guardian,

Lenoir City Schools is excited to welcome our students and families to the 2024-2025 school year! We are invested in meeting the diverse needs of our school family. Our school leaders prioritize open and proactive communication to ensure inclusiveness and effective collaboration with our school community stakeholders. Please contact your student's teacher or building-level administrator when a question, concern, or good news arises. I am also available and happy to hear from you –call 865-986-8058.

Lenoir City Schools will continue providing all students with the best educational experiences. Our academic strategic plan includes goals, strategies, and action steps focused on meeting our goals for growth and achievement. We are committed to current research-based strategies for supporting academics and our students' social and emotional needs.

As we begin the school year, our instructional staff and school leaders will work diligently to assess where students are in their educational journey and make personalized instructional decisions to guide students' progress toward mastery of grade-level standards. We look forward to a partnership with families to ensure the best possible learning experience for our students.

All students have hopes, dreams, and aspirations for the future. In Lenoir City Schools, it is our honor to open doors of opportunity for our students so they are prepared to realize their personal goals. We are confident in the knowledge and skills of our leaders, teachers, and support staff to engage with our school community in the joint effort of educating the young people of Lenoir City. And we know that parents and guardians are so proud of their students and want only the best for them. It is my sincere desire that, through these shared ideals, we all assume goodwill and commit to working together, always putting our students first. Thank you for your continued partnership and belief in the strong tradition of excellence in Lenoir City Schools!

Go Panthers!

Dr. Millicent Smith

PARENTAL NOTIFICATION

Under the Elementary and Secondary Education Act (ESEA)

The Elementary and Secondary Education Act (ESEA) as amended in Dec. 2015 by the Every Student Succeeds Act (ESSA) makes it clear that Congress expects local educational agencies (LEAs) and schools receiving federal funds to ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents many different kinds of information and notices in a uniform and understandable format and, to the extent practicable, in a language that the parents can understand. Listed below are some of these required notices that must be made to parents by school districts or individual public schools.

Teacher Qualifications and Highly Effective Teachers

At the beginning of each year, an LEA shall notify parents that they may request, and the LEA will provide information regarding whether professionals are highly effective, including the qualifications of the student's teachers and paraprofessionals. This includes information about whether the student's teacher:

- 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 2) is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- 3) is teaching in the field of discipline not of the certification of the teacher; and
- 4) is teaching alongside paraprofessionals and, if so, the paraprofessional's qualifications [ESSA § 1112(e)(1)(A)].

Student Privacy

Districts must give parents annual notice at the beginning of the school year of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- ✓ activities involving the collection, disclosure, or use of personal student information for the purpose of marketing or selling that information;
- ✓ administration of surveys containing request for certain types of sensitive information; and
- ✓ any nonemergency, invasive physical examination that is required as a condition of attendance, administered by the school, scheduled in advance, and not necessary to protect the immediate health and safety of students.

A district must develop and adopt policies regarding the rights of parents to inspect: ✓ third-party surveys before they are administered or distributed to students;

- ✓ measures to protect student privacy when surveys ask for certain sensitive information;
- ✓ any instructional materials;
- ✓ administration of physical examinations or screening of students;
- ✓ collection, disclosure, or use of personal information from students for the purpose of marketing or selling that information; and
- ✓ the parental right to inspect any instrument used to collect personal information before it is distributed to students.

Districts must give parents annual notice of an adoption or continued use of such policies and within a reasonable period of time after any substantive change in such policies [20 U.S.C. 1232g].

Public Release of Student Directory Information

Under the Family Education Rights and Privacy Act (FERPA), an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent.

Additionally, ESSA requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent [§8025].

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and ESSA. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so [20 U.S.C. 1232g] [ESEA §8025].

Military Recruiter Access to Student Information

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent. Districts must comply with any such requests [ESEA §8528(a)(2)(B)].

Parent and Family Engagement

A district receiving Title I funds must develop jointly with, agree on with, and distribute to, parents and family members of participating children a written district-level parent and family engagement policy. Each school served under Title I must also develop jointly with, agree on with, and distribute to, parents and family members of participating children a written school-level parent and family engagement policy. If an individual school or district has a parent and family engagement policy that applies to all, it may amend the policy to meet the requirements under the ESEA [ESEA Title I, Part A, §1116(a)(2)] [20 U.S.C. §6318(b); (c)].

Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school [ESEA Title I, Part A, §1116(b)(1)].

Schools must:

- ✓ hold at least one annual meeting for Title I parents;
- ✓ offer a flexible number of meetings;
- ✓ involve parents and families in an ongoing manner in the planning, review, and improvement of Title I programs;
- ✓ provide Title I parents and families with timely information about the programs, a description and explanation of the curriculum, forms of academic assessment and expected levels of student proficiency;
- ✓ if requested, provide opportunities for regular meetings to discuss decisions related to the education of their children; and
- ✓ develop a school-parent compact that outlines the responsibilities of each party for improved student academic achievement [ESEA Title I, Part A, §1116(c)].

Report Cards on Statewide Academic Assessment

Each school district that receives Title I, Part A funds must prepare and disseminate an annual report card. Generally, the state or district must include on its report card information about public schools related to student achievement, accountability, teacher qualifications and other required information, as well as any other information that the state or district deems relevant.

These report cards must be concise and presented in an understandable and uniform format accessible to persons with disabilities and, to the extent practicable, provided in a language that parents can understand. In Tennessee, **these requirements are met through the state's report card** [ESEA Title I, Part A, §1111(h)(1) and (h)(2)].

Achievement on State Assessment

All schools must provide to parents, teachers, and principals the individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and include information on the student's achievement on academic assessments aligned with state academic achievement standards [ESEA §1111(b)(2)(B)(x)].

National Assessment of Education Progress

Districts, schools, and students may voluntarily participate in the National Assessment of Educational Progress (NAEP). Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason, is not required to finish any assessment, and is not required to answer any test question. A district must make reasonable efforts to inform parents and the public about their right to access all assessment data (except personally identifiable information), questions, and current assessment instruments [ESEA Title VI, Part C, §411(c)(1); (d)(1)–(2)].

Schoolwide Programs

An eligible school operating a schoolwide program shall make the comprehensive plan available to the LEA, parents, and the public. The information contained in such a plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand [20 U.S.C. §6314][ESEA Title I, Part A, §1114].

English Learner Programs

A school district that uses federal funds to provide a language instruction education program for English learners must no later than 30 days after the beginning of the school year inform the parents of each child identified for participation or participating in such a program:

- ✓ the reasons for the identification of the child as an English learner;
- ✓ the child's level of English proficiency;
- ✓ how that level was determined and the status of the child's academic achievement;
- ✓ methods of instruction used in the program in which their child is participating and methods of instruction used in other available programs;
- ✓ how the program will meet the educational strengths and needs of their child;
- ✓ how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- ✓ the specific exit requirements for the program;
- ✓ in the case of a child with a disability, how the program meets the child's IEP objectives; and
- ✓ information about parental rights detailing the right of parents to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another available program or method of instruction.

For a child not identified as an English learner prior to the beginning of the school year, the district must notify parents within the first two weeks of the child being placed in such a program [ESEA Title I, Part A, §1112].

Homeless Children

To be eligible for McKinney-Vento funds, the school must provide written notice at the time any child seeks enrollment in the school, and at least twice annually while the child is enrolled in the school, to the parent or guardian or unaccompanied youth that, shall be signed by the parent or guardian or unaccompanied youth; that sets forth the general rights provided; and specifically states:

- ✓ the choice of schools homeless children are eligible to attend;
- ✓ that no homeless child is required to attend a separate school for homeless children;
- ✓ that homeless children shall be provided comparable services, including transportation services, educational services, and meals; and
- ✓ that homeless children should not be stigmatized by school personnel.

If the district sends a homeless child to a school other than the school of origin or the school requested by the parent or guardian, the district must provide the parents a written explanation for, including notice of the right to appeal, the decision. The information must also be provided whenever a dispute arises over school selection [ESSA Title IX, Part C, §722(g)(3)(B)].

Each LEA liaison for homeless children and youth shall ensure the parents or guardians of homeless children and youth are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children [ESSA Title IX, Part C, §722(g)(6)(A)(iv)].

Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens *[ESSA Title X, Part C, §722(g)(6)(A)(v)]*.

21st Century Community Learning Centers

A program or activity funded as part of a 21st Century Community Learning Center providing before and after school activities to advance student academic achievement must undergo periodic evaluation to assess its progress toward achieving its goal of providing high-quality opportunities for academic enrichment. The results of evaluations shall be made available to the public upon request, with public notice of such availability provided *[ESEA §4205(b)(2)]*.

Waiver Request

If a school district requests the U.S. Secretary of Education to waive any provision or regulation of the ESEA, it must provide notice and information about the waiver to the public in the manner in which is customarily provides public notice *[20 U.S.C. §7861(b)(3)(B)] [ESEA Title IX, Part D, §8401(b)(3)(B)(ii)]*.

July 2023

LENOIR CITY SCHOOLS ASSESSMENTS 2024-2025

As required by T.C.A. § 49-6-6007, this is a list of information about state mandated assessments and assessments mandated by the LEA to be administered in the 2024-2025 school year.

In Lenoir City Schools, our goal is for every student to achieve his or her full potential. The end-of-year state assessment is just one way that we are able to better understand if we are meeting that goal. We are confident that with the quality instruction delivered by our dedicated educators, our students can meet and exceed these expectations.

It is important to remember that the results from these tests are just one piece of the overall puzzle. Results from TCAP are meant to be one of several measures that illustrate how a student is progressing. Test scores should be used along with in-class performance; report card grades; teacher feedback; and what a parent, teacher, and even a student notices about his or her growth to form a fuller picture of a student's achievement. Both the Tennessee Department of Education and our district are working to ensure that tests provide meaningful information for teachers, students, and parents and that they have an appropriate, balanced role in our schools.

With the TCAP assessment, you will receive a detailed parent report, where each subject will be broken down into categories of skills to show where a student is doing well or needs some extra help. Teachers and parents can use this information to provide more focused support or to find opportunities for advanced coursework, depending on the student's needs. We are committed to the success of your child, and TCAP is one way that helps to ensure that every child is on the path to success. Please reach out to your child's teacher or school administrator at any time with questions about classroom, school, district, or state assessments and how the results are used to inform instructional plans.

Grades K-2 State Required Assessment

ASSESSMENT	PURPOSE	RESULTS TO PARENTS	TIMELINE
RTI2 Universal Screening (iReady) Required for grades K-2 three times per year (online).	This adaptive assessment provides a deep, customized evaluation of every student enabling teachers to track student growth and performance consistently over time.	Students and parents will receive feedback by the end of the grading period.	Screening Windows: TBD for 2024-2025 Fall Winter Spring

Grades K-2 District Opt-In Assessment

ASSESSMENT	PURPOSE	RESULTS TO PARENTS	TIMELINE
State 2nd Grade Assessment	This test is given to help measure how much a second grade student grows academically over the course of a school year.	Students and parents will receive feedback in the summer of 2025.	

Grades 3-8 State Required Assessments

ASSESSMENT	PURPOSE	RESULTS TO PARENTS	TIMELINE
RTI2 Universal Screening (iReady) Required for grades 3-8 three times per year (online).	This adaptive assessment provides a deep, customized evaluation of every student enabling teachers to track student growth and performance consistently over time.	Students and parents will receive feedback by the end of the grading period.	Screening Windows: TBD 2024-2025 Fall Winter Spring
Tennessee Comprehensive Assessment Program (TCAP)	The TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TCAP measures student understanding of our state standards in English language arts, math, science and social studies.	Students and parents will receive feedback in the summer of 2025.	The TDOE will make the final determination about the grades/subjects options for online assessment.

Grades 9-12 State Required Assessments

ASSESSMENT	PURPOSE	RESULTS TO PARENTS	TIMELINE
Tennessee Comprehensive Assessment Program (TCAP) End-of-Course Assessment (EOC) English I, II Algebra I, II Geometry Biology I US History	The TCAP tests are designed to assess true student understanding and not just basic memorization and test-taking skills. TCAP measures student understanding of our state standards. TCAP EOC assessments are given to help measure how much a student grows academically in a particular content area.	Students and parents will receive feedback in the summer of 2025.	Fall Window: November- December 2024 (School will release exact testing dates) Spring Window: April- May 2025 (computer-based) (School will release exact testing dates) The TDOE will make the final determination about the grades/subjects options for online assessment.
ACT Students in Tennessee are required to take a college entrance exam (either the ACT or SAT) in the eleventh grade. This is now a graduation requirement for students seeking a regular or honors diploma. Districts in Tennessee contract with ACT to provide an opportunity to take the ACT at their own school during the school day at no cost to the student.	The vision for student success in Tennessee is that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life. Empowering our students to pursue the education and training that matches their chosen career pathway is essential to this vision.	ACT results are delivered to parents and students 3-8 weeks after the assessment.	Fall Senior Re-Take October 1, 2024 Spring Administration Grade 11 March 25, 2025
PreACT Although not a state-required test, LCHS offers the	The PreACT is designed to give students early exposure to the format of the ACT Exam. It also serves to qualify students for dual enrollment courses.	Results are available in late April 2025.	The PreACT is given in the Spring ACT Window, typically on the same day as the ACT.

