



**Roswell High  
School**

**2020-2021**

**Student Handbook**

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*Achieving Excellence,  
Honoring Traditions,  
Building Community*

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Roswell High School  
“Home of the Hornets”  
11595 King Road  
Roswell, Georgia 30075  
470-254-4500  
Fax 470-254-4509  
@RHSHighSch  
www.roswellhornets.org

The Student Handbook is *the* official statement of school policy and procedure by the Roswell High School Administration.

The Roswell Administration reserves the right to amend or change policies within this handbook. Every effort will be made to communicate changes to all stakeholders in a timely manner. School stakeholders are encouraged to regularly check the school’s website for the most up-to-date information.

Copias de este documento estarán disponibles en español. Si tiene alguna pregunta, comuníquese con el enlace en español para Roswell High, Esmer Johnson (johnsones@fultonschools.org) o por teléfono al 470-254-4500.



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## ***About Roswell High School***

School Office  
470-254-4500

Attendance Office  
470-254-4605

Counseling/Student Services Office  
470-254-4608

Roswell High School is one of 17 comprehensive high schools in the Fulton County Public School System. While the city of Roswell has grown enormously since the school began in 1949, many things have remained the same—strong community support, engaged parents, and a spirited student body.

Students support Habitat for Humanity, Race for the Cure, North Fulton Community Charities, and raised thousands of dollars for Leukemia research through Pennies for Patients. RHS also offers over 70 clubs for students to participate in including fencing, ultimate Frisbee, animal rescue, Beta, Interact, Key Club, various cultural organizations, and over 11 academic competitions.

The school year is divided into two 18-week semesters, the first ending in December and the second in May. Students take six classes each semester. Each semester course is awarded ½ credit with the exception of dual enrollment courses, which are awarded one credit per semester. Students have the option of completing course requirements virtually through Fulton Virtual School and/or Georgia Virtual School, either for first-time credit or for credit recovery.

### **Administration and Student Services**

- Principal – Dr. Robert Shaw
- Assistant Principals – Joshua Martin, Celeste Moore, Segena Ponder, Sal Zarzana
- Athletic Director – Ben Sutter
- Counselors – Judy Bissett, Lauren Butler, Malongo Mukenge, Drew Glover, Jennifer Miner, Yolandria Wyche
- Graduation Coach- Naomi Kirk
- Social Worker – Valerie Rogers

## *Who Does What at Roswell High School?*

Item	Name	eMail
Athletic Director	Ben Sutter	sutterb@fultonschools.org
Bi-Lingual Parent Liaison	Esmer Johnson	johnsones@fultonschools.org
	Claudia Gonzales	gonzalezc1@fultonschools.org
Principal's Secretary	Susan Murphy	murphyS@fultonschools.org
Student Transportation	Celeste Moore	moorecl@fultonschools.org
Athletic Transportation	Ty Phillips	phillipst@fultonschools.org
Attendance Clerk	Susan Arpin	
College Visitation/ School Visit Questions	Debra Carstens	carstens@fultonschools.org
Fees and Fines	Vrinda Mundkur	mundkur@fultonschools.org
Graduation Coach	Naomi Kirk	kirkn@fultonschools.org
Media Center	Sara Allegood	allegoods@fultonschools.org
Lockers	Celeste Moore	moorecl@fultonschools.org
Parking	Ben Sutter	sutterb@fultonschools.org
Lost and Found	Laura Routt	Routt@fultonschools.org
Cafeteria Manager	Sharon Jackson	jacksonSY@fultonschools.org
Medication and Student Health (Clinic)	Ann Goud, Elizabeth Egan	gouda, fultonschools.org; egane@fultonschools.org
Front Office Secretary	Karen Johnson	johnsonKO@fultonschools.org
Assistant Principal Clerical Support	Laura Routt	routt@fultonschools.org
504 Plans	Erika Zeidler	zeidlere@fultonschools.org
Special Education	Will Roney	roneyw@fultonschools.org
PTSA Co-Presidents	Julie Eck	president@rhsptsa.org
	Elaine Lee	
School Governance Council Chair		
Business Partnerships	Elaine Leisses	leisses@fultonschools.org
Brand Manager	Pam Nitzken	nitzken@fultonschools.org
Director of Communications	Betsy Rhame-Minor	minorBR@fultonschools.org
School Social Worker	Valerie Rogers	rogersV@fultonschools.org
Students Government/Prom/Homecoming	Lauren Butler	bulterL1@fultonschools.org
	Naomi Kirk	kirkn@fultonschools.org
Transcripts	Barb Townsend	townsendb@fultonschools.org
Student Records	Barb Townsend	townsendb@fultonschools.org
Withdrawals and Enrollments	Barb Townsend	townsendb@fultonschools.org

# *From the Principal...*

## *Welcome to the 2020-2021 School Year at Roswell!*

It is my privilege to serve the Roswell community as the principal of Roswell High School. Roswell High School faculty, staff, and students have a long and distinguished history of excellence in academics, athletics, and the fine arts.

Thank you for taking some time to read the 2020-2021 Student Handbook. The purpose of this guide is to provide you the information you need to have a great school year and get the most out of all that Roswell High School offers its students.

This year is going to be different as we start the school year in the midst of the COVID-19 pandemic. As such, the information in this book is likely to change. The school makes use of several ways to communicate any updates including our school website and official school social media including Facebook, Twitter, and Instagram. Please also make sure that you are receiving emails from Roswell High School.

Even though we will be starting the school year under very unusual circumstances, there is no doubt in my mind that we are still going to have a successful school year. I am very glad that you are going to be a part of it.

Again, thank you for taking the time to familiarize yourself with the contents of the Student Handbook. Please let me know if you have any questions or concerns and I wish you a very successful school year.

*Go Hornets*

*Robert*

Robert Shaw, Ed. D.  
Principal  
Roswell High School

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## ***Academics***

### **Grades and Evaluation**

Students will receive numeric grades on report cards for each course completed.

### **Grade Level Assignments**

Students will stay with their class for all school activities for their 9<sup>th</sup> grade year only. Assignments beyond the 9<sup>th</sup> grade year will be determined by the number of credits (units) the student earns. To be promoted to the next grade level, 9<sup>th</sup> graders must earn five credits, 10<sup>th</sup> graders must earn 11 credits, and students in the 11<sup>th</sup> grade must earn 17 credits.

### **Grading Scale**

Grade

A = 90 and above

B = 80-89

C = 70-79

F = 69 and below\*

\*By state rule, any grade below 70 is failing.

Advanced Placement, Honors, and Joint Enrollment courses carry a weighted grade of an additional 7 quality points which are added to the final semester averages. These additional quality points are often removed by colleges and state agencies when calculating GPA. Students and their parents should familiarize themselves with how colleges, scholarship committees, and government institutions calculate GAP's.

Senior class valedictorian and salutatorian will be chosen at the end of first semester. Eligible students must have been in attendance at RHS five consecutive semesters. Students will be identified to be an honor graduate at the end of the first semester of the senior year if their numeric average is an 88 or greater.

### **Progress Reports**

Interim reports will be issued every six weeks of each semester and will reflect the student's performance at those times. After the first six-week period of the school year, progress reports will be updated in Infinite Campus every six weeks. Students and parents are also encouraged to download the Infinite Campus application to their device to access "real-time" grade and attendance information. Parents should feel free to contact the school at any time during the semester. Administrators, counselors, and teachers stand ready to discuss student placement or performance.

