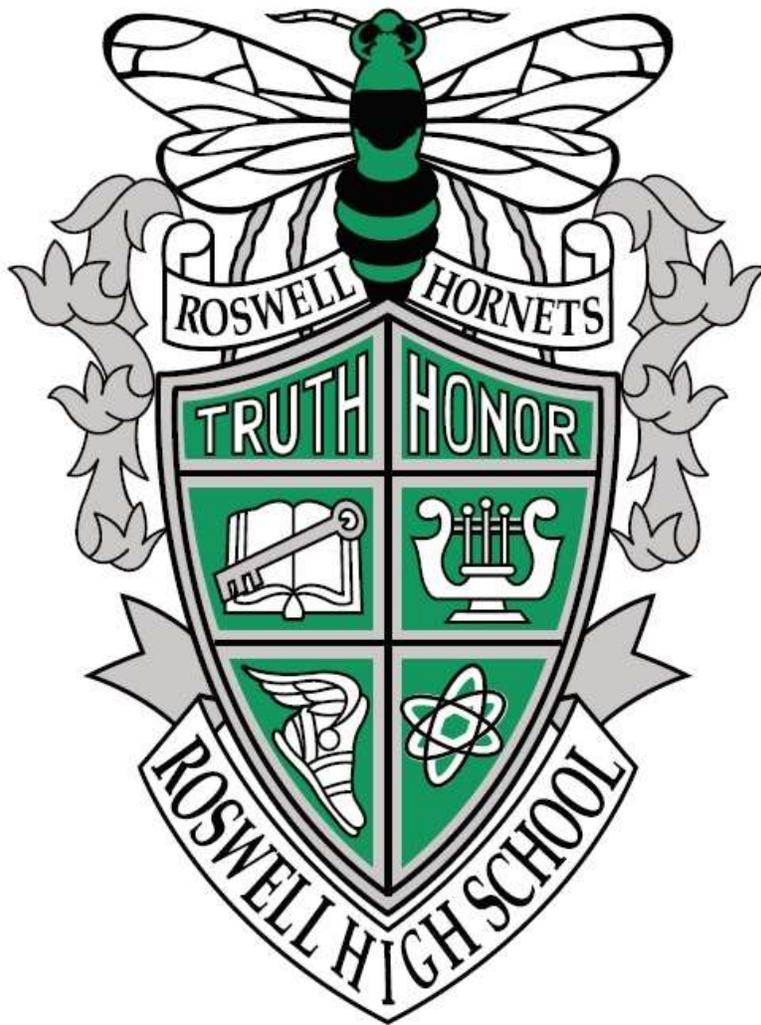


# Roswell High School

2021-2022

## Student Handbook



*Roswell High School's Mission is to create a positive and safe learning environment, to foster the development of each student's potential, and to provide pathways to success after graduation.*

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.



## Table of Contents

Item	Page
About Roswell High School	4
Who Does What at Roswell High School?	5
From the Principal	6
Academics and Grading	7
Acceptable Use Policy/Technology and Internet Access at School	9
Attendance	11
Athletics and other Extracurricular Activities	18
Cell Phones/Electronic Devices	19
Daily Schedule/Bell Schedule	19
Dances/Social Events	20
Discipline Policies	21
Dress Code	23
Driver's License/Certificate of Enrollment	25
Exam Exemption Policy	25
Fire/Safety/Emergency Drills	26
General Procedures for Media Center	26
Honor Code	27
Lockers	28
Morning Announcements/Pledge of Allegiance/Moment of Silence	29
Parking	29
Posters/Flyers	32
School Lunch and Breakfast Prices	32
Selling of Items	33
School Bus/Student Transportation	33
Student Club and Organizations	33
Student Health	34
Student Services/Counseling	35
Surveillance Cameras	36
Vending Machines	37
Visitors	37
Roswell High School Map	38