PreACT, which mirrors the format of the ACT Exam.			
---	--	--	--

Grades K-12: Other State Required Assessments

ASSESSMENT	PURPOSE	RESULTS TO PARENTS	TIMELINE
<p>ACCESS for English Learners English Learners will take the ACCESS for ELLs to determine language proficiency. ACCESS assesses students in the four language domains: listening, speaking, reading, and writing.</p>	Administered to English Learners to evaluate English proficiency.	The district will receive reports in early summer and will share with parents at the start of the school year.	February-March 2025
<p>Multi-State Alternative Assessment (MSAA) The Multi-State Alternate Assessment (MSAA) is the English language arts and math assessment for students in grades 3–8 and grade 11 with the most significant cognitive disabilities. MSAA is administered online by the teacher.</p>	This test is given to help measure how much a student grows academically over the course of a school year.	The district will receive reports in early summer and will share with parents at the start of the school year.	March– April 2025 (tentative)
<p>TCAP-Alt for Students with Disabilities TCAP-Alt is the assessment for science and social studies for students with the most significant cognitive disabilities. Students are assessed in grades 3–8 for both science and social studies and in grade 10 for Biology. TCAP-Alt is administered via paper by the teacher.</p>	This test is given to help measure how much a student grows academically over the course of a school year.	The district will receive reports in early summer and will share with parents at the start of the school year.	March- April 2025 (tentative)

<p>National Assessment of Educational Progress (NAEP) The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography, U.S. history, and in Technology and Engineering Literacy (TEL).</p>	<p>NAEP assessments are administered uniformly using the same sets of test booklets across the nation, NAEP results serve as a common metric for all states and selected urban districts. The assessment stays essentially the same from year to year, with only carefully documented changes. This permits NAEP to provide a clear picture of student academic progress over time. In even-numbered years, NAEP measures Tennessee student's academic achievement against students in other states also taking this test.</p>	<p>District-level and student-level results are not provided.</p>	
---	--	---	--

EVERY STUDENT SUCCEEDS ACT (ESSA)
Formerly No Child Left Behind

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002.

The new bill helps to ensure opportunity for all students by:

- Holding all students to high academic standards that prepare them for success in college and careers.
- Ensuring accountability by guaranteeing that when students fall behind, states redirect resources into what works to help them and their schools improve, with a particular focus on the very lowest-performing schools, high schools with high dropout rates, and schools with achievement gaps.
- Empowering state and local decision-makers to develop their own strong systems for school improvement based upon evidence.
- Encourages a smarter approach to testing by moving away from one single focus on standardized tests and allowing for the use of multiple measures of student learning and progress to make school accountability decisions. It requires that state's maintain important statewide assessments to ensure that teachers and parents can mark the progress and performance of their children every year, from third to eighth grade and once in high school.
- Providing more children access to high quality preschool.
- Special education teachers must have a bachelor's degree and must either be certificated in special education or hold a special education license in Tennessee. These requirements cannot be waived.

TENNESSEE DEPARTMENT OF EDUCATION REGULATIONS

In compliance with legislation, parents must be informed of their rights as they pertain to federal projects. Please note the following:

- Lenoir City Schools annual report card can be found at <http://www.lenoircityschools.com>.

The district's parental involvement policy can be reviewed at the Central Office located at 200 East Broadway.

- If eligible, students can receive services in specific programs including:

- A. Title I, Part A-- Improving Academic Achievement
- B. Title I, Part C-- Education for Migratory Children
- C. Title I, Part D-- Programs for Children and Youth who are Neglected, Delinquent, or At Risk D.
- Title III - English Language Acquisition, Language Enhancement, and Academic Achievement E.
- Title IX-- Homeless and Miscellaneous

- Parents have the right to request their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents have the right to transfer their child to another school if they are the victim of a violent crime at school.
- Lenoir City Schools participates in the Title IV, 21st Century Schools. Information regarding the program may be reviewed at the Central Office located at 200 East Broadway.
- Lenoir City Schools offers a free, appropriate public education to all children between the ages of 3 and 22 who have been identified with a disability. A continuum of services is available to students eligible for special education, including related services and special accommodations. Evaluation for special education or Section 504-related services is available upon parental request.
- As required by law, all federal documents are available for review at the Central Office. If you have any questions, please feel free to contact the Federal Programs Director for Lenoir City Schools at (865) 986-8058.

**Discrimination/Harassment of Students:
(Sexual, Racial, Ethnic, Religious)
(See LCS Board Policy 6.304)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student Discrimination/Harassment will not be tolerated. Discrimination/Harassment is defined as conduct, advances, gestures or words (either written or spoken) of a sexual, racial, ethnic, or religious nature which:

- Unreasonably interfere with the student's work or educational opportunities; or
- Create an intimidating, hostile or offensive learning environment; or
- Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
- Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying / Intimidation - (See LCS Board Policy 6.304)

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, causing emotional distress or creating a hostile educational environment. Cyber Bullying means bullying undertaken through the use of electronic devices. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in *Student Concerns, Complaints and Grievances 6.305*).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or Chip Orr. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

**Student Concerns and Complaints
(See LCS Board Policy 6.305)**

Decisions made by school personnel - such as aides, teachers, or assistant principals - which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students will contact the principal's office in their school and provide their name, the issue and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within two school days.

However, if the principal does not make a decision within five school days following the date of complaint, students or parents may appeal at that time by contacting the director of schools/designee at the central office. The information provided should include the student's name, the school and a description of the problem.

An investigation and decision will be made within two (2) school days and communicated to the school principal and student by telephone. A written copy of the decision also will be sent to the student and the principal.

**Discrimination / Harassment Grievance Procedures
(See LCS Board Policy 6.305)**

Filing a Complaint - Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager.¹ Students may also report an allegation of discrimination/harassment/bullying to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

Investigation - Within twenty-four hours of receiving the student's complaint, the complaint manager shall notify the complaining student's parent/guardian and the principal, or the principal's designee, who shall inform the director of schools. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the student's allegations. This interview shall take place within five (5) days from the time the complaint was first made. If no parent/guardian attends the interview, another adult; mutually agreed upon by the student and the complaint manager, shall attend and may serve as the student's advocate. After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action shall be initiated. The complaint and the identity of the complainant will not be disclosed except (1) as required by law or this policy; or (2) as necessary to fully investigate the complaint; or (3) as authorized by the complaint. A school representative will meet with and advise the complainant regarding the findings, and whether corrective measures and/or disciplinary action were taken. The investigation and response to the complainant will be completed within thirty (30) school days. Copies of the report will be sent to the student, principal, Federal Rights Coordinator and the director of schools. One copy shall be kept in the complaint manager's file for one (1) year beyond the student's eighteenth (18th) birthday. The director of schools shall keep the Board informed of all complaints. Following an investigation regarding bullying or cyberbullying, harassment or intimidation, the Complaint Manager shall report to the Chairman of the Board and the director of schools the findings and any disciplinary action taken.

Decision and Appeal - If the complainant is not in agreement with the findings of fact as reported by the complaint manager, an appeal may be made, within five (5) work days to the director of schools. The director of schools will review the investigation, make any corrective action deemed necessary and provide a written response to the complainant. If the complainant is not in agreement with the director of schools' findings of the fact, appeal may be made to the Board of Education within five (5) work days. The Board shall, within thirty (30) days from the date the appeal was received, review the investigation and the actions of the director of schools and may support, amend or overturn the actions based upon review and report their decision in writing to the complainant. The complaint managers are as follows:

Dr. Chad Lewis Dr. Ashley Graves Lenoir City Elementary School 203 Kelly Lane Lenoir City, TN 37771 (865) 986-2009	Holly Williams Chelsi Long Lenoir City Middle School 2141 Harrison Avenue Lenoir City, TN 37771 (865) 986-2038	Lynn Jacomen Chris Brittain Lenoir City High School 1485 Old Highway 95 Lenoir City, TN 37771 (865) 986-2072
--	---	--

**Notification of Rights under FERPA
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. Lenoir City School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lenoir City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Lenoir City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Lenoir City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5901

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lenoir City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lenoir City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lenoir City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Lenoir City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Lenoir City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Graduation Requirements

To meet state and local requirements for graduation, all students shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education. There are certain required courses for graduation from a Tennessee high school. **Since this is the student's responsibility, please be reminded to study carefully the requirements listed below:**

All courses must be taken and passed in sequence. It is the responsibility of the student, parents, and academic advisor to see that the student's program meets requirements for graduation.

Top Honors

Valedictorian/Salutatorian: Students with the highest GPA as calculated according to the State Board of Education's Uniform Grading Policy (or if tied), the highest ACT composite score (or if tied), the highest numerical average (0-100) who have also successfully completed 5 or more Early Post Secondary Opportunities (EPSOs - Advanced Placement, dual enrollment, statewide dual credit, industry certification, or any other EPSO approved by the TN Dept. of Ed) including at least one in each core subject area: English, Math, Social Studies, and Science. *Stole worn at graduation

Panther Scholars: This is considered top honors at LCHS. A student must take at least 5 advanced placement, dual enrollment, or state dual credit courses. Meet the requirements to be eligible for the General Assembly Merit Scholarship which requires a student to have earned a 3.75 or better GPA and scored a 29 or higher on the ACT (or composite/concordant equivalent on the SAT) and earn 32 credits or more. *Orange hood worn at graduation

Honors

LCHS Honor Student: A student must be a Ready Graduate according to the TN Department of Education (4 EPSOs (or) 2 EPSOs and Industry Credential (or) 21+ on ACT (or) Qualifying score on the ASVAB and 2 EPSOs. Students must take the SDC Challenge Exam and/or AP Exam in order to receive an EPSO for the class. Students must have 3.0 or better. *Orange and white cord worn at graduation

Early Graduation

All students in grades (9) through (12) shall be enrolled full time for (8) semesters. Seniors may request an "early release" or "late arrival" per semester if all graduation requirements are being met. In order for students to be considered for early graduation, the student must:

- meet all the regular guidelines for high school graduation;
- be able to meet the guidelines of admission into the requested institution without having to enroll in remedial classes;
- have a 3.0 GPA or higher;
- score a minimum of 19 in each area of the ACT;
- write a letter to the principal indicating why early graduation should be granted.

Hardship or gifted cases may be appealed by the student to the Director of Schools with further appeal to the board.

Industry 4.0 Diploma Distinction

The Industry 4.0 Diploma Distinction is intended for students who are interested in pursuing a career in a high-need, high-skill industry after graduation. These students are not focused on an associate's or bachelor's degree, but rather entry into the workforce or a continuation of technical school (TCAT) immediately after high school. In addition to completing all coursework required for graduation, students must complete a total of nine (9) credits of dual enrollment or work-based learning. Students meet monthly with a career coach to prepare a course of study that will lead to immediate employment after

graduation. Additionally, they will have the option to substitute a WBL or dual enrollment credit for one math credit and one science credit.

*If you are interested in pursuing the Industry 4.0 Diploma Distinction, you must inform your Guidance Counselor before completing the 10th grade.

Graduation Requirements

<p>English (4 credits)</p> <ul style="list-style-type: none"> ● English 9 ● English 10 ● English 11 ● English 12
<p>Math (4 credits)</p> <ul style="list-style-type: none"> ● Algebra I ● Geometry ● Algebra II ● Upper Level Math Course ● Students must be enrolled in a mathematics course each year in high school
<p>Science (3 credits)</p> <ul style="list-style-type: none"> ● Biology ● Chemistry or Physics ● One (1) additional lab science
<p>Social Studies (3 credits)</p> <ul style="list-style-type: none"> ● World History & Geography ● U.S. History & Geography ● U.S. Government (0.5 credit) ● Economics (0.5 credit)
Wellness (1 credit)
Physical Education (0.5 credit)
Personal Finance (0.5 credit)
Fine Art (1 credit)
Computer Science (1 credit) [Beginning with the 2028 graduating class, Computer Science will be a required course for graduation]
<p>Foreign Language (2 credits)</p> <ul style="list-style-type: none"> ● Must be in the same foreign language ● The Foreign Language and Fine Arts requirements MAY be waived for students who are sure they are not going to attend a university and be replaced with courses designed to enhance and expand the elective focus.
<p>Elective Focus (3 credits) may be: CTE, Science, Math, Humanities, Fine Arts, AP, or other electives</p>
Electives (6 credits) [Computer Science will serve as 1 of these Elective credits for students in the 2028 Graduating Class]
Total Required For Graduation: 28 Credits

At the beginning of the ninth grade, all students will develop a six-year plan of study. This information will be shared with parents. This proposed program will be reviewed each year. The purpose is to connect the student's academic and career goals to appropriate classes. Students must choose a focused program of study, preparing them for post-secondary education in a college/university curriculum or in technical training.