### **Recovery Policy**

Opportunities designed to allow students to recover from a low or failing major assessment grade will be allowed when the overall grade falls below 70. Students attempting recovery will earn no more than 75% of the original max score. Prior to attempting recovery, student should have demonstrated legitimate effort in remediation (reviewing previous assessment with teacher, attending extra help sessions, etc.) Students should initiate the recovery process by indicating their desire to attempt recovery to the teacher within five days of the grade being posted in Infinite Campus. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

NOTE: Content course teams have the flexibility of implementing more liberal recovery policies providing all teachers on the team are consistent in their practice and the policy is shared with students and parents.

### **Semester System**

All schools in Fulton County operate on the semester system. Students take six classes each semester.

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## ***Attendance***

**Please note:** The ongoing COVID-19 pandemic may result in changes to District and school attendance policies. This information will be communicated through official school and District websites and social media channels.

Absence is one of the major causes of poor work and failure in school. It is the position of the administration and faculty that every class meeting is important. Anything less than perfect attendance will have a detrimental impact on the grade and learning for the semester. Studies show that frequent absence is a predictor of future dropouts. A note signed by the parent or legal guardian explaining the nature of the absence is required within five days of the student returning. Missing 30 minutes or more of a class period constitutes an absence (except for first period, 20 minutes is considered an absence).

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. When possible, parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this Protocol can be found on the district website.

### **A. Late Arrivals/Early Checkouts**

To be considered in attendance for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting this requirement will be considered absent for a school day.

A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school or late arrival at the time the student arrives at school.

A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

At Roswell High School, students who are tardy for 30 minutes or more are considered absent. Students who are 20 minutes late or more to the first period of the school day will be considered absent.

A student tardy may be classified as excused or unexcused based on the circumstances defined in this policy. Principals may develop additional guidelines concerning tardies in their buildings. Fifteen (15) unexcused tardies result in a referral to the school social worker.

#### B. Excused Absences

In accordance with State Board of Education Rule 160-5-1-.10, a student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.
8. Up to six (6) school days per year to visit with a parent or guardian who is on leave from, or is being deployed to, military service.

Additionally, the District allows excused absences for the following:

1. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
  - a. scholarship interviews/college visitations,
  - b. travel opportunity with educational benefits,
  - c. graduation or wedding of an immediate family member,
  - d. specialized, supplemental or extracurricular experience,
  - e. other circumstances that are mutually agreeable to the parent and principal,
2. Individual or groups of students may be absent from a segment or period of the instructional day for school-sponsored, non-instructional activities as defined in Policy IED – Uninterrupted Instructional Time.  
The principal shall ensure that an accurate record of all such absences is maintained.
3. School days missed as a result of an assigned out-of-school suspension /expulsion of 20 days or less.
4. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in this policy. The final decision to excuse such an absence rests with the principal.
5. Students participating in dual enrollment should not be counted as absent.

It is the responsibility of the student and/or parent/guardian to present a satisfactory written excuse to the principal or designee(s) within five (5) days of returning to school from an absence in order for the absence(s) to be recorded as excused. The excuse must state the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year will be required to provide additional written verification such as doctors' statements.

Students and parents are encouraged to download the Infinite Campus app to track attendance information in real-time.

### C. Absences Recorded as Present

1. Students serving as pages in the Georgia General Assembly shall be recorded as present.
2. Foster care students are students who are in a foster home or otherwise in the foster care system. A foster care student who attends court proceedings relating to the student's foster care should be recorded as present by the school and should not be counted as absent for any day or portion of day.

### D. Unexcused Absences

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. [Unexcused absences may result in disciplinary action. Please see Operating Guideline JD – Student Code of Conduct, Attendance Section and Rule 12: Unexcused Absences for additional information.]

### E. Make-up Work

1. Principals should ensure procedures are in place for the timely provision of make-up work.
2. Make-up work may be requested before, during or after the student's absence. However, availability of make-up work prior to an absence will be provided at the discretion of the teacher.
3. Textbooks and other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school.
4. Upon returning to school following an absence, it is a student's or parent/guardian's responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time.
5. School days missed as a result of an assigned out-of-school suspension/expulsion of 20 days or less are considered excused absences (see circumstance 3 under "Excused Absences" above). Therefore, students who are assigned a suspension/expulsion for twenty (20) school days or less who are not participating in the alternative education program are permitted to make up their work pursuant to the provisions of this policy.
6. Make-up work must be completed by the student within the time specified by the teacher. Work missed during the last week of the semester must be made up by the tenth school day of the next semester.
7. Grades for make-up work will be earned per the following:
  - a. Elementary students will receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is excused or unexcused.
  - b. Final course grades of middle and high school students shall not be penalized because of absences if the following conditions are met (1) the absence is for one of the reasons listed as excused previously; (2) a written excuse has been submitted in accordance with this Board policy; and (3) the make-up work has been completed satisfactorily within the time specified by the teacher.

### F. Parent Notification/Involvement

It is the responsibility of the classroom teacher to take attendance and notify the school administration of absences. Local school administrators shall establish effective means of communicating with parent(s)/guardian(s) about students regarding individual student attendance.

Each school is required to notify the parent, guardian or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice shall outline the penalty and

consequences of such absences and that each subsequent absence shall constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student the school shall send a written notice via first class mail.

If a student has ten (10) or more school days of unexcused absences in the current academic year or ten (10) or more unexcused absences in the previous academic year, his or her opportunity to receive or retain a driver's license will be impacted pursuant to O.C.G.A. 40-5-22.

The school principal or the principal's designee shall use his or her best efforts including first class mail to notify a student age 14 or older when the student has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of a driver's permit and licenses.

#### G. Recognition and Incentive Programs/ Attendance Awards

Each school may develop programs to encourage regular school attendance.  
Attendance Procedure

Any student who has been absent from school shall present a written excuse before school begins to the attendance clerk within five (5) days of returning to school. **Under no circumstances are attendance notes accepted after five (5) school days.** The excuse must state the reason for the absence, include a telephone number where the parent can be reached, and be signed by the student's parent or guardian. Students who have missed 10 days or more of school in a school year will be required to provide additional verification including doctors' statements.

#### **Student/Athlete Attendance:**

Athletes must be present one half of day (12:05 p.m.) on the day of any event for eligibility to practice or play in games.

#### **Prearranged Absences**

NOTE: A PREAPPROVED ABSENCE IS NOT NECESSARILY AN EXCUSED ABSENCE.

*Approved absences will be limited to six days for an entire school year.* However, preapproved absences will not be granted during the final two weeks of the semester. The final decision for approving an absence rests with the principal.

If it is known in advance that a student will be absent, a parent note should be submitted to the attendance office one week (5 school days) prior to the absence. If the prearranged absence is approved by the principal, the student will be given a form for each teacher to sign. This form must be returned to the attendance office prior to the absence.

**PREAPPROVED ABSENCES ARE NOT GRANTED AFTER THE DATE OF THE ABSENCE.**

#### **College Visitation**

11<sup>th</sup> and 12<sup>th</sup> graders (9<sup>th</sup> and 10<sup>th</sup> graders are not eligible) who are planning on attending college may take up to six college visitation days prior to May 1. No college visitation days will be granted during the final two weeks of the semester. A parent note must be turned into the Attendance office three days prior to the visit in order to receive a two- part college visit form. The student must complete and return the College Visit form to the attendance window one day prior to the visit. The student must return the

Confirmation of a College Visit form to the attendance window within five days of returning. Failure to complete proper paperwork, within the set time frame, will result in an unexcused absence.

Siblings and friends will not receive an excused absence to attend a college visit.