State Testing

While in high school, students will participate in TNReady. Most of these tests are referred to as End of Course (EOC) Exams. All students enrolled in English 9 (including CP and Honors), English 10 (including CP and Honors), Algebra I (including CP and Honors), Algebra II (including CP and Honors), Geometry (including CP and Honors), Biology I (including CP and Honors), and US History will take EOCs as their final exams about 10 days prior to the end of the semester. Students taking tested subjects over the course of more than one semester will take the EOC at the end of the semester in which they are scheduled to complete the course. More information is available at the TN Department of Education (TN DOE) website (<https://www.tn.gov/education/assessment.html>).

ACT

Beginning with the 2008-2009 school year, the State Department of Education required ALL Juniors in Tennessee to take the ACT test. This test will be given on a regular school day in the Spring semester. High school students are permitted to take the ACT at any time during their high school careers in addition to the state mandated testing day.

School Counseling Services

Counseling services are available to all students through the school counseling office. School counselors will support students dealing with academic, social/emotional, and college/career related concerns. Each student needs an annual appointment with his / her counselor for academic evaluation and planning. Parents are invited to participate. While school counselors support the mental health and wellness of all students, they do not provide clinical diagnoses or therapy. As necessary, referrals to school based mental health therapy can be made. Individual and group counseling may occur during the school day, and teachers are aware that missed class time is excused. However, students are expected to make up any missed work.

Communications between students and their school counselors are confidential, with exceptions (the risk of harm to self or others, disclosures of abuse or neglect, and in cooperation with legal proceedings). There are some additional considerations for confidentiality when participating in remote counseling services:

- The systems (Google Meets, Gmail, etc.) are secured by encryption and password protection but as with any technology, could experience breaches.
- Phone and video chats are live or synchronous communication methods. Text or email are not and as a result could include response delays of 24-72 hours.
- When participating in counseling services remotely, each party is responsible for privacy within the environment from which they participate.

Your signature on the handbook form indicates your acknowledgment and support of the counseling services offered at our high school. Feel free to call anytime with questions or concerns. A separate permission form on a case-by-case basis, should your child ever need it, will be made available at your request.

Guidelines for Reporting Pregnancy of Minor Children

If a female student shares first-hand confirmation of a pregnancy with a staff member, the staff member must notify the appropriate school counselor in writing within 24 hours of the student disclosure.

School counselors must work immediately to support the personal well-being of the student by establishing professional rapport in the context of a counseling relationship. School counselors will be expected to discuss a plan for health care support and inclusion of the family. As always, school counselors are expected to work according to the professional standards of practice and code of ethics established by the American School Counselor Association (www.schoolcounselor.org). Furthermore, school counselors will adhere to all federal,

state, and local laws and policies for sharing educational records (FERPA), reporting suspected abuse or neglect, and the notification of intent to harm self or others.

Schedule Changes

Courses selected during registration should be considered as final. **Any changes in the student's schedule, which are necessary to meet a specific educational requirement, should be arranged before school starts.** Changes will be considered by the principal during the first week of each term but will be made only in cases of extreme need.

Transcripts

Current students who need an official copy of his/her transcript should request this document by completing a transcript request Google Form located on the school website. Individuals may select a status as a current or former student. Transcript requests for former students are processed for a fee by a third-party website. Any questions regarding this may be addressed to your school counselor or the school registrar.

A student may review his/her school record and receive an unofficial transcript copy from a school counselor. Any question regarding grades, credits, or classes taken should be addressed to the school counselor.

Grading Procedures

An attempt is made at all times to evaluate, in the best possible manner, the progress of students. Each school year is divided into two semesters. Each semester consists of one grading period (unless it is a term class which lasts only 9 weeks). Report cards will be issued at the end of each term and can be viewed on Skyward.

The grading system for Lenoir City Schools is expressed in the following manner:

- A (90-100)**
- B (80- 89)**
- C (70- 79)**
- D (60- 69)**
- F (Below 60)**

For classes with an End-of-Course (EOC) exam or Statewide Dual Credit (SDC) Challenge Exam, these exams count 15% of the final semester average.

In other classes the semester average will be determined by the semester grade and the final exam.

*Beginning 2022-23 school year, there will no longer be terms for semester classes. The grades will be cumulative for the entire semester as opposed to averaging a T1 and T2 grade.

Dual Enrollment Classes: Due to colleges only sending final grades in letter form, LCHS will follow the grading system below for adding additional quality points:

- A from the DE college awarded a 94% (5 points 99%)
- B from the DE college awarded an 84% (5 points 89%)
- C from the DE college awarded a 74% (5 points 79%)
- D from the DE college awarded a 64% (5 points a 69%)

**Grading Periods/
Grade Cards
(2024-2025)**

Grading Periods

T1 (for term classes only) (August 1 - October 4)

T2 (October 14 - December 20)

T3 (January 6 - March 7)

T4 (March 17 - May 16)

Grade Cards

1/17/2025

Available on-line or pick up at front office

Graduation – May 09, 2025**LCHS Honor Code**

Lenoir City High School is committed to developing the intellectual and moral character of its students. A student is considered cheating anytime he/she takes credit for any work that is not his/her own. The teacher's discretion should be used with daily assignments. Any student caught cheating on a test will be dealt with by that teacher and the administration on a case-by-case basis.

First Offense (Honor Code):

- Parents will be contacted.
- Students will redo the assignment.
- Loss of AIP privilege.
- Probation from honors organization.

Second Offense (Honor Code):

- Parents will be called.
- Could result in points deducted from the assignment.
- Loss of AIP privilege.
- Dismissal from honors organizations permanently.
- Any further offenses will be dealt with on an individual basis and could result in a zero for the assignment.

**Library
(Media Center)**

Media Center

Our library is not ONLY a place to check out a library of over 13,000 physical titles, it is also a true media center. As we are 1:1, we have a full time high school computer technician who supports students and teachers with technology assistance for in person and remote learners. We have a Student Help Desk class, where students assist our local technician with computer repairs and troubleshooting. Help Desk is open during 1st block, 2nd block, Advisory block, and 5th block. All computer questions should be directed to the technician 865-986-2072 ext 1936. Computer payments are handled through the website online payment portal and contracts are handled through bookkeeping in the front office.

We offer over 1,600 ebooks and 150 audiobook titles in our digital collection. Access to these resources is not internet dependent. They can be downloaded directly to the student's device while at school on WiFi and utilized offline. The media center homepage is accessible from the LCHS website under Academics. This homepage contains valuable tools for at home Destiny catalog access, Sora ebooks, and other research and writing portals. Destiny and Sora are also located on the Classlink page with a direct LCHS portal. Teachers and students may reserve the media center for class projects and study groups, but students are free to access the library during free time with a note from a teacher (if during class) or students can sign in at the circulation desk between classes and at lunch. The library is open from 7:45 a.m. until 4:00 p.m. Monday through Friday, or by appointment.

Students are permitted to check out library books for 2 weeks at which time they should be returned or renewed in order to avoid late fees. NOTE: Fee Waivers do not cover late fines as it is not a required expenditure. A \$.10 late fee is charged per day (per book) and should be paid within the semester the fine is assessed. This fine rolls over each year until the student settles it. Graduation supplies may be withheld until this fine is paid and materials returned.

The LCHS Media Center tries to enhance learning experiences by providing popular titles and relevant materials for students and teachers. Special book requests may be made at the front desk or via email to the librarian, Christy Mowery. Peer tutors and small groups often utilize the media center, so students should be considerate of those who are working. Food and drink is only permitted in designated areas. Copies are free, and requests can be made to any Media & Research Services aide or the Library Assistant.

**Lenoir City High School
Academic
Incentive Program (AIP)**

The Lenoir City High School Academic Incentive Program (AIP) is designed to recognize and reward students for academic achievement and positive school behavior. The program has three levels of participation (Gold, Silver, and Bronze). Eligibility is based on grades and discipline from the previous term, and requests for renewal and/or membership must be submitted each semester before the deadline on the application. **Please note AIP students must produce their Student ID with AIP sticker for admittance to activities and events.** The following are the requirements and benefits for student participation in the AIP:

Requirements (AIP)

Gold Card Requirements

- The student must maintain a semester class load of at least four subjects.
- Seniors with Late Arrival or Early Dismissal will only be required to maintain a class load of at least three subjects.
- All student semester grades must be within the 90-100 range.
- The student must not have received any assignments to detention hall, in-school suspensions (ISS) or out-of-school suspensions (OSS).

Silver Card Requirements

- The student must maintain a semester class load of at least four subjects.
- Seniors with Late Arrival or Early Dismissal will be required to maintain a class load of at least three subjects.
- All student semester grades must be within the 80-100 range.
- The student must not have received any assignments to detention hall, in-school suspension (ISS) or out-of-school suspension (OSS).

Bronze Card Requirements

- The student must maintain a semester class load of at least four subjects.
- Seniors with Late Arrival or Early Dismissal will be required to maintain a class load of at least three subjects.
- The student's semester grades must be within 80-100, with one exception of a grade within 70-79.
- The student must not have received any assignments to detention hall, in-school suspension (ISS) or out-of-school suspension (OSS).

Benefits (AIP)

Gold Card Benefits

- Free admission to all LCHS activities.
- Free admission to all LCHS home athletic events.
- Registration/priority course selection.
- Free reserved parking.

Silver Card Benefits

- Free admission to one LCHS activity per semester.
- Free admission to all LCHS home athletic events.
- Early registration/course selection after gold card members.

Bronze Card Benefits

- Free admission to one LCHS activity per semester.
- Free admission to all LCHS home athletic events.
- Early registration/course selection after silver and gold card members.

***Any offense of the LCHS Honor Code will result in the immediate loss of AIP privileges.**



LENOIR CITY SCHOOLS CALENDAR 2024- 2025

July 25	Administrative Day (no students)
July 26-31	In-Service (no students)
August 1	Registration (buses wil NOT run)
August 2	Professional Development (no students)
August 5	Orientation/Staggered start (last name A-K)
August 6	Orientation/Staggered start (last name L-Z)
August 7	ALL students report full-time
September 2	LABOR DAY (no school)
October 7-11	FALL BREAK
November 5	Election Day - Holiday
November 27-29	THANKSGIVING BREAK
December 20	Last day of classes before WINTER BREAK (Schools dismissed at noon and Buses WILL run)
December 23 - Jan.3	WINTER BREAK
January 6	Classes resume - ALL students
January 20	In-Service MLK Day (no students)
February 17	President's Day - Holiday
February 18	Professional Development (no students)
March 10-14	SPRING BREAK
April 18-21	EASTER BREAK
May 16	Last Day for Students (school dismissed at noon, buses will run)

Unscheduled In-Service: (2) Days

Parent/Teacher Conferences: September 26th and February 11th

Bell Schedules

Advisory Bell Schedule	
8:05	Release early arrivals
8:13	Warning bell
8:15	First Block begins
9:40	First Block ends
9:48	Warning bell
9:50	Second Block begins
11:15	Second Block ends
11:20	Warning bell
11:22	Advisory begins
11:57	Advisory ends
12:02	Warning Bell
12:04 - 1:59	Fourth Block begins
12:04 - 12:32	First Lunch In Class by 12:32
12:50 - 1:18	Second Lunch In Class by 1:15
1:31 - 1:59	Third Lunch
1:59	Fourth Block ends
2:04	Warning bell
2:06	Fifth Block begins
3:30	School is dismissed

Afternoon Activity Schedule (Scheduled as Needed)	
8:05	Release early arrivals
8:13	Warning bell
8:15	First Block begins
9:38	First period ends
9:46	Warning bell
9:48	Second Block begins
11:14	Second Block ends
11:17	Warning bell
11:19	Fourth Block begins
11:19 - 11:48	First Lunch In Class by 11:50
11:59 - 12:28	Second Lunch In Class by 12:30
12:43 - 1:12	Third Lunch In 4th Block by 1:17
1:12	Fourth Block ends
1:15	Warning Bell
1:17	Fifth Block Begins
2:41	Fifth Block Ends
2:43	Warning bell
2:45	Activity Period
3:30	School is dismissed

Snow Schedule (2 hour delay) (Scheduled as Needed)	
10:05	Release students into the building
10:13	Warning bell
10:15	First Block begins
11:25	First Block ends
11:28	Warning bell
11:30 - 1:10	Second Block begins
11:30	First Lunch In Class by 12:00
12:05	Second Lunch In Class by 12:35
12:40	Third Lunch In Class by 4th Block by 1:15
1:10	Second Block ends
1:13	Warning Bell
1:15	Fourth Block begins
2:20	Fourth Block ends
2:23	Warning bell
2:25	Fifth Block begins
3:30	Fifth Block ends

**Clubs & Organizations
(Faculty Sponsors)**

Academic Incentive Program (Mullinax/Crabtree)
Anchor Club (Tyler)
Bass Club (Brittain)
Book Club (Wallace)
Chess Club (Mullinax)
DECA (Magliula)
Diversity Club (Harris)
Drama Club (Johnston)
FCA- Fellowship of Christian Athletes (Hardin)
FFA (Miller, Rose)
Film Club (Wallace)
Guitar Club (Garrett)
HOSA- Health Occupations Students of America
(Kuth, McCombs-Cleveland, Lambdin)
Interact (Monty Ross-Rotary Club)
Mu Alpha Theta (Pierce/Alexander)
NHS- National Honor Society (Pierce)
Panther Crew (Spears/Browning)
Science Olympiad (Code)
Skills USA (Yoakum, Ingram, Smith, Wallace, Thomas)
Spanish/ World Culture Club (Rios)
Spirit Club (Crabtree, Mullinax)
Strategy Game (Johnston)
Student Council (Rose, Hanley)
Swimming Club
Tri-M Music Honor Society (Sлимп)
Unified Champions (Henderson)
Winter Guard (Sлимп/Allen)
Young Environmentalists (Kerr)

A meeting schedule will be arranged so that each club has the opportunity to meet on a regular basis. Conflicts are kept to a minimum to allow you to participate in as many clubs as you like.

We offer a wide variety of clubs and activities and encourage you to participate. However, we advise you not to join anything just for the sake of joining. An active club involvement can enrich the time you spend at Lenoir City High School. Ask plenty of questions, and talk to the teacher sponsors to help make your decisions.

Revised 6/12/24

Lenoir City High School Sports

Lenoir City High School offers many opportunities for students to become involved in sports. If you are interested in participating in a sport, and you do not know how to get started, feel free to come by the office and discuss your interests with an administrator. You will be directed to the appropriate coach and he/she will answer any questions you may have. Good luck in your interests, and don't forget to support all our athletes with your presence at our games.

Sports Available At Lenoir City High School

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Golf
- Soccer
- Softball
- Tennis
- Track
- Volleyball

Club Sport

- Swimming
- Bass Fishing

Handling of the LCHS Rock

The LCHS Student Council is in charge of painting the rock. Students cannot independently paint the rock. Any faculty member can sign out the rock for individual days or a week to be painted with school appropriate material. See Mrs. Mullinax in Room 300 to sign up.

**LENOIR CITY SCHOOLS
ABSENCE AND ATTENDANCE POLICY**

ABSENCES

State law in Tennessee excuses absences caused by sickness, death in the family, recognized religious holidays, and temporary emergencies. Absences equivalent to five unexcused days constitute truancy by state law. Please know that unexcused absences are counted for the entire school year.

ATTENDANCE

You must notify your child's school on the day your child is absent by one of the following methods: CALL IN, E-MAIL OR PARENT NOTE

• **CALL IN**

Attendance Supervisor – (865) 988-2070

Button option 1 – Lenoir City High School attendance

Button option 2 – Lenoir City Intermediate/Middle School attendance

Button option 3 – Lenoir City Elementary School attendance

Button option 4 – Lenoir City Schools Truancy

Button option 5 - iLearn Academy

• **E-MAIL**

The attendance email for Lenoir City Elementary is: icesattendance@lenoircityschools.net

The attendance email for Lenoir City Intermediate/Middle is: lcmsattendance@lenoircityschools.net

The attendance email for Lenoir City High is: lchsattendance@lenoircityschools.net

The attendance email for iLearn Academy is: ilearnattendance@lenoircityschools.net

• **PARENT NOTE**

Each student is allowed a total of five call-ins, or e-mails or parent notes (subject to verification) for the school year.

These absences may be excused for the following reasons:

- Student personal illness
- Illness in immediate family
- Death in immediate family
- Medical or dental appointment
- Court appointment (with documentation)
- Church trip with notes on church letterhead
- Department of Motor Vehicle (DMV) visit - 1/2 day only with verification from DMV
- Any absence with extenuating circumstances must be approved by the principal prior to absence

After five call-ins, or e-mails or parent notes documentation of a student's absence must be excused by bringing in a note (subject to verification) to the attendance secretary or student services within three days of the students return to school from one of the following:

- Doctor
- Dental
- Court

College Visits: Students wishing to make a college visit during the school year must submit a request for pre-approval through the LCHS website.

All notes should be turned in the day the child returns to school. Notes will not be accepted after the third day of the student's return.

Tennessee law (TCA, 49-6-30) requires Lenoir City Schools to hold a conference with each parent and student that reach three or more unexcused absences. A progressive truancy intervention plan will be

written with a specific description of school attendance expectations, guidelines and penalties for additional absences. Parents will be sent a letter by the Attendance Supervisor to schedule a conference.

A student is considered truant on the 5th unexcused day absence occurring anytime during the school year. If attendance policies are not followed, parents and/or legal guardians may receive notice to appear before the truancy board. If your child is going to be home due to illness for over two weeks, you may want to inquire about the possibility of a homebound teacher. Please call (865) 988-2070, option 4 for further clarification and information on attendance.

Revised 6/12/2023

Homebound Instruction

Homebound instruction is intended for serious illnesses and injuries which will necessitate absences of more than 10 consecutive days. After a recommendation from licensed medical personnel, the school considers a request. Typically, the work is sent to the office by the regular classroom teacher and is brought to the student by the homebound teacher. Because many courses are difficult to teach on homebound and the instruction is only for three hours per week, we place students on homebound only as a last resort. Courses will be reviewed to determine if the student will be able to complete all the requirements within the semester, and final exams will be required. We have an elevator in the school and will make modifications for a student with special needs if necessary.

Tardy Policy

All students are expected to be on time for classes. This includes arriving at school on time. Students who are late to first block must report to the front lobby kiosk, or the CTE center, for an admission slip. Classroom teachers will keep accurate records concerning tardies.

Tardiness will be excused for the following reasons:

1. Late bus
2. Doctor or dental note
3. Legal document from court
4. Note from faculty member
5. Other circumstances approved only by the administration.

Consequences of Unexcused Tardies

1st/2nd tardy: warning and enter "T" in Skyward attendance column. Teacher has a conversation with the student to find out why he/she continues to be late.

3rd tardy: teacher makes contact with guardian and has another conversation with the student

4th tardy: Teacher enters a discipline referral for student to be placed in a 30 minute detention.

5th tardy: Teacher enters a discipline referral for student to be placed in a 1-hour detention.

6th Tardy: Teacher enters discipline referral denoting 6th tardy; Administrator contacts parent/guardian and schedules mandatory parent meeting.

(Tardies are counted separately for each class and are for an entire semester.)

Make-Up Work (Attendance Policy)

- An attempt should be made to make-up work within 5 (five) days after returning to school.
- Requesting make-up work is the responsibility of the student.
- All students participating in a field trip must have all current teachers sign-off on their participation. Students with failing grades and/or on a truancy tier will be denied permission to go on a field trip.

Driver's License and Attendance

Ten (10) consecutive or fifteen (15) total unexcused absences during any term renders a student ineligible to retain a driver's permit or license, or to obtain such if of age. (Additional information regarding denial of a motor vehicle license or permit is located on pages 47-48.)

Attendance requirements also pertain to any student 18 years of age or older. The Attendance Supervisor shall be responsible for notifying, in writing, the Director of Schools and the parents of the student of any action taken by the school.

Final Exam Policy

Semester exams will be given at the end of each semester. All students are required to take semester exams for each term under the following guidelines: students with an A in the class with 3 or fewer absences may be excused from sitting for the exam. Students with an "A" average who have more than 3 absences must sit for the exam, but with the understanding that their score will not lower their grade below an "A".

End of Course (EOC) and Statewide Dual Credit (SDC) Exams are required by state law. No exemptions are offered for these exams. Classes with EOC or SDC Exams must still give an exam on semester exam days.

Checking Out/Early Dismissal

All students who need to be checked out of school for any reason must bring a note from their parent or guardian to the attendance kiosk in the lobby before 8:15 a.m. This includes students who are 18 years or older. The note must include the student's name, reason for checking out, parent's signature, and a phone number where that parent can be reached during the day for verification. Each note is subject to verification by the attendance supervisor. **Students may not be checked out by phone unless approved by an administrator. Any person who is not on the student's approved check-out list will not be allowed to take that student from school. Students may not check out after 3:15.**

When classes begin, all notes will be processed. At the appropriate time, students checking out will be notified by the office.

If a student becomes ill during the day, the student will be sent to the clinic, and a parent will be notified to come and pick up his/her child if check-out is necessary.

Note: Any student who has a credit recovery course will not be allowed to have late arrival or early dismissal until the completion of their credit.

Church Trip Policy

Church trips are considered excused absences under the following conditions:

- A list of students attending the church function must be submitted on church letterhead to the office no later than three (3) days prior to the event. This should be signed by the minister in charge of the event.
- All work must be made up by the students under normal absence policy.
- The trip is excused only for the proper allotment of time. For example, if an event begins in Nashville at 5:00 p.m. CST, the student would be excused from school at 12:00 noon EST. This allows ample time for travel and food before the event. Students should pack for the trip on their own time.

Regular check-out procedures should be followed. A note from a parent should be sent to the school giving permission for the student to participate in the church event.

School Rules & Regulations

We believe that students of high-school age expect to be treated like young adults. In return, we expect them to act accordingly. The following are some expectations for student conduct. Due to the severity of the offenses, the “substance abuse”, “weapons”, and “assault” policies are described in a separate section. Please read these sections carefully. Ask any questions you may have regarding these rules and policies to assure your understanding.

1. Students should willingly comply with any reasonable request of any faculty or staff member.
2. Students should be respectful toward faculty and staff members and each other.
3. Students should be in their assigned classes during school and not in halls.
4. Student couples are expected to refrain from public displays of affection.
5. Leaving campus is strictly prohibited. No student is permitted to leave campus once they arrive, regardless of the time, without checking out through the office. Students may not leave the building without admin permission.
6. Visitors to our school should be kept to a minimum and only invited for specific reasons. All visitors are required to check in through the office and receive a visitor’s pass. Students are not allowed to have visitors during lunch. **Students cannot have food delivered to school.**
7. Students that are truant from class will be subject to the tiered attendance policy.
8. There will be no drinks or food allowed in the classrooms without teacher approval. Drinks will be allowed in the commons area, halls, and outside the building.
9. All students should be out of the building by 3:45 or in a designated dismissal area unless supervised by a teacher for school related activities (tutoring, clubs, etc.). All students should be off campus by 4:30 unless participating in a supervised school activity.

Lenoir City High School Dress Code

It is the intent of the administration of Lenoir City High School to provide a safe and appropriate environment for all of our students. With that in mind, we are faced with implementing a dress code that facilitates both safety and a positive appearance for everyone. Apparel or appearance, which tends to draw attention to an individual and away from a learning situation, must be avoided. In order to aid in understanding, time will be allotted in advisory to explain the dress code and to allow for discussion and questions. Thank you in advance for your cooperation in this matter.

The following is intended to be guidelines for selecting daily wear at school:

1. Certain accessories (including, but not limited to, sunglasses, bandanas, spiked collars or chains) may not be worn. Hoodies are not to be worn with the hood up over the head while in the building.
2. Pants must be worn in such a way as not to expose undergarments. Oversized pants, sagging pants, or pants with excessive holes above the knees will not be allowed.
3. Neckline, and the length of shirts or blouses must not allow excessive exposure (must cover belly button).
4. Shorts, dresses, and skirts must not allow excessive exposure. This will be determined by the administration.

Note 1 - No obscene or profane language or graphics will be permitted on any clothing, purses, backpacks, jewelry, or other personal items. In addition, references and images relating to drugs, alcohol, gangs, racial issues, sexually suggestive content, or the objectification of women will not be permitted.

Note 2 - Any trend that becomes detrimental to the learning process will be addressed when necessary and may cause changes, in part or all of the dress code.

Note 3 - Lenoir City Schools dress code is supported by School Board Policy.

Note 4 - Bringing blankets to school is prohibited.

Cafeteria

Students should obey all cafeteria regulations. Food is restricted to the cafeteria, commons, or library. Plastic trays should not be taken out of the cafeteria and should be returned to the disposal window when finished eating. If these areas are not maintained in an appropriate manner, food will be restricted to the cafeteria, and vending machines will be disconnected. **No student is permitted to leave campus during lunch. Students cannot have food delivered to school.** Due to state regulations, students are not allowed to charge food items. They can deposit money in their accounts at any time. Any student caught stealing from the cafeteria could be subject to prosecution. All students will eat in the cafeteria. AIP Students may eat in the Library but must report directly there after purchasing their lunch and must show their AIP cards. Any student found in a non permitted area (F-Wing Hall/Ramp, Stairways, Hallways, Courtyard, etc.) will be assigned lunch detention. Lunch detentions will be served in the in-school suspension room. Multiple offenses will result in further disciplinary action. Students will be dismissed by bell to return to class.