### **Extended Absences:**

Student work may be requested by calling the student services secretary when a student is absent four or more consecutive days. The parent will be able to pick up the missed work at the end of the day following the request.

### **Illness at School**

Students who do not attend class due to illness at school must report to the clinic immediately. Failure to do so constitutes a class cut.

### **Checking Out**

To arrange a checkout, the student must take a written request, signed by the parent/guardian, to the attendance office before school. The request should include the reason for the checkout, parent/guardian signature, and a telephone number for parent verification. The request will be verified, and the attendance clerk will issue a checkout pass to the student. When it is time for the student to leave, the student will show the teacher the checkout pass. The student must check in and out through the attendance office (not the clinic). Students who are leaving from the clinic are reminded that they must stop by the attendance office to sign out. If a student is checking in or out for a doctor's appointment, students must present a doctor's excuse within **5 days** of returning to school. **Attendance notes WILL NOT be accepted after 5 days.**

Failure to check in and out through the attendance office may result in disciplinary action.

Due to student safety concerns, a written note or a parent "walk-in" is the only accepted documentation for a student to check out of school. Early dismissals cannot be processed by telephone, email, or fax.

A reminder that all adults asking to check a student out of school must have a valid, government issued, picture identification. Any adult checking a student out of school must be previously identified on the school's Student Information System as an emergency contact.

***THERE ARE NO WALK-IN CHECK OUTS AFTER 3:00 P.M.***

### **Check-Out/Check-In Rules**

After the fifth check-in/check-out, from the attendance office or clinic, a doctor's note will be needed for an excused absence to be considered. Exceptions for serious medical problems will be handled on an individual basis. Checkouts during final exams will be only be allowed between the exams with parent pickup. Once on campus, students may not leave without checking out through the attendance office. (If students are not in school for the full day and come on campus for any reason, they must check in and out of school.) Students arriving on campus after 8:20 a.m. are required to check in at the attendance window.

### **Internship Program/ Work-Based Learning Dismissal**

Students on Internship/Work-Based learning programs must leave the campus upon dismissal from classes. Students who fail to abide by this rule will be given one warning. On the second offense, they may be assigned to a study period and will forfeit their early release.

### **Tardy to School**

Students tardy to school must report to the attendance office before going to current class. Students may not enter the classroom without a pass from an administrator or attendance clerk. Tardies to school will follow the discipline cycle for tardies to class with the addition of loss of parking privileges if a student exceeds seven tardies to school per year. Excessive tardies are considered by the administration to be failure to follow instructions to arrive at school/class on time.

### **Tardy to Class**

Students late to class are required to sign the teacher's tardy book. The following disciplinary consequences will result for tardies to class and unexcused check-ins to school:

- 1 to 3 tardies- Teacher warning/detention
- 4 to 6 tardies- Public detention
- 7 to 9 tardies- Friday School
- 10 or more- I.S.S.

Cumulative Tardies to All Classes

- 11 or more tardies – I.S.S

### **Truancy and Class Cuts**

Truancy, class cuts and leaving campus without permission are considered major violations.

### **Field Trips/School Activities/Athletic Checkouts**

In order to participate in a field trip, school activity, or athletic event, students must have a record of regular school attendance. Students with excessive absences or tardies (i.e. 5 or more absences/5 or more tardies per semester or major discipline issues/violation) may lose the opportunity to participate.

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### ***Athletics and other Extra-Curricular Activities***

All extra-curricular activities have the same behavior expectations, which are in effect during the regular school day for student spectators and participants. Students must be counted present in school on the day of the activity in order to participate in any practice and/or game. A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the county and school. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the student is our major consideration and transcends any other consideration. All students shall abide by a code of ethics which will earn them honor and respect that participation and competition in the interscholastic activity program affords. Any conduct which results in dishonor to the students, the team, the school, or the community will not be tolerated.

Students who participate in extra-curricular and athletic activities at Roswell High School are held to a higher standard of behavior as they represent Roswell High School, 24 hours a day. Roswell students should be familiar with the rules and policies outlined in Board Policy and the Student-Athlete Handbook.

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### ***Cell Phone/Electronic Devices***

Cell phone use must not disrupt the educational process or violate Board policies. Inappropriate cell phone usage will result in disciplinary consequences, including confiscation of cell phone by school administration. Students may use school telephones with permission from school personnel. Cell phones, headphones, earbuds, and electronic devices must be turned off and not visible during safety drills.

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### ***Daily Schedule/Bell Schedule***

Roswell High School operates on a six-period day. Fourth period is extended to provide for lunch and a study hall period. On assigned days, students may have a “hour lunch” so teachers will have time to plan and meet.

Students are reminded that they can only go to the cafeteria and/or the media center during lunch. Students are not allowed to go anywhere else on campus unless they have the permission of a teacher. Seniors are allowed to eat in the outdoor pavilion, weather permitting.

<b>1st</b>	<b>8:20 – 9:21</b> (61 min)
<b>2nd</b>	<b>9:26 – 10:23</b> (57 min)
<b>3rd</b>	<b>10:28 – 11:25</b> (57 min)
<b>4th</b>	<b>11:30 – 1:26</b> (116 min)  A lunch 11:30 – 11:55 B lunch 12:00 – 12:25 C lunch 12:30 – 12:55 D lunch 1:00 – 1:26
<b>5th</b>	<b>1:31 – 2:28</b> (57 min)
<b>6th</b>	<b>2:33 – 3:30</b> (57 min)

<b>4<sup>th</sup> Period</b>	
<b><u>A lunch: Science, World Languages</u></b>	
A lunch	11:30 – 11:55
Study Hall	12:00 – 12:25
Class	12:30 – 1:26 (56 min)
<b><u>B lunch: Math, Career Tech</u></b>	
Study Hall	11:30 – 11:55
B lunch	12:00 – 12:25
Class	12:30 – 1:26 (56 min)
<b><u>C lunch: PE, Social Studies, CBI</u></b>	
Class	11:30 – 12:25 (55 min)
C lunch	12:30 – 12:55
Study Hall	1:00 – 1:26
<b><u>D lunch: English, Fine Arts</u></b>	
Class	11:30 – 12:25 (55 min)
Study Hall	12:30 – 12:55
D lunch	1:00 – 1:26

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## ***Dances***

Dance chaperones must be teachers. The school is not responsible for lost articles. Students leaving a dance before it is over may not return. Please remember that all school rules apply to dances and after school student events. The possession, use, sale, or distribution of drugs and alcohol at a dance will also be referred to local law enforcement.

Students who wish to bring a student to a dance or Prom to a dance must obtain permission in advance. The forms are available in the AP Office and require the signature of an administrator at the school where the guest student currently attends.

People aged 21 or over are not allowed to attend school dances or the Prom.

Students will not be admitted to prom after 10:00 p.m.

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## ***Discipline Policies***

Students are expected to review the *2020-2021 Student Code of Conduct*, which is available on the District's website ([www.fultonschools.org](http://www.fultonschools.org)) and the school's website ([www.roswellhornets.org](http://www.roswellhornets.org)). A lot of discipline information contained in the Student Code of Conduct is not repeated here due to space considerations.

Certain forms of student misconduct or disobedience of classroom rules, school rules, or Board policy make it necessary for disciplinary action to be taken. This misbehavior may occur either at school or at school-sponsored activities. The goal of disciplinary consequences is to change student behavior.

### **General Rules**

- Students should not leave class for any reason without a pass from the teacher.
- Students are not permitted to sit in parked cars before or during school hours, including lunch. Students must have a written pass to return to their cars during the school day.
- Students who have been assigned I.S.S. or O.S.S. offenses will be restricted from representing the school in extracurricular activities on the day(s) of suspension.
- Students are financially responsible for the damage or loss of their books
- Roswell High is a closed campus. Upon arrival on campus students shall not leave the campus for any reason without staff approval. Leaving campus without administration approval will result in disciplinary action. Students arriving via Fulton County buses may not leave campus.
- All visitors must park in the visitors parking lot, report to the main office, sign in with proof of identification and obtain a visitor's badge.
- During a fire drill, students are to follow the direction of their teacher and stay in a group. Students are not to stand in the driveways since this may hamper emergency vehicles.
- Students are not to visit any other schools during the school day or on a teacher workday.
- Students running for leadership positions must have a 75 numeric average or better and no more than one F.O.S., I.S.S., or O.S.S. during the previous twelve months. Student club sponsors will monitor and request student's conduct record be verified by the assistant principal.
- Students are expected to adhere to individual classroom rules.
- Usage of electronic devices which disrupts the educational process is prohibited
- Any items that do not serve an educational purpose, such as laser pens, chains, pins, skateboards, etc. are not permitted
- Public display of affection is in poor taste and shows disrespect for others. Students will refrain from such behavior on school property
- Sports equipment should be stored during the school day in cages, lockers, etc.
- Food and drinks brought to school in the mornings MUST be consumed before entering the building, and trash must be deposited in a trash can. No food or drinks are to be taken from the cafeteria for any reason during lunchtime. Students may not sit in the main hallways or the main gym lobby
- Behavior which disrupts the educational process is not tolerated.
- Violations of the RHS Honor Code will be dealt with as Academic Dishonesty.
- Students involved in serious disruptive behavior may be suspended out of school up to 10 days.
- The following violations may result in out-of-school suspension for the first offense: fighting, refusal to follow directions, obscene language toward school personnel, vandalism, extortion, possession of dangerous tools, promiscuous or immoral acts, acts of bigotry, sexual harassment, providing false information, and technology tampering.
- Written permission is required for use of Roswell High School's facilities and athletic fields. Students are not allowed on campus after 4:00 p.m. unless supervised by a school employee.
- Students and parents are responsible for obtaining and becoming familiar with the *2020-2021 Fulton County Schools Student Code of Conduct*. This information is available on the District and school's website.
- Students must not be in school gyms or athletic facilities before or after schools without being supervised by a District employee.

### **Lunch Time Rules**

- Eating is allowed only in the cafeteria. Seniors may eat in the stadium pavilion.
  - Special circumstances may be approved by the administration.
- Students must be seated in the cafeteria.

- Students are not permitted in the main hallway or gym lobby.
- Students may not congregate so as to block doorways or exits.
- Students must remain in areas supervised by school employees.
  - Those in unauthorized areas may receive a disciplinary consequence.
- The administration reserves the right to prohibit any activity it deems disruptive.
- Students must have a signed pass to be in academic hallways during lunch.
- No Food Drop Offs via parent, Uber or any other delivery method
- Students may be assigned discipline consequences if they meet a parent or friend outside of the building to pick up items. This creates a school safety concern.

While there are no appeal rights guaranteed by law for students on short term suspension (10 days OSS or less), the parent/guardian may call the principal to discuss their child's discipline.

#### *Public Detention*

For some attendance and behavior infractions, students may be assigned detention. It will be held Monday-Friday from 3:45–4:45. A student will be given a 24-hour notice prior to serving. Changes to assigned detention must be made prior to the day of detention with the appropriate assistant principal. Assignment to detention cannot be appealed beyond assigned assistant principal. Due to District policy, students attending Public Detention are not allowed to ride the Sweep Bus. Students must make their own arrangements for transportation.

#### *Friday Opportunity School (F.O.S.)*

F.O.S. is an extended detention. Students are encouraged to bring and do academic work during F.O.S. Friday School begins promptly at 3:45 p.m. and ends at 6:45 p.m. Students arriving late will not be admitted. Students should wait at the bus entrance. Failure to fulfill this obligation may result in O.S.S. Appeals must be presented in writing to principal. The Sweep Bus does not run on Friday afternoon and students are responsible for arranging their own transportation.

#### *In-School Suspension (I.S.S.)*

For some attendance and behavior infractions, students will be isolated with an I.S.S. supervisor during the school day. A student assigned to I.S.S. will report to the designated area immediately upon arriving at school. Students assigned I.S.S. should not be in the building unsupervised for any reason during their period of suspension. Teacher assigned work will be provided. The student must cooperate with the I.S.S. supervisor or face O.S.S.

#### *Out-of-School Suspensions (O.S.S.)*

For some violations of the student Code of Conduct a student may have his privilege to attend school suspended. (This ranges from one to 10 days.) Students suspended out of school must not be on school property for any reason at any time, including extracurricular social activities, practices and/or sporting events. OSS is considered an excused absence.

#### *Assignments for Suspended Students*

Students suspended out of school for more than three days have the opportunity to obtain assignments by contacting the teacher to receive assignments. While the administration will contact the teachers of

suspended students, students are encouraged to reach out to their teachers and check their teachers online class information.

### *Disciplinary Hearing*

Some infractions will result in referral to Tribunal, e.g. sale or transfer of drugs/alcohol, arson, bomb threats, possession of deadly weapon, assault of battery of school employee, as well as being a habitual violator of school rules and regulations.

### **Electronic Devices**

Roswell High School believes technology is an integral part of education in the 21st century and technology will be utilized and integrated throughout the curriculum. Therefore, students may bring electronic notebooks, iPads, laptops, cell phones, or any other personal electronic device provided the expectations set forth by Roswell High School are met. Please read the following carefully. Violations of the *Acceptable Use Guidelines* may cause a student's access privileges to be revoked, disciplinary action, and/or appropriate legal action may be taken.

### **Fulton County Policy IFBGA**

The school system maintains an electronic network (EN) that includes local and wide-area networks as well as access to world-wide networks such as the Internet. Access to the EN, as well as the hardware and software that support access, are the property of the school system, and shall be used solely in support of the school system's instructional and administrative programs. Use of this property is a privilege that may be discontinued at any time. The existing EN is exclusively intended for employees, students and guests using FCS-IT approved.

All use of the EN should be consistent with the school system's goal to promote educational excellence. The EN should be used only in a responsible, ethical and lawful manner in ways that contribute to communication, collaboration, creativity, and critical thinking. Any unauthorized use of the EN or any failure to comply with the local and system-wide provisions relating to use of the EN will be grounds for disciplinary and/or legal action. School principals and department heads shall be responsible for monitoring all use of the EN at their facilities. Student access to the EN shall be under the supervision of a teacher or other appropriate staff member. There is currently no charge for access to the EN when used in accordance with Board policy and procedures.

#### Internet Safety:

(a) The Superintendent shall, with respect to any computers belonging to the school system and having access to the Internet:

1. ensure that a qualifying "technology protection measure," as that term is defined in section 1703(b)(1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
2. institute, maintain and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.
3. Insure that measures are in place to support order FCC 11-125 which requires that a school's Internet safety policy provide for the education of minors about appropriate online behavior, including

interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms and cyber bullying awareness and response.

(b) The Superintendent shall, with respect to access to the Internet by or through computers, networks or other devices belonging to the school system, institute, maintain and enforce procedures or guidelines which:

1. provide for monitoring a school's Internet safety policy to ensure it provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms and cyber bullying awareness and response.
2. provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
3. are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
4. are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
5. are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
6. are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.