Drink & Snack Machines

Drink and snack machines are placed throughout the building. These machines will remain on campus as long as students are responsible in seeing that cans, plastic bottles, and snack wrappers end up in the proper trash disposal/recycle bin. The administration will not continue to provide this service if the student body fails in its responsibility to keep the building and campus clean. Students leaving their trays on the cafeteria tables, or throwing trash in the halls and school grounds, will be disciplined according to the LCHS comprehensive discipline plan. Repeat offenders may face more serious consequences.

Visitors

All visitors must provide a valid ID upon entry to the Main school building or CTE building. Visitors will not be allowed to enter the school building during transition times as students are moving from class to class. Please see the daily schedule for

these times. Students cannot have food delivered to the school by visitors. A Code of Conduct should be followed at all times. **Please see below.**

Care of School & Personal Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure or vandalize school property, or the property of others, will be required to either pay for the damage or replace the item. If you damage something by accident, you should report it to a teacher or the office immediately. Failure to pay for damages within an agreed upon time period could result in suspension and/or being unable to walk at graduation.

Under no circumstances should a student misuse or tamper with the fire protection system, 911, security cameras, or any other mechanical devices which are part of the building. These devices and systems are installed for your protection. In some cases, these devices are protected against misuse by law. Tampering with any such devices could result in a juvenile petition being issued.

Textbooks

Textbooks are loaned to students. However, the students are responsible for the care of these books. Students must pay for the loss of, or damage to, textbooks that are assigned to them. This also applies to library books checked out by students.

Threats and/or Fighting

Any student that threatens or assaults, in any manner, any person involved with Lenoir City High School will be subject to severe disciplinary action. Refer to the "Zero Tolerance" section on pages 44-46. Students should report any such behavior to the assistant principal or principal as soon as possible. Prompt action will be taken.

Do not let any student push you around, hit you, or threaten you. The principals are here to protect all students from physical or psychological harm. If you need help, talk to them. Fighting, or the use of physical force to settle a disagreement, is prohibited on school grounds. This is considered a serious disciplinary problem and is treated as such.

Parents will receive written notification that their child has the right to transfer to another school if they are the victim of a violent crime at school.

Students involved in a physical altercation may be issued a suspension, juvenile citation, and/or a juvenile petition.

Computer Fraud & Misuse

Assuring confidentiality and security for all the students at Lenoir City High School is of the utmost importance. This extends to their records, both on paper and on the computer. For this reason, any student found to be tampering with, or accessing records in any way, will be dealt with severely. This includes attempting to gain access to files without permission. Consequences will be dealt with by the administration on a case-by-case basis.

Lockers

If a student wants or needs a locker, see Ms. Green (counseling office).

Search & Inspection

School administrators reserve the right to inspect lockers, automobiles, and personal effects on the premises. This is in accordance with the Tennessee State Law.

Lost & Found/Valuables

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. These articles will be kept in the office until the end of each month. If an item is not claimed by the end of the month, it will be donated to a local charity.

Physical education teachers will provide a place for students to keep valuables. Students should not keep valuables in their lockers. It is highly recommended that you not make a practice of bringing valuable personal items to school which are not required for any of your classes. It is also a good practice to keep your lockers locked and keep your combination private. While you are a student with us, this should be your private space.

NOTE: For the protection of our student body, all lockers are subject to search if reasonable suspicion exists.

Electronic and Personal Communication Devices (LCHS Policy)

Cell Phones/Earbuds and headphones Policy Violations

1. Students are not permitted to use cell phones or earbuds/headphones during instructional time unless otherwise directed by the teacher in their class. This permission will be granted on an as needed basis with due regard to explicit use of the technology for instruction and adequate supervision by the instructor. (Instructional time is considered, for these purposes, to be bell to bell during the academic periods of the day, including activity period, whether the student is in the classroom or in other areas of the building).
2. Students are allowed to use their cell phones/earbuds or headphones for reasonable and appropriate purposes during all non-instructional times during the school day (lunch, class changes, before 8:15 and after 3:30).
3. The taking of photos or the recording of videos, whether by cell phone or any other such capable device in places where privacy is a reasonable expectation, is strictly prohibited. An incident of this nature could result in a sexual harassment violation and disciplinary action by the school.
4. Using cell phones to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated and used for evidence with the possibility of discipline imposed under the statute of provoking and/or inciting a fight.
5. Under teacher direction, cell phones may be placed on the student's desk or other area specified by the teacher, in the "off" or "quiet" mode at the beginning of the class.
6. The taking of photos or the recording of videos of teachers in the classroom is strictly prohibited.
7. Use of external speakers is prohibited.

Consequences for Cell Phone/Earbuds and headphones Policy Violations

1. 1st Offense Teacher collects phone for duration of class period and teacher notifies parent
2. 2nd Offense: Teacher collects phone, turns it into main office, submit discipline referral in Skyward and teacher notifies parent/guardian. The phone will be returned after 3 days. If the student so chooses, they may pay \$5 at the end of the first day at which point their phone will be returned.
3. 3rd Offense: Teacher collects phone, turns it into main office, submit discipline referral in Skyward and administration notifies parent/guardian.
 - a. Parent/guardian must pick up phone (communicated by admin to parent/guardian)

Student Driving Policy

Driving an automobile to school is a privilege, not a right. In order to earn and maintain this privilege, students must comply with the following rules.

1. AIP students will park in AIP Gold Star spaces.
2. All numbered staff parking places and designated cafeteria parking spaces are off limits to students.
3. No student will be allowed to park in bus lanes or in designated "No Parking" areas (including handicap spaces and row ends).
4. All students must lock and leave their vehicles as soon as they arrive at school. Students may not congregate in the parking lots before or after school.
5. Students are not permitted back in their vehicles, or in the parking lots, until they are dismissed to leave school. Students must obtain permission from an administrator to go to their vehicles during the school day.
6. Speeding or careless driving on campus, or on streets bordering the school, is prohibited. The speed limit on school grounds is 10 mph. Anything considered "reckless driving" could result in loss of driving privileges.
7. Compliance of all traffic regulations is required.
8. All vehicles on school property are subject to be searched at any time.
9. The school is not responsible for any damage or theft to cars parked on campus.
10. Students must buy a \$20 parking permit from the office. Permits must be displayed on the rearview mirror in clear view from the front of the vehicle. Lost permits may be replaced for a \$5 fee. Permits sold second semester are \$10.
11. Parking permits may not be transferred from one student to another.
12. The Academic Incentive Program (AIP) awards reserved parking spaces for Gold card holders. Each semester new parking passes will be given out through the office. Passes must be displayed on your rear view mirror.
13. Students cannot move vehicles during school hours without permission from administration.
14. If you're driving a different car, you must transfer your tag. If that is not possible, see the CTE secretary in the CTE building for a temporary tag.
15. The School Resource Officer (SRO) will monitor the parking lot on a regular basis.
16. Students parked in handicapped spaces will receive a ticket from Lenoir City Police Department.

Student drivers violating any of the above rules will be subject to the following consequences:

- | | |
|----------------------|--|
| ● 1st offense | Conference with administrator |
| ● 2nd offense | Conference with administrator, 1 day of ISS, parents are contacted |
| ● 3rd offense | Conference with administrator, 2 days of ISS, parents are contacted |
| ● 4th offense | Will result in loss of driving privileges for the remainder of the year. |

Loss of Driving Privileges

*Refunds for parking permits will not be given when driving privileges have been revoked.

*Students involved in more serious driving violations will be dealt with case by case. The administration and LCHS SRO will make the final determination involving student driving privileges on campus or state law violations.

1010 Forms

Students wishing to obtain a 1010 Form must submit a request through the school website. You can access this request under the Parent/Student Resources tab by selecting the New Drivers Page and clicking on the image for SF10-10 Driver Permit Forms. 1010 Forms are based on the previous semester attendance and can be picked up on Wednesdays in the Front Office. Please see the school registrar if you have any questions.

Bus Conduct

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

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

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

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

No student shall be allowed to exit the bus at any point between the pick-up point and school. Any student wishing to ride a bus other than his/her designated bus must have written permission in order to receive a BUS PASS authorized by the principal or his/her designee of the school that the student attends. The student must present the BUS PASS to the bus driver when boarding the school bus.

Bus Pass Procedure

Students riding a different bus to a family member's house must provide a note signed by a parent or guardian stating the reason the student will be riding to another location and the address. Pending a discussion with parents if needed, student may pick up their bus passes at 3:30

*Note that due to overcrowding on the buses, students will not be allowed to ride to a friend's house

Use of Video Cameras (See LCS Board Policy 6.308)

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities. Video surveillance shall be used only to promote the order, safety and security of students, staff and property.

The following rules are guidelines for riding a school bus:

- **Do not stand in the roadway while waiting for the bus.**
- **Remain seated at all times while the bus is moving.**
- **Keep arms and heads inside windows.**
- **Cross street directly in front of the bus, wait for the driver's signal before crossing.**
- **Do not talk to the driver except when necessary.**
- **Use classroom conduct, talking quietly will be allowed.**
- **Obey bus driver at all times.**
- **The driver has the right to assign students to a particular seat, if necessary to promote order on the bus.**
- **No eating, drinking or smoking on the bus.**
- **Be at your bus stop on time. The bus cannot wait for a late student.**

Morning Arrival Times and Procedures

Any student who arrives at school prior to 7:30 am **MUST report to the Cafeteria**. At 7:30 students may remain in the cafeteria or report to the auditorium. All other areas of the building are off limits unless accompanied by a faculty member. Students **MAY NOT** congregate in the F-Wing Hall/Ramp, Courtyard, Hallways, Stairways, Front Lobby, Library, etc.

Tobacco Use Policy

Students shall not use, or have in their possession, tobacco products, in any form, on school premises. This policy includes school buses traveling to or from school, or any school-sponsored activity, (whether on or off campus before, during or after school hours or whether practicing or participating).

"Tobacco products" shall mean any cigarette, electronic cigarette, cigar, pipe tobacco, chewing tobacco, snuff, or other product of the tobacco plant.

"To use" shall mean any holding of a lighted cigar, cigarette, electronic cigarette, or pipe, any inhaling of the smoke thereof, or any chewing, dipping or spitting of any chewing tobacco, snuff or other product of the tobacco plant.

"To have in their possession" shall mean bringing on campus, carrying on any school bus, or while practicing for or participating in any school-sponsored activity (whether on or off campus before, during, or after school hours) any cigar, cigarette, electronic cigarette, pipe tobacco, chewing tobacco, snuff or other products of the tobacco plant.

Beginning January 1, 1993, all school buildings and school buses have been designated smoke free. The use of tobacco in any form is prohibited at all times in school buildings and on school buses. Employees may not use tobacco in any form while directing school activities, nor may students use tobacco in any form while participating in student activities, even though they may be held after school hours. This extends to field trips and athletic events at locations away from school.

Violations of this policy shall be punished by the school administration within guidelines as defined in the Youth Access to Tobacco Act T.C.A. 39-17-1504.

Disciplinary Actions:

1st offense - Tobacco items and related paraphernalia will be confiscated and the student will be assigned one day of ISS and will be required to complete an online smoking intervention course.

2nd offense- Tobacco items and related paraphernalia will be confiscated and the student will be assigned two days of ISS and will be required to complete a smoking intervention course after school with an instructor (this will be multiple days after school until completed).

3rd offense or more- Tobacco items and related paraphernalia will be confiscated, the student will serve three days ISS and be issued a juvenile petition.

Fireworks

It is against the law to possess or discharge fireworks of any kind on or around the school campus. Students will be suspended for five (5) days and taken to the Justice Center for prosecution if it is determined that they were involved in an incident wherein fireworks were involved.

Zero Tolerance
(See LCS Board Policy 6.309)

Zero tolerance offenses will be dealt with based upon school board policy. Lenoir City Board of Education policy 6.309 identifies the following offenses as zero tolerance:

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault;
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

Weapons & Dangerous Instruments
(See LCS Board Policy 6.309)

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and or expulsion from school.

Any student having in his/her possession on school property, any lethal weapon, such as guns, switchblade knives, knuckles, billy clubs, or any device designed to inflict injury on another person shall be suspended from school and turned over to the proper authorities. (State law prescribes a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying a weapon on school property.) This is considered a "zero tolerance" infraction.