While this Act specifically references minors, the protections listed above should apply to all users of the school system network.

Acceptable Use Agreement for use of Fulton County Schools Electronic Networks and Computers

Regardless of the access provided, all users of Fulton County Schools' electronic networks and computers must complete an Acceptable Use Agreement prior to use of the school's electronic networks and computers each school year. This includes, but is not limited to teachers, administrators, paraprofessionals, clerical staff, maintenance and facilities staff, technology staff, vendors, students, parents and volunteers.

#### *Fulton County Policy IFBGB (3)*

The Internet is the collective name for thousands of computers worldwide, which are connected through phone networks. The computers communicate with the same protocol and have an established Internet address. It is similar to a library of books, written in the same language and having a call number.

However, one difference between the Internet and the Information Technology Center is that our books are acquired according to School Board approved guidelines. Selection of Internet resources, on the other hand, is decided by the end user. The user carries the responsibility of selecting appropriate items to view. This policy describes user behavior and identifies what actions are prohibited.

#### **Services**

Student access to the Internet will only be provided through the Fulton County Schools local/wide area network and the school's Internet provider.

Access to the school Local Area Network (LAN) is a privilege available to all students; however, the account access may be disabled if student use is inappropriate.

*Terms and Conditions for Local/Wide Area Network and Internet Access*

The Internet user is held responsible for his/her actions and activity within his/her usage. Fulton County Schools is not accountable for any costs incurred to the user while online. Unacceptable uses of the local/wide area network will result in disciplinary action. Examples of unacceptable use:

Accessing, creating, download or displaying, offensive or obscene messages or pictures

1. Use obscene or defamatory language
2. Participation in unauthorized Internet "chat" rooms
3. Installation, download or play games or programs of any kind without permission of school personnel
4. Give out personal information about themselves or another student such as their name, address, phone number or location harassing, insulting,
5. defaming or attacking others
6. Damage computers altering computer systems or computer networks
7. Violate copyright laws, such as illegally installing or copying of software
8. Attempting to obtain or use another person's password
9. Trespassing in another's folders, work or files, vandalizing the data of another user
10. Posting anonymous messages or attributing one's communications to another individual
11. Posting anything rude, offensive, or threatening
12. Sending or forwarding images and information that might embarrass, hurt, or harass someone
13. Taking anyone's personal information and using it to damage his or her reputation
14. Intentional waste limited resources such as paper, data storage space, time online
15. Employment of the network for financial gain
16. Neglecting to log out all programs and the network when users leave the computer station
17. Gaining unauthorized access to resources

Consequences:

These offenses will fall under technology offenses in the *Code of Conduct*. In the least, the offenses above could result in the student being denied access to the network for a specific period of time. The overall goal of this discipline is to make the student a responsible, considerate and ethical user of online resources.

Restrictions:

Parent(s) and Guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Fulton County Schools supports and respects each family's values regarding LAN and Internet access.

Conditions of Use and Account Management:

Students who access the LAN automatically agree, through a statement on the computer screen, to abide by the restrictions outlined in Fulton County Schools policy for acceptable use. The specific conditions and services being offered may change from time to time. Each student will receive education about

appropriate online behavior, including interacting with other individuals on social networking websites, blogs, wikis, discussion boards and in chat rooms, and cyber bullying awareness and response.

Fulton County Schools makes no warranties with respect to Internet service or content. Parents and students should be aware that Fulton County Schools does not have control of the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available.

Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. All Fulton County Schools students will be assigned their own network account name with password. Passwords should not be given out to anybody. With this account, students will have their own folder on the school's server to store their work. Fulton County Schools utilizes filtering software to block access to undesirable web sites.

### **Safety Issue**

Students should follow the guidelines below when performing Internet searches.

- Any on-line communication should always be at the direction and with the supervision of a teacher.
- Never provide last name, address, telephone number, or school name online.
- Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never send a photo of yourself or anyone else.
- Never arrange a face-to-face meeting with someone you met on-line.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

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### ***Dress Code***

*Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress; shoelessness; "short-short" clothing; bare midriffs; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.*

*Roswell High School students are expected to dress and be groomed to reflect neatness, cleanliness, and good state. Student dress code should not distract or cause disruption in the educational program or orderly operation of the school.*

*-Fulton County School District Student Code of Conduct*

Roswell High students are expected to dress and be groomed to reflect neatness, cleanliness, and good taste. Students' dress should not distract from or cause disruption in the educational program or orderly operation of the school.

The administration reserves the right to make any amendments in the best interest of the students or the educational process. The administration will be responsible for determining dress code violations.

The following items are dress violations and are not appealable:

1. Clothing that contains inappropriate language; advertisements about drugs, alcohol, tobacco, or sex suggestive words, lettering, or pictures glorifying death, violence, or anything offensive to our diverse population for political, religious, or humane reasons
2. Shirts or dresses that do not cover the waist, back and chest
3. Sleeves must completely cover undergarments and be at least one inch thick. Off the shoulder tops are permitted as long as undergarments are not visible.
4. Undergarments should not be exposed. Bralettes are permissible provided that it remains school appropriate.
5. Skirts, dresses, or shorts with hems deemed too short by school personnel. The length of the shorts must be within the bounds of decency and in good taste as determined by the school administration. Shorts and skirts must be long enough to extend past your shirt. Ripped jeans are permissible if no holes are above the middle thigh.
6. Transparent or mesh clothing without an appropriate, non-skin colored item underneath
7. Sagging, bagging, and dragging trousers (Trousers and shorts must sit on the waist.)
8. Pajamas and slippers
9. Trench coats
10. Wallet chains or other types of chains that may be dangerous or disruptive
11. Hats, caps, do-rags, hoods, bandanas, combs, and pics (Hats should be stored in lockers or book bags and not carried by a student throughout the day.) RHS spirit hats with school colors or logos may be worn on designated spirit days.
12. In alignment with District and government guidelines, students are strongly encouraged to wear face coverings designed to protect from transmission of infectious diseases.

#### Discipline Steps for Dress Code

- A dress code offense will be considered a disregard for school policy and be handled according to the Fulton County discipline cycle.
- First offense-student warning and opportunity to change clothes. Inability or refusal to change will result in "time out" spent in ISS. Repeated and/or flagrant violations may result in Friday School or I.S.S.

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### ***Driver's License/Certificate of Enrollment***

In order to apply for a driver's license or learning permit, a student must obtain a Certificate of Enrollment from the attendance office. Certificates of Enrollment must be requested 48 hours prior to

pick-up and the document is only good for 30 days. The cost is \$1.00 to be paid at the time of request. For more information about obtaining a Class “D” Driver’s License in Georgia, please visit the Georgia Department of Driver Services website at [dds.georgia.gov](http://dds.georgia.gov).

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## ***Exam Exemption Policy***

**Note:** *Due to the COVID-19 pandemic, school attendance incentives will not be used at Roswell High School during the first semester of the 2020-2021 school year. The information below is included if the Exam Exemption policy is in place for the second semester.*

Student attendance is the determining factor for eligibility to participate in exam exemptions at Roswell High School.

**Please note that the ability to exempt an exam is an earned privilege.**

Exam Exemptions will no longer be determined by period. To be eligible for an exemption, the student must not have been absent from school, or signed out early, a combined total of more than five (5) times during the semester, regardless of the class period.

Of the five (5) absences, one can be considered “unexcused” to be eligible to exempt.

In addition, a student who wishes to exempt may have no ISS/OSS, no more than 2 Friday Schools, and no academic dishonesty violations.

Students may exempt the following number of final exams each semester:

9 <sup>th</sup> grade	1 exam
10 <sup>th</sup> grade	2 exams
11 <sup>th</sup> grade	3 exams
12 <sup>th</sup> grade	4 exams

Tardies to school will be counted against exam exemptions as follows:

Four Tardies to First Period = Absence

For first period, a tardy of 20 minutes or more is considered an absence

In instances where a student feels he/she should be allowed to exempt when the above conditions have not been met, an appeal may be made to the grade level administrator. The decision of the administrator is final.

Please make sure attendance notes are submitted to the attendance office within five (5) days of returning to school. Parent notes should include the reason for the absence and a telephone number

Pre-approved college visits (up to 6 per school year) for 11<sup>th</sup> and 12 grade students will not impact exemption eligibility. Requests for college visits and other pre-approved absences must be submitted a week (5 school days) in advance. While observance of a religious holiday will not impact exemption eligibility, a parent note is required for the absence to be considered excused.

Absences due to school sponsored field trips and athletic events for which the student is a member of the participating team will not be counted against exam exemptions.

Additionally, the District allows excused absences for the following:

1. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
    - a. scholarship interviews/college visitations,
    - b. travel opportunity with educational benefits,
    - c. graduation or wedding of an immediate family member,
    - d. specialized, supplemental or extracurricular experience,
    - e. other circumstances that are mutually agreeable to the parent and principal,
- *A pre-approval does not mean that the absence will not count against exam exemptions.*
  - *A pre-approved absence is not necessarily an excused absence.*
  - *Exam exemption is not an option for EOC courses and TAG Internships for Fall semester. Students in AP courses may exempt the final assessment administered during the final exam window in May.*

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### ***Fire/Safety/Emergency Drills***

Evacuation routes are posted in each classroom. Students should remain with their class and follow instructions from the teacher at all times. All belongings should be left in the classrooms during a fire drill/evacuation, but all belongings should be taken during a bomb threat/evacuation. Students should exit the building in an orderly, quiet manner, report to their designated zone, and remain clear of the building until the signal is given to return to class. *Headphones and electronic devices are not allowed to be used during any emergency drills.*

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### ***General Procedures for Media Center***

The Roswell High School Media Center is open each school day at 8:00 am.

**Passes:** Each student visiting the media center during class time must have a pass from his or her teacher.

**Printing:** Students will be charged 10 cents per page for black and white printing and 25 cents (minimum) per page for color. Multiple copies of the same black and white document will cost 20 cents per page.

**Computer Use:** The use of any computer is a privilege that may be revoked at any time for abusive conduct; the expectation is that all computer use will be related to schoolwork. Personal e-mail, games, chat on networking sites, or similar non-academic activities will not be permitted. Home access passwords for the subscription research databases for Fulton County Schools and Roswell High School are available at the Media Center circulation desk. **Fines:** A student may borrow up to four books at a time. Non-reference books are checked out for two weeks, while reference books may be checked out from the end of one school day to the beginning of the next. Fines are charged when a book is returned past the due date; these are assessed at 10 cents per day for non-reference and \$1.00 per day for reference.

*Surface Tablets:* If you are having an issue with your Surface Tablet support, including the *iHornet* Student Technology team, is available in the media center. Please obtain a pass from your teacher before going to the media center. If your device cannot be repaired, it will be replaced.

Home access passwords for the subscription research databases for Fulton County Schools and Roswell High School are available at the Media Center circulation desk.

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## ***Honor Code***

Adhering to high standards of integrity, Roswell considers academic misconduct to be any act that can give unfair academic advantage to a student, a student's grades, or a student's records. Such acts also include lying, stealing, and cheating. Cheating is any dishonesty, written or verbal, tacit or implied. This includes any collusion, sabotage, falsification, or involvement in giving or receiving unauthorized help.

In an effort to make students and parents aware of Roswell's expectations with regard to academic integrity, the following specific acts are considered infractions of academic honesty. Please keep in mind that acts of academic dishonesty are not limited to the list below:

### **Academic Fraud**

- Submitting work from a previous class in a current class (old essays, old lab reports, old projects, old notebooks, past tests, etc.).
- The definition of plagiarism from *dictionary.com* is as follows: "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author"
- Using any graded material (notebooks, tests, essays, lab reports, homework, or other graded assignments from another student, previous or current) without teacher's permission and direction.
- Manufacturing or creating data or sources.
- Discussion of the content of tests or evaluations to other students outside of class or between classes until every student has been tested. This includes sending or posting images of any test or assessment.

### **Sanctions**

- A. On major assignments, which are defined by the teacher, the student will receive a zero.
- B. On minor assignments, which are defined by the teacher as well, a student may receive a zero on the assignment, may have a chance to resubmit the assignment without penalty, or a chance to resubmit the assignment with a penalty, which will also be determined by the teacher.
- C. The assistant principal will document the Honor Code Violation in Infinite Campus as an academic offense on the discipline record.
- D. One or more of the following sanctions *may* be facilitated by the assistant principal if applicable:
  - Ineligibility for school awards/scholarships/ leadership positions for the academic year
  - Demotion from positions held in clubs, organizations, including athletics
  - Suspension and/or removal from clubs and activities as outlined in either national or local school constitutional by-laws or guidelines, including athletics. Many national

honor organizations have consequences outlined in their Charters and the local school administration will not contradict those Charters.

- Members of competitive organizations may be suspended from 10% of the in-season contests.
- As with all discipline consequences, these consequences may be adjusted based on the discretion of the Principal.
- Teachers do have the option of addressing academic dishonesty issues within their classroom discipline procedures. It is important that teachers are consistent in assigning discipline for academic dishonesty. However, the administration may intervene in the assignment of discipline consequences

Roswell teachers are asked to have all students write the following on all formative and summative assessments (or whenever else the teacher feels it is appropriate):

**“I have neither accepted nor provided any unauthorized assistance on this assignment.”**

When students are aware of an Honor Code violation, they should report the violation to a teacher or an administrator.

Based on the severity of the incident, teachers may elect to deal with Honor Code infractions regarding homework, class assignments, and quizzes while administrators will meet with student, parent(s), and teacher to deal with infractions regarding tests, research and major papers, etc.

### *Remote Learning*

In a remote learning environment, academic dishonesty on a major assignment will be reported to the grade level administrator. The administrator will contact the student to follow due-process requirements and document it in the student information system as appropriate. The student will then be given the opportunity to re-do the assignment for full credit.

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## ***Lockers***

Hall lockers are issued through homerooms. Locker rental is \$15.00 per year. Only one student is assigned per locker. The student to whom the locker is assigned is responsible for the content and security of the locker.

Sharing of lockers is not allowed. Any loss of property as a result of sharing lockers will be the responsibility of the student. The school bears no responsibility for students' personal items. Note: Searches of specific lockers or locker areas may be conducted by school personnel at any time to protect the safety and welfare of the student body and staff. Physical education lockers are issued by the P.E. teachers each semester. The rental is \$5.00 per semester. Students must exercise due diligence in securing their items by locking their personal property in an approved locker.

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## ***Morning Announcements/Pledge of Allegiance/Moment of Silence***

At Roswell High School, most school days starts with the Morning Announcements at 8:20 a.m. Students are expected to remain quiet and listen to the announcements.