Firearms
(as defined in 18 U.S.C. § 921)
(See LCS Board Policy 6.309)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

Drugs and Alcohol
(See LCS Board Policy 6.309)

In accordance with state law, any student who unlawfully possesses, or is under the influence of, any drug, including any controlled substance, legend drug, or alcohol shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Assault
(See LCS Board Policy 6.309)

In accordance with state law, any student who commits assault/battery upon any teacher, principal administrator, student, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

Electronic Threats
(See LCS Board Policy 6.309)

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

Notification
(See LCS Board Policy 6.309)

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

Chemical Abuse Policy

The Board of Education considers substance abuse to be conduct prejudicial to good order and discipline. This policy is based on the convictions that school should be an alcohol and drug-free environment and is written with the health and safety of students in mind. Therefore, violations of the Chemical Abuse Policy incur simultaneous disciplinary actions and referral to the student assistance program.

The following actions involving any substances or paraphernalia listed under the "Alcohol and Drugs" section of the zero tolerance policy (see above) will incur consequences:

- Attempting to secure or purchase.
- Intending or attempting to sell or distribute.
- Being knowingly present when used, possessed, or consumed.

In addition, the possession or distribution of supplements and herbals will incur consequences.

Medication Policy (Lenoir City High School)

Students may carry cough drops and over-the-counter medications (i.e. Tylenol, Midol) in the original container. The container must be clearly labeled. Students may carry their asthma inhaler with them, but only if they have a signed contract on file in the clinic. Students may NOT distribute to, or receive from others, over-the-counter medication. **All prescription drugs must be taken to the clinic at the beginning of the day.**

Clinic

The clinic is located on the second floor of the main building, across from room # 216. To receive over-the-counter medication (i.e. Tylenol, Tums), you must have a signed consent (blue) form on file in the clinic.

Student Alcohol and Drug Testing

Students are subject to being drug tested when reasonable suspicion exists that a student is under the influence or has used a controlled substance. A parent will be contacted for consent to this testing.

Comprehensive Discipline Plan Lenoir City High School

Several infractions and their related consequences have already been outlined in this handbook. Others may not be addressed specifically but will be covered within the "School Rules and Regulations" section on pages 35-39 and may have consequences consistent with the Comprehensive Discipline Plan at LCHS.

This plan outlines the typical sequence of actions that might occur if a student receives several office referrals for the same type of offense. **Although this sequence is normally followed for some offenses, other infractions are considered "more severe", and the disciplinary action will follow a different pathway, possibly skipping some levels. Discipline offenses that are judged to be a serious disruption to the learned environment, or pose a threat to the well-being of students or staff members, will be dealt with on a case-by-case basis.**

The following sections outline the Comprehensive Discipline Plan at LCHS and explain several programs that are associated with this plan. The information is provided for the benefit of the student and his/her parent/guardian. It is not the administration's policy to use negative tactics when dealing with any student. However, we do feel that an understanding of the disciplinary actions taken at Lenoir City High School will benefit you in your efforts to be successful.

Possible Consequences for Disciplinary Infractions: (inappropriate behavior)

Conference with administrator
1 hour detention
In-school suspension
Out of school suspension
Behavior Contract
Possible juvenile citation/petition
Possible placement in alternative school

Detention Hall (D-Hall) - Detention hall will be used for minor offenses only. D-Hall may be assigned in one hour increments. D-Halls are held on Thursday afternoons from 3:40 - 4:40 pm in the library.

Detention may be assigned by a principal for any inappropriate behavior. Students will be given at least a one-day notice to arrange for transportation.

The conduct rules for Detention Hall are as follows:

1. Students must serve full time; late admittance must be approved by admin.
2. Students must bring study materials.
3. Behavior problems will not be tolerated. Those students will be dismissed and reported to the office.
4. Students may not sleep or talk in the room and may leave only in an emergency.
5. Students who fail to attend by the assigned due date are subject to more severe punishment.
6. Only the assistant principal or principal may make any changes to assigned days.
7. Students are responsible for their own transportation.

In-School Suspension (ISS) - Students with certain repeat offenses/behaviors, or with referrals that warrant immediate placement into in-school suspension (ISS), will be punished with assignment to (ISS).

Rules for ISS are the same as D-Hall except for #7, which should be omitted.

Out-of-School Suspension (OSS) - Serious school violations result in students receiving out-of-school suspensions (OSS). These violations could be related to students who continue to commit related and/or serious infractions and/or who refuse to follow a school rule/reasonable request. It is the belief of the administration and faculty that if a situation can be remedied in any other format, suspension will be avoided.

Juvenile Petitions - To be used for fighting, zero tolerance offenses, continuous patterns of inappropriate behavior, and other situations deemed appropriate by the administration, and/or SRO.

If a student has been suspended, he/she along with a parent or guardian must meet with an administrator (or discuss the issue with the appropriate administrator by phone) for the student to be readmitted into school.

This will assure that both the parents and student are aware of the consequences of any further policy violations.

**Denial of motor vehicle license or permit
State of Tennessee**

In accordance with Tennessee Code Annotated (TCA) 49-6-3017, the following information pertains to denial of a motor vehicle license or permit in the state of Tennessee.

49-6-3017. Minors withdrawn from secondary school--Denial of motor vehicle license or permit.

(a) For purpose of this section:

(1) Suspension or expulsion from school or confinement in a correctional institution is not a "circumstance beyond the control of the person";

(2) "Withdrawal" means more than (10) consecutive or fifteen (15) days total unexcused absences during a single semester.

(b) In accordance with title 55, chapter 50, the department of safety shall deny a license or instruction permit for the operation of a motor vehicle to any person under eighteen (18) years of age who does not at the time of application for a driver license present a diploma or other certificate of graduation issued to the person from secondary high school of this state or any other state, or documentation that the person is:

(1) Enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution or organization, or has obtained a GED;

(2) Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or

(3) Excused from such requirements due to circumstances beyond the applicant's control.

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

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

student's failure to maintain satisfactory academic progress based on end of semester grading is due to circumstances beyond the control of the person.

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

(f) Notwithstanding any provision of this section to the contrary, any student under eighteen (18) years of age enrolled in a course leading to a GED who has more than ten (10) consecutive or fifteen (15) days total unexcused absences in a semester shall not be considered as making satisfactory academic progress and the student's motor vehicle driver license shall be suspended; or if the student does not have a motor vehicle driver license, the student shall be ineligible to obtain a motor vehicle driver license until the student reaches eighteen (18) years of age. The attendance teacher, director of schools or director of a GED program shall notify the department of safety whenever any student under eighteen (18) years of age enrolled in a course leading to a GED has more than Ten (10) consecutive or fifteen (15) days total unexcused absences in a semester.

g) By September 1 of each year, the department of safety shall report to the education committee of the house of representatives the number of students whose driver licenses were suspended in accordance with this section and title 55, chapter 50 during the school year immediately preceding the report date. The department of safety shall also report the number of students whose licenses were reinstated during such school year after such students had their licenses suspended and the total number of licenses granted to students during the school year.

(Acts 1990, ch. 819,* 1; 1994, ch. 860,* 1; 1995, ch. 156,* 1; 1996 ch. 763, ** 1,2, 6-8; 2000, ch. 878,* 1; 2001, ch. 235, * 1.)

BROADCAST AND PRINT MEDIA NOTIFICATION AGREEMENT

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

*If you do **NOT** want your child's image to be used in broadcast or print media, please provide written notification to the principal by August 11, 2024.*

ALERT NOTIFICATION AGREEMENT

Lenoir City Schools uses a mass notification system to alert parents by phone call, text message or email in the event of emergency situations, school closings, unexcused absences, cafeteria balances and other information deemed important by the school and district administration.

If you would like to have your contact information removed from this notification service you must submit in writing a request to your school's administration asking for specific phone numbers and email addresses to be removed.

Emergency Actions

Lockdown:

- Students in the hallway should be secured in the nearest classroom.
- Move to an area of the room that is not visible from the door or window as much as possible.
- Remain quiet and still.
- Do not open the door for anyone.
- Listen for further instructions.

Evacuation of Building:

- If you are not in your classroom when the evacuation occurs, get with the nearest class and exit the building with them. Let the teacher know what class you are normally with.
- Exit the building through the designated doors.
- Stay with your class and follow the evacuation route to the football stadium. Students will sit in the stadium until directed to find their class on the field.
- Once you find your class on the field, roll will be checked, and you will remain with your class for further instructions.

Severe Weather:

- Proceed to the designated shelter area
- Be in a crouched position facing the wall.
- Listen for further instructions.



SKYWARD FAMILY ACCESS



Skyward Family Access is a Web-based information and communication center designed to provide parents and guardians with the answers to "What did you do at school today?"

How to access Skyward Family/Student access – go to <https://www.lenoircityschools.com> click on Skyward/Families and the login page opens. Visit Skywards Family Access Toolkit for quick tips and 60 second power-up videos <HTTP://WWW.SKYWARD.COM/PARENTS-AND-STUDENTS/FAMILY-ACCESS-TOOLKIT/PARENTS>

FEATURE	BENEFIT
Access to real-time student information via a secure internet connection	<ul style="list-style-type: none"> • Available 24 hours a day, seven days a week • Increases communication between home and school
What can parents see? <ul style="list-style-type: none"> • Grades • Daily Assignments • Report Cards • Attendance • Class Schedules • Emergency Contact/Student Address Information • Health Records • Food Service • Discipline • Activities • Message Center • Customized Reports • Test Scores • Future Course Request 	*Visual "reminder" for parents to keep contact and health records information up-to-date. *Informed parents are better connected to their children and their school *Available anytime, from anywhere via a secure web connection, *Family Access keeps the district in touch with parents, and parents in touch with kids *Message Center –Teachers and administrators can post information to inform parents about their child, school and upcoming classroom events *Food Service Totals/History *The Activities tab allow coaches and activity directors to communicate with parents about games, practices, meetings, awards earned and any other scheduled event.
What can parents do? <ul style="list-style-type: none"> • Notify school of absences • Email school personnel • Print reports • Update their email address • Retrieve their "forgotten" login and passwords • Access Food Service for your student, add money to their accounts through the Online Payment System • <u>Compete a Free/Reduced Application from the Food Service Tab</u> • Credit card payments via The Online Payment System • Activate email notifications for Attendance/Grades 	*Customize your My Account Settings *Allows parents to change their email address, phone numbers and update family and EM contact information. *Parents can make payments for food service; see the account balance and weekly purchases. *Parents can directly respond to teacher messages via either the message center or email. *Parents can request changes to update family and student demographic data as well as emergency contacts. *Parents can complete a Free/Reduced Food Service Application from Family Access Food Service Tab and not have to wait for a paper copy. Website for link to Family Access: https://www.lenoircityschools.com/index.php?pageID=489274_3 next click on Staff, Students and Families
Easy to understand and navigate	Visit Skywards Family Access Toolkit for quick tips and 60 second power-up videos HTTP://WWW.SKYWARD.COM/PARENTS-AND-STUDENTS/FAMILY-ACCESS-TOOLKIT/PARENTS
Secure login and password	Single user name and password allows access to all family members within a district

Family Access Credentials are below. Contact your student's school office for forgotten access information or email skyadm@lenoircityschools.net

Please be advised that all features listed may not be available at this time.

Parent/Guardian 1 Username: _____ Password: _____
 Parent/Guardian 1 Username: _____ Password: _____
 Student Username: _____ Password: _____
 Student Food Service Keypad # _____

TECHNOLOGY RESPONSIBLE USE POLICY

The board provides its students and staff access to a variety of technological resources, including laptop computers and tablets. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school district's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school district technological resources. This policy applies regardless of whether such use occurs on or off school district property, and it applies to all school district technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

School district technological resources may only be used by students, staff and others expressly authorized by the Technology Department. The use of school district technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school district's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school district technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Student Handbook and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school district computers or electronic devices or who accesses the school network or the Internet using school district resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive. Furthermore, all students must adhere to the LCS Technology Use Guidelines as set forth in the Student Handbook. Prior to using the Internet, all students must be trained about appropriate on-line behavior as provided in policy 4.406 - Use of the Internet.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school district technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School district technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school district technological resources for political purposes, sectarian religious purposes, or for commercial gain or profit is prohibited. Student personal use of school district technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school district business and is not otherwise prohibited by board policy or procedure.
2. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.
3. Under no circumstance may software purchased by the school district be copied for personal use.

4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Student Handbook.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy 5.500 - Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) and 6.304 - Student Discrimination/Harassment and Bullying/Intimidation when using school district technology.
6. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4.406 - Use of the Internet. In addition, school employees must not disclose on school district websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 6.600 - Student Records. Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
11. Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee. Users enrolled in classes that teach game design or theory may follow the curriculum of their respective courses to create games. Users enrolled in computer classes teaching network design or maintenance may, with the assistance of their instructor, create programs as required by the course curriculum.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
13. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official. Students must log off from any resource at the conclusion of the class period.
14. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
15. Employees shall not use passwords or user IDs for any data system for an unauthorized or improper purpose.
16. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
17. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.
18. Views may be expressed on the Internet or other technological resources as representing the view of the school district or part of the school district only with prior approval by the superintendent or designee.
19. Without permission by the board, users may not connect any personal technologies such as laptops and workstations, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, iPads, smartphones, PDAs, and printers is permitted but not supported by LCS technical staff. Student teachers and other district invited guests are allowed to use the LCS Guest network in support of their work inside LCS schools. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).
20. Users must back up locally stored (i.e., not stored on the district network and/or Google Drive) data and other important files regularly. It is the responsibility of the user to ensure that locally synced files are syncing properly. District IT staff will assist any user with synchronization issues.
21. Those who use district owned and maintained technologies to access the Internet at home are responsible for both the cost and configuration of such use.

22. Employees and students who are issued district owned and maintained equipment must also follow these guidelines:
- A. Keep the equipment secure and damage free. (Removed previous portion about backpacks)
 - B. Do not loan out the equipment, charger or cords.
 - C. Do not leave the equipment in your vehicle.
 - D. Do not leave the equipment unattended.
 - E. Do not eat or drink while using the equipment or have food or drinks in close proximity to the equipment.
 - F. Do not allow pets near the equipment.
 - G. Do not place the equipment on the floor or on a sitting area such as a chair or couch.
 - H. Do not leave the equipment near table or desk edges.
 - I. Do not stack objects on top of the equipment. K. Do not leave the equipment outside.
 - J. Do not use the equipment near water such as a pool.
 - K. Back up data and other important files regularly. LCS will at times perform maintenance on the equipment by imaging. All files not backed up to Google Drive will be deleted during this process.
 - L. Do not check the equipment as luggage at the airport. It is usually advisable to carry any district owned equipment on board with you rather than checking it as luggage.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school district personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 4.406 - Internet Safety Measures, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications accessed, downloaded, created or transmitted using school district technological resources or stored on services or hard drives of individual computers will be private. School district administrators or individuals

designated by the superintendent may review files, monitor all communication and intercept email messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School district personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

Under certain circumstances, the board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school district or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school district devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

2. Employees

Employees' personal websites are subject to policy 4.406, Employee Use of Internet.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school district may be terminated if the volunteer engages in inappropriate online interaction with students.

H. Cyberbullying

1. Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.
2. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

I. Usage of student images (photos and/or videos)

1. Lenoir City Schools encourages students to become active participants in their education. As a result, we may publish photos and/or videos of students on web resources controlled by the district, as well as print media such as district publications and programs. Note: the only way to opt out of the district using the student's image is to provide written notification to the principal at your child's school that you do not give consent for images of your child to be used in district resources and print media.
2. In the event a child is in state custody, form CS-0559, Item 8 must be checked off to allow usage. In addition, the form must be signed by the parents of the student, not their foster parents.

J. District provided email accounts and online storage

1. Lenoir City Schools has partnered with Google to provide email accounts and online file storage for all students. This service is in full compliance with the provisions of The Children's Online Privacy Protection Act (COPA). COPA applies to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. No personally identifiable information is revealed to users outside Lenoir City Schools. Student usage and disclosure of personally identifiable information is covered in other sections of this document.
2. Email provided to students by Lenoir City Schools is filtered, monitored, and archived. District personnel are able to see all messages sent to or from any student account, but will not examine messages unless directed to by a competent authority (Principal, Director of Schools, or Law Enforcement with proper documentation).

K. Professional Use of Social Media

1. LCS employees should treat professional social media and communication like a professional workplace. The same standards expected in LCS professional settings are expected on professional social media sites.
2. All district provided social media accounts will be associated with district provided and/or managed login credentials and privacy settings.
3. Employees using professional social media have no expectation of privacy with regard to their use of social media.
4. Employees are responsible for protecting confidential information. No personally identifiable student information may be posted on professional social media sites, including student photographs, without consent of the students' parents/guardians. Use of student images and/or information is addressed in Section H. Employees should carefully abide by the provisions of that section of this policy.
5. Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students. Employees are responsible for reporting use of social media not adhering to this agreement to building administration.
6. Employees are expected to use the TAP principle (Transparent, Accessible, Professional) in all social media usage.

L. Personal use of Social Media

1. The district recognizes that during non-work hours employees may participate in online social media, employees should keep in mind that information produced, shared and retrieved by them may be subject to district policies and is a reflection of the school community.
2. The personal social media presence should utilize the employee's personal email address and should be completely separate from any professional social media presence.
3. Employees should not use their LCS email address for personal social media accounts.
4. LCS employees should not communicate with students who are currently enrolled in LCS schools on personal social media sites with the exception of a relative. If employees receive a request from a current LCS student to connect or communicate through a personal social media site they should refuse the request.
5. Employees should not tag other district employees, district volunteers, vendors or contractors without prior permission of the individuals being tagged.
6. Employees should not use the district or school logo in any posting and should not conduct school business on personal sites without written permission from Lenoir City Schools.
7. Personal social media use has the potential to result in disruption in the workplace and can be in violation of district policy and law. In this event, administration may have an obligation to respond and take appropriate action, including but not limited to investigation and possible discipline.
8. Employees should not access their personal social media accounts during the workday.

M. DISCLAIMER

The board makes no warranties of any kind, whether express or implied, for the service it is providing. The board will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the school district's or the user's negligence, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e)

Commonly Used Tech @ LCHS

This is a fluid document that will change as teachers encounter technology that meets their classroom needs. Some products will be discontinued for newer products that are more effective. Here is a working list of technology apps and products that students will be using throughout their time at Lenoir City High School:

Adobe Suite	FlipGrid	PBS Kids	Tinkercad
Autodesk	Follett/Destiny Lib	Pearson Successnet	Twitter
Book Creator	Formative	Piktochart	Weebly/Wix
Breakout Edu	Goodreads	Pixlr	WeVideo
Canva	Google 2.0 products	Powerpoint (Microsoft products)	Wikipedia
Canvas	Grammarly	Powtoon	YouTube
Gale Cengage	Green Screen Do Ink	Prezi	multisim.com
Class Dojo	iMovie	Quizziz	plcfiddle.com
Classlink	iPad	Quizlet	Go Formative
Code.org	iReady products	Reading Plus	Delta Math
CommonLit	IXL products	Reflex Math	Mastery Connect
Common Sense	Kahoot!	Remind	Storyboard That
Desmos	Kami	Screencastify	DBQ
Discovery Ed	Kahn Academy	Seesaw	phet.colorado.edu
Dropbox	LearnZillion	Socrative	physicsclassroom.com
Duolingo	Moodle	Storybird	connected.mcgraw-hill.com
Easy Bib	Naviance	Survey Monkey	codap.concord.org
Edgenuity	Nearpod	Symbaloo	ptable.com
Edmodo	Newsela	TedEd	education.jlab.org
Edpuzzle	OverDrive (Sora)	ThingLink	Varsity Tutors
Padlet	CollegeBoard AP	Vocabulary.com	

Lenoir City Schools Chromebook Policy, Procedures and Information 2024-2025

Lenoir City Schools Chromebook 1:1 Program

The focus of the Chromebook program at Lenoir City Schools is to provide tools and resources for the 21st century learner. Excellence in education requires that technology is seamlessly integrated throughout the educational curricula. Increasing access to technology is essential to build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used at Lenoir City Schools considered by the administration to come under this policy.

Teachers may set additional requirements for use in their classroom.

Table of Contents

1. GENERAL INFORMATION

- 1.1 Receiving Your Chromebook
- 1.2 Chromebook Initial Student Cost
- 1.3 Transferring or Graduating from Lenoir City Schools
- 1.4 Chromebook Damage

2. TAKING CARE OF YOUR CHROMEBOOK

- 2.1 General Precautions
- 2.2 Carrying Chromebooks
- 2.3 Screen Care

3. USING YOUR CHROMEBOOK AT SCHOOL

- 3.1 Chromebooks Left at Home
- 3.2 Chromebook Undergoing Repair
- 3.3 Charging Your Chromebook Battery
- 3.4 Photo Library/Screensaver/Background Photos
- 3.5 Sound/Music/Games/Programs
- 3.6 Home Internet Access

4. MANAGING YOUR FILES

- 4.1 Saving to the Chromebook
- 4.2 Network Connectivity

5. SOFTWARE ON CHROMEBOOKS

- 5.1 Originally Installed Software
- 5.2 Additional Software
- 5.3 Inspection
- 5.4 Procedure for Reloading Software
- 5.5 Software Upgrades

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

- 6.1 Parent/Guardian Responsibilities
- 6.2 School Responsibilities are to
- 6.3 Students are responsible to
- 6.4 Student Activities Strictly Prohibited
- 6.5 Chromebook Care
- 6.6 Legal Property
- 6.7 Student Discipline

7. PROTECTING & STORING YOUR CHROMEBOOK

- 7.1 Chromebook Identification
- 7.2 Storing Your Chromebook
- 7.3 Chromebooks Left in Unsupervised Areas

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS**9. DIGITAL CITIZENSHIP****1. GENERAL INFORMATION****1.1 Receiving Your Chromebook**

- Chromebooks will be distributed each summer during the month of July to Kindergarten, 3rd, 6th and 9th grade students.
- New students will receive their Chromebooks during new student registration at their school. As part of the new student registration process students and parents will agree to all policies and procedures listed in the student handbook. Part of the student handbook will contain information regarding Chromebook usage.
- Parents of returning students will complete a returning student verification process through Skyward Family Access each year during the month of July. As part of this process, parents will agree to all policies and procedures listed in the student handbook, including Chromebook usage. .

1.2 Chromebook Warranty Cost

- Student Chromebook warranty will be \$35.00 per year.
- If the student is new to Lenoir City Schools or if they are in Kindergarten, 3rd, 6th or 9th grade the fee is payable when the computer is assigned to the student.
- Returning students will purchase their yearly Chromebook Warranty through the district's Online Payment Portal at the top of the district website.
- Students will be charged \$30.00 for each lost charger during the school year. Damaged chargers will be replaced, at no cost, as part of the insurance fee.
- The warranty will NOT cover repairs from issues resulting from:
 - Damage caused by use with a product not distributed by LCS.
 - Damage caused by water/liquid. Damage caused by abuse, misuse, flood, fire, earthquake, or other external cause.
 - Damage as a result of a pet.
 - Damage involving food, drink or other liquid on or near the laptop.

- ❑ Damage as a result of negligence (i.e. the laptop is placed in an unsafe location or position, misuse or laptop not handled properly, i.e. Drop Damage).
- ❑ Damage caused by service performed by anyone who is not a representative of LCS Technology Department.
- ❑ Damage to a part or product that has been modified to alter functionality or capability without the written permission of LCS.
- ❑ Damage that is cosmetic, including, but not limited to scratches, dents, and broken areas around ports, that does not otherwise affect functionality or materially impair your use.
- ❑ Loaning your laptop or charger to another student.
- ❑ Leaving the laptop or charger unattended.

1.3 Transferring or graduating from Lenoir City Schools

- If a student transfers out of the Lenoir City School District during the school year, the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will be returned at that time.
- Students who graduate early, withdraw, are expelled, or terminate enrollment at Lenoir City Schools for any other reason must return their individual school Chromebook, Chromebook charger, and any other peripheral devices/tools provided on the date of termination.
- If a student fails to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided at the end of the school year or upon termination of enrollment at Lenoir City Schools, that student will be subject to criminal prosecution or civil liability and district records will be withheld. The student will also pay the replacement cost of the Chromebook, Chromebook charger, and any other peripheral devices/tools provided. Failure to return the Chromebook, Chromebook charger, and any other peripheral devices/tools provided will result in a theft report being filed with the Lenoir City Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebook, consistent with the District's Chromebook Protection plan and must return the computer and accessories to Lenoir City Schools in good working condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4 Chromebook Damage

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must contact the school's help desk immediately.
- Any technical issue with the device must be brought to the attention of technology support staff immediately. This includes but is not limited to Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, etc...
- Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any intentional damage to the device will incur a cost.
- After two incidents of accidental damage, the student may lose the privilege of taking the device home. Intentional damage may also result in disciplinary action.
- All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Library Media Center / Help Desk for an evaluation of the equipment.

2.1 General Precautions

- The Chromebook is school property, and all users will follow this policy and the Lenoir City School District acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and Chromebook backpacks must remain free of any writing, drawing, stickers, or labels that are not the property of the Lenoir City School District.
- Chromebooks must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their Chromebooks' batteries charged for school each day.
- Chromebooks are very sensitive to extreme heat and extreme cold; therefore, leaving devices in cars, direct sunlight, etc... that may expose them to these conditions are potentially harmful to the device and should be avoided.
- Do not stack any books, heavy materials, etc... on top of the Chromebook as it could cause the device to break.

2.2 Carrying Chromebooks

The cases provided with Chromebooks will provide sufficient protection from normal wear and tear. Chromebooks should always remain in their protective case.