Georgia Law § 20-2-1050 requires that Georgia Public Schools conduct a Moment of Silence every morning. Per State Law, students shall remain quiet for no more than 60 seconds. Georgia Law § 20-2-310 requires that each Board of Education develops a policy to allow students to say the Pledge of Allegiance. While students are not required to participate in the Pledge, they are expected to remain silent so as to not interrupt students or adults who do wish to recite the Pledge. Students and adults in the hallway during the Pledge and the Moment of Silence are asked to stop moving and remain quiet.

On most Fridays during the school year, the announcements are delivered via *The Buzz*, an online news program developed by the students in the Roswell High School Video Production program. Teachers are encouraged to present *The Buzz* first thing in the morning, but teachers have the discretion to delay or postpone the presentation of *The Buzz*.

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## ***Parking***

Parking at Roswell is a privilege. It is the sole responsibility of the student-driver (not the parent) to be aware of the rules, regulations, and penalties regarding the privilege of parking on campus. The revocation of parking privileges may not include a “warning” based on the severity of the violation. The information contained in this handbook and in the parking application paperwork should be considered a “warning.”

The parking permit issue is non-transferable and may not be sold or given to anyone else. If this is done, this agreement will be considered null and void and that the student will be subject to disciplinary action.

Roswell High School and/or Fulton County Board of Education assume no responsibility for theft, damage, or loss of contents for any vehicle parked on its property.

Students transporting other students off campus during the school day without expressed written permission from administration will be subject to disciplinary consequences that may include immediate surrender of their parking permit.

Students using their vehicles to leave campus without permission will be subject to disciplinary consequences that will include immediate surrender of their parking permit.

***After a parking permit has been issued; there will be no refund of fees.***

No unsafe or reckless driving will be tolerated. Students are expected to comply with all State of Georgia traffic and road safety rules; students’ failure to comply will be subject to disciplinary consequences that may include immediate surrender of their parking permit.

Unauthorized vehicles without a valid parking permit are subject to being booted or towed at the owner’s expense without notice. Roswell High School Parking Application.

Vehicles that have been previously ticketed or warned about parking violations may be towed at the

discretion of the administration.

Parking decals must be affixed directly to the vehicle as directed. Failure to do so will result in school discipline.

The school personnel have the authority to regulate the operation of motor vehicles on school property. Any violation of the rules may result in the revocation of a student's driving permit or other disciplinary measures that are deemed necessary.

Seniors and students who must leave campus for an instructional program will receive priority.

Students must submit a completed application, a copy of a valid Georgia driver's license, a copy of proof of insurance, and a \$100 check made payable to RHS. They must also register by picking up and completing the parking application available in the front office. Students must submit a completed application, a copy of a valid Georgia driver's license, a copy of proof of insurance, and a \$100 check made payable to RHS.

*Additional Stipulations:*

After all seniors and juniors have been issued spaces, a second parking space may be issued to a qualified senior or junior in the same family. No special consideration will be given to students in zero periods, extended day, or any other non-traditional schedule. A parking space is not transferable to another student, i.e. a student may not allow another person to use his or her space at any time during the school day. If a student's parking space is revoked, there will be no refund. No parking space will be issued until all holds (textbook, equipment, media center) are cleared.

Parking will be assigned after the expiration of the submission date. Those applications not assigned Parking spaces will be held for assignment when vacancies occur.

**Revoked Parking:**

A parking space may be revoked for the remainder of the year if the student has received

- One (1) in-school suspension per year
- One (1) out-of-school suspension per year
- Two (2) Friday schools per year
- Seven (7) tardies per year
- Driving recklessly
- Allowing someone else to park in your parking space

\*The administration may revoke privileges of any student for reasons related to safety.

Temporary Hardship must be approved by administrator.

**Rules and Regulations for Student Parking on Campus**

1. Students parking on the campus must purchase a parking decal and place it in the lower left corner of the rear window. Cars must be parked with the rear bumper out.
2. Temporary permits will be issued when the car has been wrecked or has broken down. Students who need a temporary permit will be required to bring a signed note from a parent/guardian stating the reason and dates needed. The temporary permits will be issued in the assistant principals' office BEFORE school.

3. Students who have sold their cars or who have been in an accident and are driving a different car, must notify the AP office and bring in a copy of the insurance card for the new car.
4. If someone has illegally parked in a student's space, that student is to park in the visitors' parking lot and notify an employee in the assistant principals' office immediately.
5. Parking violations and traffic violations will include the following:
  - a. Giving false information and/or falsely registering a vehicle
  - b. Speeding on campus, speed limit is 15 miles per hour
  - c. Driving recklessly so as to endanger life or property
  - d. Parking an automobile on campus without a decal
  - e. Parking anywhere other than the parking space that is assigned to you
  - f. Transferring your parking space to another student
  - g. Parking in areas that are hazardous, such as entrances, exits, fire lanes (red curbs), bus zones, yellow curbs, or in such a manner as to impede traffic
  - h. Using an illegal decal
  - i. Violation of county, state, or federal law
  - j. Parking on campus without permission
  - k. Loitering or visiting in the parking lot during school hours
  - l. Not wearing a seat belt while driving on campus
  - m. Failure to abide by the Georgia "Hands-Free" law regarding the use of instructional devices while operating a motor vehicle
6. A student cannot supply, possess, handle, use, or threaten to use, or transmit any weapon or any tool or instrument capable of inflicting bodily injury on his/her person or vehicle. He/she cannot transport alcohol and/or drugs or any illegal substance on his/her person or vehicle.
7. It is noted that school officials may search a student's car if they have reasonable suspicion to believe that a student is in possession of contraband.
8. Students who have parking permits are expected to maintain good attendance and behavior records.
9. It is considered a privilege to park on school grounds. Students receiving parking permits fully understand their responsibility to follow the above rules and regulations. Suspension of driving privileges, towing of vehicles, and/or other disciplinary action may occur when violation of these rules and regulations occur.
10. The parking lot will be checked periodically and if a student is illegally parked on campus, the student's vehicle may be towed at the owner's expense or the student may receive a disciplinary consequence. Should your car be towed, contact the designated towing company or the main office. The school resource officer and the administration may revoke parking privileges of any student for reasons related to safety. Included are speeding, violation of any law, or any behavior deemed by the resource officer to be inconsistent with the safety of students at RHS.

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### ***Posters/Flyers***

Posters/flyers must be pre-approved and stamped by an assistant principal or designee prior to being displayed in designated areas. Posters/flyers may not display religious or political symbols or statements. Posters which may be detrimental to the health and welfare of the community and in poor taste will not be approved. Understand the appropriateness of the poster is based solely on the discretion of the administration.

Please remember to take posters down and dispose of them once the advertised event is over. Posters can be turned into the AP Office for approval.

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## ***School Lunch and Breakfast Prices***

Current lunch prices will be posted in the cafeteria and available online.

### **School Lunch Program/Free and Reduced-Price Meals**

Children need healthy meals to learn; therefore, The Fulton County Schools (FCS) offers healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at each school. All households must submit a new application listing all household members for the 2020-2021 school year. Applications may take up to 10 days to process. Households are responsible for meal payments until the application is approved. New students to Fulton County School (FCS) will pay for meals until the application has been approved. Returning students maintain last year's meal status until the application is approved. For more information about Free and Reduced-

Price Meals or the new application process, contact FCS School Nutrition Program 470-254-8960 or visit the FCS school nutrition website at [www.schoolnutrition@fultonschools.org](http://www.schoolnutrition@fultonschools.org)

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## ***Selling of Items***

Selling of food, candy, gum, or other items for personal profit is not permitted. Confiscated items will become the property of the school and will not be returned to the student or parent. Only school-sponsored fund raisers, pre-approved by the administration, are allowed.