2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or antistatic cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc... as it will eventually break the screen.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebooks to all classes, unless specifically instructed not to do so by their teachers.

3.1 Chromebooks Left at Home

- If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebooks present.
- If students repeatedly (three or more times as determined by any staff member) leave their Chromebooks at home, they may be required to "check out" their Chromebooks. "Checking out" identifies that the students will only be able to utilize the Chromebooks during school hours. The Chromebooks will be "checked out" in the morning from the Library Media Center and returned at the end of the school day to the same location.
- After the first "check out" period, the Chromebook will be returned for student usage at home. If this incident occurs again, students may be referred to administration.
- If students leave their Chromebooks at home for two consecutive days, they will be required to bring in the device and have a mandatory inspection of said device.

3.2 Chromebook Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair at the Library Media Center. Please note that there may be a delay in getting a Chromebook should the school not have enough to distribute.
- Replacement Chromebooks will only be issued for use in school when all fines have been paid.

3.3 Charging Your Chromebook Battery

- Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening.
- In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class.

3.4 Photo Library/Screensaver/Background Photos

- Inappropriate media should not be on the device and may not be used as a screen saver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

3.5 Sound/Music/Games/Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

3.6 Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, and access educational content used in classes with the Chromebook successfully.
- The school district's internet filtration system will follow the students' Chromebook regardless of the network with which it is connected.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook

- Students may save work to their Google Docs (Drive) accounts (or other cloud based storage medium) via the Chromebook.
- Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that Chromebooks will NOT be backed up by the district in cases of resetting or reimaging.

- It is the student's responsibility to ensure that his/her work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

- The Lenoir City School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment can not be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

- The extensions/apps originally installed by Lenoir City Schools must remain on the Chromebook in usable condition and be easily accessible at all times.
- From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

5.2 Additional Software

- Students are allowed to load extra extensions/apps on their Chromebooks. Students are responsible for the web apps and extensions they install on their Chromebooks. Apps and other media must be appropriate per the school's acceptable use policy and code of conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official school approved email address.
- Any attempt to "jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any software that breaks the Responsible Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3.5 above. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

5.3 Inspection

- Students may be selected at random to provide their Chromebook for inspection.
- Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

5.4 Procedure for Re-loading Software

- If technical difficulties occur or illegal software are discovered, the Chromebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

5.5 Software Upgrades

- Upgrade versions of licensed software/apps may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.

- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- Ensure that siblings and other family members are not using the device for personal use.

The following resources will assist in promoting positive conversations between you and your children regarding digital citizenship as it relates to Internet safety, conduct, and Netiquette.

- ❖ NetSmartz: <http://www.netsmartz.org/Parents>
- ❖ CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>

6.2 School Responsibilities are to:

- Provide Internet and Online Course Materials access to its students.
- Provide Internet filtering and blocking of inappropriate materials as able.
- Chromebooks will be treated similar to the policy surrounding school lockers. The Lenoir City School District reserves the right to review, monitor, and restrict information stored on or transmitted via Lenoir City School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance of the acceptable use policy.

6.3 Students are responsible for:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to technology use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. Taking a proactive role to aid Lenoir City School District in the protection of our computer system/device by contacting an administrator about any security problems they may encounter.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Lenoir City School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.
- If a student should receive emails containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- Returning their Chromebook to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Lenoir City Schools for any other reason must return their individual school Chromebook and other peripherals on the date of termination.
- Monitoring all activity on their account(s). No right of privacy exists in the use of technological resources.

6.4 Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Lenoir City School District reserves the right to modify this list at any time.):

- Illegal installation or transmission of copyrighted materials
- Any action that violates an applicable existing or future Board policy and any applicable laws.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services EX: MSN Messenger, ICQ, etc.
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
- Spamming/Sending mass or inappropriate emails
- Using the Internet to access personal (non-school related) accounts i.e. non-school provided email accounts (yahoo, hotmail), facebook, other social media sites, etc.
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet/Email accounts for financial or commercial gain or for any illegal activity
- Sending anonymous or misleading communications for any inappropriate purpose via any means
- Students are not allowed to give out personal information, without the permission and supervision of their parents or a school staff member, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Lenoir City School District web filter through a web proxy

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers approved by the Lenoir City School District may be applied to the device.
- Chromebooks that malfunction or are damaged must be reported to the help desk. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Lenoir City Police Department (the police report must be submitted) and to school administration.

6.6 Legal Propriety

- Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- Plagiarism is a violation of the Lenoir City School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the policies, procedures, expectations outlined in this document, the student handbook or District policies, he/she will be disciplined in accordance with our discipline policy (outlined in the student handbook). See Section 9 below for more details.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Lenoir City School District label

7.2 Storing Your Chromebook

- To prevent damage, nothing should be placed on top of the Chromebook.
- Students are encouraged to take their Chromebooks home everyday after school, regardless of whether or not they are needed.
- If a student needs a secure place to store their Chromebook, they may check it in at the Library Media Center for storage.

7.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways.
- Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, in-school suspensions, and out-of-school suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Taking a Chromebook to the gym (unless directed by the teacher).
- Lack of adequate care for Chromebook, backpack, charger, etc.
- Adjusting settings on someone else's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under a personal Google account to download purchased apps for yourself or another student(s).
- Leaving my Chromebook at home.
- Lack of preparation for classes.
- Loaning of student devices to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

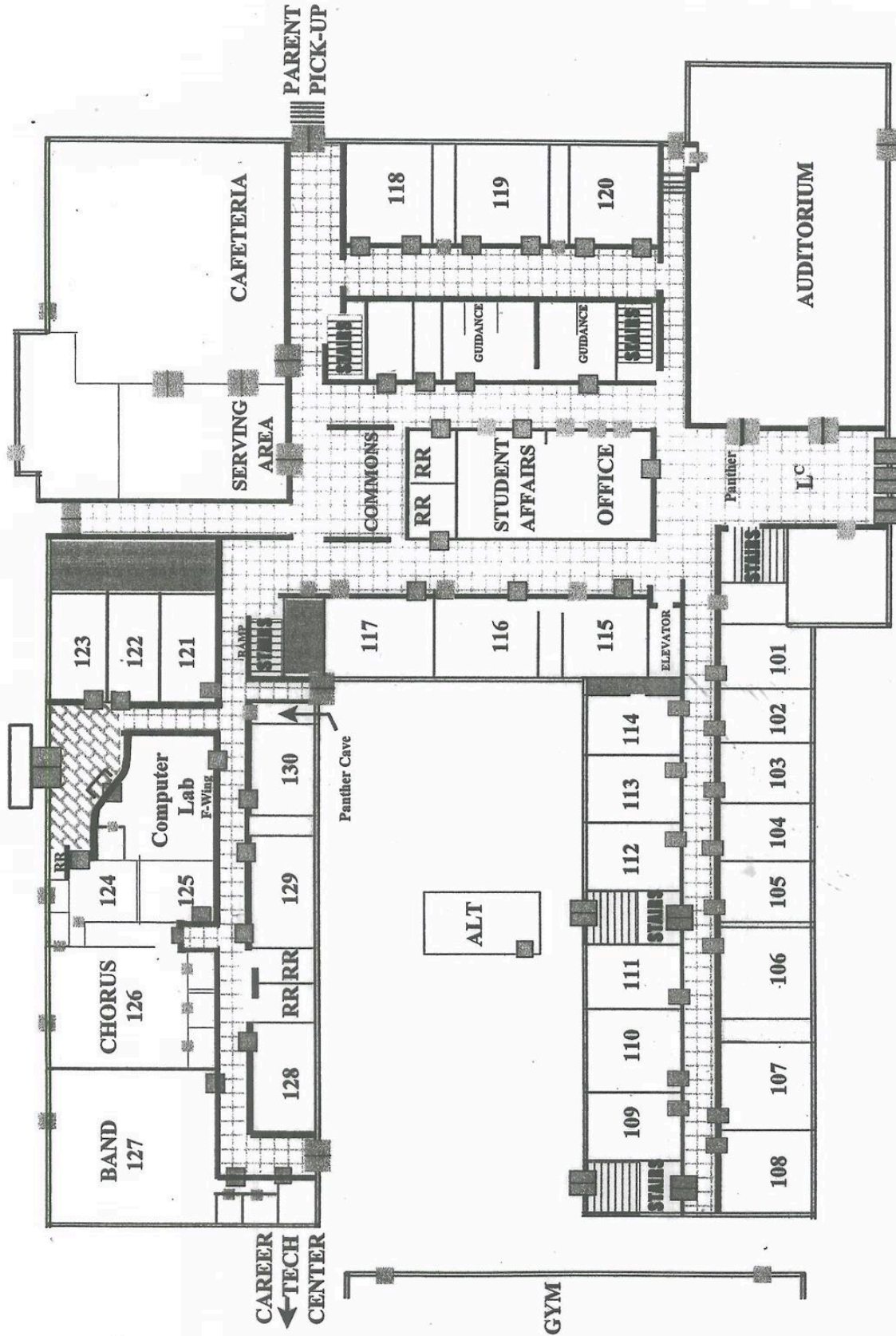
School issued Chromebooks should be used for educational purposes and students are to adhere to the Responsible Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

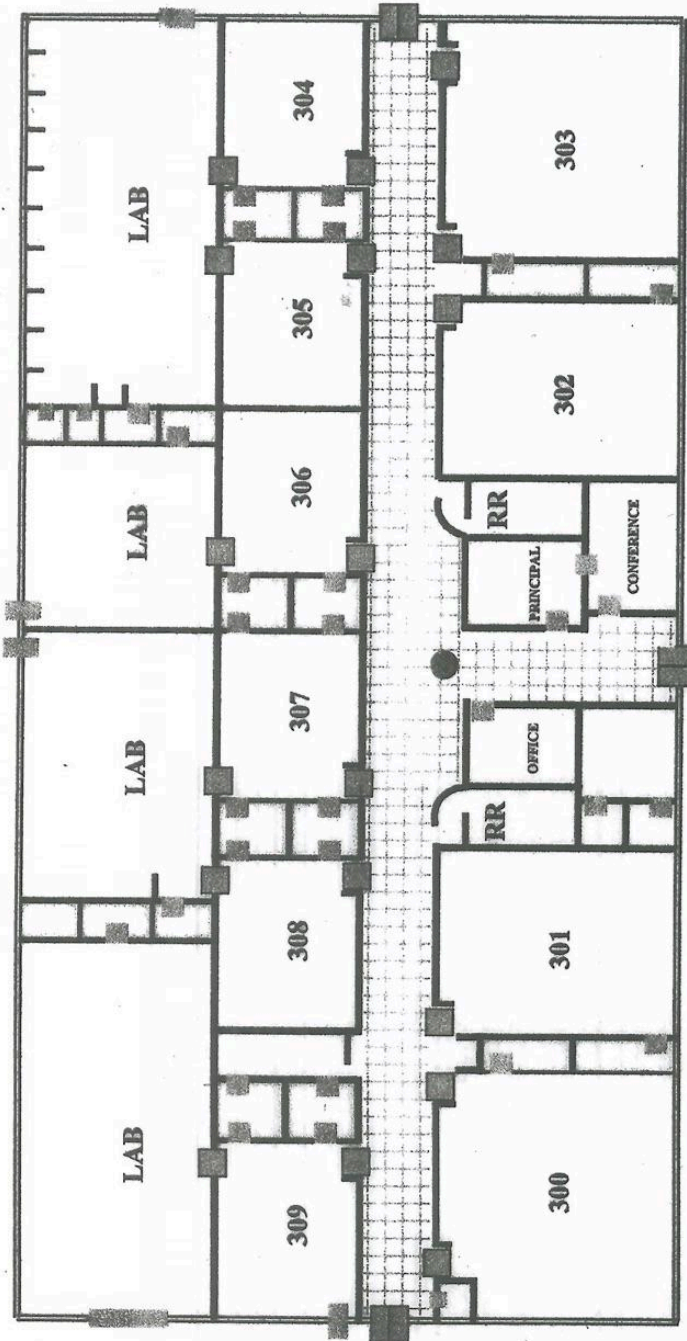
70
Class Schedule

FALL TERM					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Advisory					
4					
5					

SPRING TERM					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
Advisory					
4					
5					

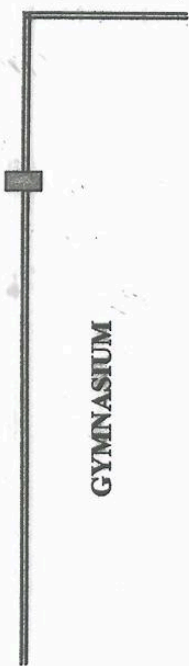


MAIN ENTRANCE
LENOIR CITY HIGH SCHOOL : BOTTOM LEVEL



MAIN ENTRANCE

LENOIR CITY HIGH SCHOOL : CAREER AND TECHNOLOGY CENTER



GYMNASIUM