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## ***School Bus/Student Transportation***

Students are to conduct themselves properly while riding the school bus. Eating, shouting, hanging out of the windows and throwing things will not be tolerated. The bus drivers have the same authority on the bus that teachers have in the classroom. Failure to abide by the rules can result in the student being denied the privilege of bus transportation and/or further discipline. Per Fulton County Policy, students may ride/board/exit only their assigned bus unless approved by an administrator.

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## ***Student Clubs and Organizations***

Students who are involved in clubs and organizations are better-rounded, involved and successful students. Clubs and student organizations expose students to a multitude of ideas and philosophies that promote stronger academics, build leadership qualities, create ties to the community, and encourage service. Clubs and organizations are designed to complement the academic mission and vision of the school.

Guidelines for Chartering Clubs and Organizations

Guidelines for creating a club or school organization will follow school-board policy and will meet the following requirements:

1. New clubs will only be started during the club window which are August 17, 2020 – August 31, 2020 and January 5, 2021 – January 29, 2021.
2. Each club and organization must have an approved faculty advisor whose role is to assist the club in providing educational experiences for the individual members of the club or organization. If a student wishes to start a new club, it is the student's responsibility to find a faculty sponsor.
3. Each club and organization must complete an application in order to be a sanctioned entity at Roswell High School.
4. The advisor must be present at all club and organization meetings.
5. A club and organization must have five (5) or more members.
6. Membership in clubs and organizations is limited to students currently enrolled at Roswell High School.
7. Membership in clubs and organizations is open to all students at Roswell High School without regard to their race, religion, socio-economic status, political affiliation or disability.
8. Each club and organization must minimally hold monthly meetings. Minutes of all meetings must be taken and kept for documentation purposes.
9. All clubs and organizations must abide by the policies, rules and regulations of Roswell High School, the national governing body of the club and organization, and Fulton County Public Schools.
10. All clubs and organizations will follow the Roswell High School rules for fundraising.
11. All clubs and organizations will schedule events a minimum of two weeks in advance of any event. Facility and fundraising approval forms for the activity will be given to the principal for signature.
12. All club members are expected to maintain a minimum of a 2.0 grade point average to participate in clubs or organizations.
13. Clubs and organizations will be evaluated yearly according to the guidelines of Roswell High School, the national governing body of the club and organization, and Fulton County Schools. Clubs and organizations can be canceled and disbanded for the following reasons:
  - a. Failure to comply with the school policies
  - b. Violations of the Fulton County Public School's Student Code of Conduct
  - c. Failure to maintain adequate student enrollment

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## ***Student Health***

Student Health Services requires that students who are sick, contagious and/or have a fever greater than 100.4 must not be sent to school. In order to return to school, a student should be fever free for at least 24 hours. If a student becomes ill at school, the student must report to the clinic immediately. In the event a student runs a fever, has a potential contagious illness or a more serious health problem while at school, the parent will be notified to pick up his child immediately. We will not allow a student to drive himself home if he does not seem able to do so safely. A note may be needed from a doctor in order for a child to return to school. It is the parent's responsibility to keep the student's health and contact information updated.

Friends/relatives should be listed as emergency contacts for students when parents cannot be reached. This is extremely important if parents are unable to pick up their children in an emergency. It is best for students to take medication at home, before or after school. High school students may carry medications in the following categories (acetaminophen, antacids, aspirin, cough or throat lozenges, ibuprofen, and oral antihistamines) with them during the school day, field trips or other school-related activities (no form necessary). Medications must be in the original containers and can never be shared with other students. This privilege can be revoked at any time if a student is not complying with the medication policy. With the proper forms completed, we strongly encourage students to carry emergency medications such as Benadryl, inhalers, EpiPen, and diabetic medication in addition to keeping a “back up” in the clinic. Controlled substances must be appropriately stored in the clinic. The clinic does not keep a supply of ibuprofen, acetaminophen, or any other over-the-counter medicines and cannot dispense them. If parents need the clinic to administer, supervise, or store any medication, an authorization form with a doctor’s signature needs to be provided with the medication in the original bottle. Please contact the clinic at extension 44640 with any questions or concerns.

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### ***Student Services/Counseling***

At Roswell High School, counselors work with students individually and in small and large groups. Counselors provide the following services:

- Conduct classroom guidance through study hall with 9th grade students to develop a four-year plan for graduation
- Meet with 11th graders and their parents to do a graduation status check
- Provide confidential counseling referral on personal matters
- Enroll all new students
- Advise all students on course selection and graduation requirements
- Furnish information on college admission, financial aid, and scholarships
- Assist students with career/vocational information
- Work as a liaison among parents, students, and teachers
- Introduce families to *GA Futures* and *Naviance*

*To see a counselor:*

Complete an appointment request. The counselor will initiate a meeting as soon as possible.

In case of an emergency, students should see another counselor or an assistant principal.

To see a college representative, a student must

- See a counseling secretary to sign up and receive a pass.
- Obtain teacher approval and signature on a pass giving permission for student to attend.
- Follow these procedures at least 48 hours before the designated visitation time. Students are encouraged to attend visitations starting in their sophomore year.

### **“The Hub” at Roswell High School**

Roswell Student Services created “The Hub,” a new student-centered space for college and career preparation, student seminars, parent coffee talks, and student mental health support as needed. It can transform from a quiet place for students to “chillax,” to a busy workspace, with students and parent

volunteers exploring post-secondary options. Programs provided in The Hub include College Visits, Career Seminars, Test Prep support, College Exploration and Application help, and study space during lunch, to name a few. The Hub is located in the Student Services Office, next door to the clinic.

### **Student Records**

Roswell High School complies with the Federal Education and Right to Privacy Act (FERPA). Student attendance, discipline, academic, or any personally identifiable information in education records other than directory information, shall NOT be released unless:

- There is written consent from the student's parents specifying records to be released, the reason for such release and to whom.
- Such information is furnished in compliance with judicial order or pursuant to any lawfully issued subpoena provided that parents and the students are notified of all orders or subpoenas in advance of compliance.
- Such information is furnished to teachers with legitimate educational interests or officials of other schools or school systems within the public schools of Georgia in which the student seeks or intends to enroll.
- Consistent with Fulton County procedure, a student's discipline or attendance records are not part of a student's permanent record. Therefore, Roswell High does not forward discipline or attendance records to a college unless specifically requested by the college or university.

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### ***Surveillance Cameras***

All students and adult at Roswell High School should be aware that high traffic, common areas are covered by motion activated video cameras and that these cameras are constantly recording. Data obtained from these cameras are used to promote safety and investigate violations of school policy or could be used by law enforcement to assist in an investigation. Any attempt to damage a camera, or interfere with their functions, will be considered vandalism and will be treated as such for assignment of school discipline.

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### ***Vending Machines***

Roswell contracts with various companies to provide vending machine services to students. The machines have timers that will allow them to operate during the times outlined by District policy. These companies are required to comply with all federal, state, and district regulations regarding the selling of food items on campus during school hours. As these vending machines are not operated by the school, the school does not provide refunds. Contact information for all vending companies is located on the machines. Students may not visit vending machines during lunch or class without the permission of staff member.

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## ***Visitors***

Due to safety rules, students are not allowed to have other students or parents visit them during the school day. Parents are allowed to visit their student for lunch. Permission for these types of visits must go through the appropriate grade-level administrator.

Students should not visit other Fulton County Schools during the instructional day. It is also Georgia State Law that all visitors to a school campus must report to the front office and be granted permission to visit.

# Map of Roswell High School