## ***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, Relay for Life, and other charities. 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. Most 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, Tonekia Pharr, 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	Extension
Athletic Director	Ben Sutter	sutterb@fultonschools.org	4507
Bi-Lingual Parent Liaison	Esmer Johnson	johnsones@fultonschools.org	4504
	Kenia Romero-Aguilar	romeroaguilk@fultonschools.org	4609
Principal's Secretary	Susan Murphy	murphyS@fultonschools.org	4615
Student Transportation	Celeste Moore	moorecl@fultonschools.org	4607
Athletic Transportation	Ty Phillips	phillipst@fultonschools.org	
Attendance Clerk	Susan Arpin	arpins@fultonschools.org	4605
College Visitation/ School Visit Questions	Debra Carstens	carstens@fultonschools.org	4608
Fees and Fines	Vrinda Mundkur	mundkur@fultonschools.org	4616
Graduation Coach	Naomi Kirk	kirkn@fultonschools.org	4604
Media Center	Sara Allegood	allegoods@fultonschools.org	4650
Lockers	Celeste Moore	moorecl@fultonschools.org	4607
Parking	Ben Sutter	sutterb@fultonschools.org	4507
Lost and Found	Laura Routt	Routt@fultonschools.org	4631
Cafeteria Manager	Sharon Jackson	jacksonSY@fultonschools.org	4500
Medication and Student Health (Clinic)	Ann Goud, Elizabeth Egan	gouda, fultonschools.org; egane@fultonschools.org	4640
Front Office Secretary	Karen Johnson	johnsonKO@fultonschools.org	4501
Assistant Principal Clerical Support	Laura Routt	routt@fultonschools.org	4631
504 Plans	Erika Zeidler	zeidlere@fultonschools.org	4500
Special Education	Will Roney	roneyw@fultonschools.org	4618
PTSA Co-Presidents	Laura Legg	president@rhsptsa.org	
	Elaine Lee		
School Governance Council Chair	Darlene Trigg	Triggd1@fultonschools.org	
Brand Manager	Ben Sutter	sutterb@fultonschools.org	4507
Director of Communications	Betsy Rhame-Minor	minorBR@fultonschools.org	
School Social Worker	Valerie Rogers	rogersV@fultonschools.org	4628
Students Government/Prom/Homecoming	Lauren Butler	bulterL1@fultonschools.org	4633
	Naomi Kirk	kirkn@fultonschools.org	4604
Transcripts	Barb Townsend	townsendb@fultonschools.org	4642
Student Records	Barb Townsend	townsendb@fultonschools.org	4642
Withdrawals and Enrollments	Barb Townsend	townsendb@fultonschools.org	4642

## *From the Principal*



Roswell High School  
2021-2022 School Year

*Protect Your Dream...*

### ***Welcome to the 2021-2022 School Year at Roswell!***

It is my privilege to serve the Roswell community as the principal of Roswell High School. Our school has a long and distinguished history of excellence in academics, athletics, fine arts, and service to our community.

Thank you for taking some time to read the *2021-2022 Student Handbook*. The purpose of this guide is to provide you the information you need to have a great school year.

One of the new things this year is that Roswell High School has partnered with the *Power of Peace Project* and its founder, Kit Cummings. Kit believes that every person should “dream a big dream.” That dream, and the desire to achieve it, will guide an individual’s decision making. In Kit’s words, “the bigger the dream is the more you will protect it” by saying *no* to those things in your world that can keep you from achieving dream. You will also surround yourself with people who will share your dream.

As we begin this school year, take some time to set your dream. What do you want to do and how can you take advantage of all Roswell High offers to help you achieve your dream? Nothing excites the staff at RHS as much as when our students share their dreams with us and then allows us to help them achieve it!

As we start our first school year under more normal circumstances than COVID-19 has allowed during the last few years, I know there will be changes and adjustments, but I also believe that the 21-22 school year is going to be one of the best we have ever had at Roswell High School! I am so 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 21-22 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

---

## **Academics and Grading**

[Board Policy](#)

[High School Grading Overview](#)

### *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*

A

90 and Above

B

80-89

C

70-79

F

Below 70

W/(1-100)

Withdrew/Pass or Fail

NG

No grade

INC

Incomplete

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

Advanced Placement, Honors, and Dual 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 GPA'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 cumulative numeric average is an 88 or greater.

Grades are composed as follows:

- Students have a minimum of 9 grades per semester, per subject area.
- Student grades will be determined by using the following categories:
  - Major: An assignment or assessment that is cumulative in nature, measuring multiple standards/skills, and/or when there is a significant amount of dedicated instructional time devoted to the content being assessed.
  - Minor: An assignment or assessment that measures an individual standard or subset of standards/skills within a unit and/or when there is a small amount of dedicated instructional time devoted to the content being assessed.
  - Practice: Daily assignments, observations, and/or engagement activities given in class or for homework given to students to build and/or remediate skills.
    - Practice should not count more than 15% of the final grade.

Sharing timely student performance feedback is critical and mandatory. At a minimum, grades for class assignments, homework, quizzes, and tests will be posted 10 school days from the date assigned/administered.

#### *Progress Reports*

- Progress reports posted on Infinite Campus every 4.5 weeks.
- Report cards will be posted on Infinite Campus every 9 weeks.
- Credit is earned at the end of each semester.
- Teachers should notify parent(s)/guardian(s) by personal contact or in writing if a student is in danger of receiving an F or U as a final grade or is experiencing a significant decline in achievement.
- Students and parents are strongly 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*

- All students will have one (1) opportunity each nine weeks to redo/retake one (1) major assignment/assessment.
- Eligibility for a redo/retake is for students who receive a 79 or below on a specific major assignment/assessment.
- Students are eligible to earn a replacement grade on a redo/retake no higher than 79.
- Student redo/retakes must be completed before the next major assignment/assessment is given or 5 school days before the end of a marking period if there is not another major assignment/assessment given (exceptions can be made for students who have excused absences during this five-day window).

### *Semester System*

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

Students should be issued, either electronically or in person, a course syllabus at the beginning of each semester.

---

## **Acceptable Use Policy/Technology and Internet Access at School**

[IFBGA Board Policy](#)

[IFBGA Operating Guidelines](#)

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.

### *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:

1. Accessing, creating, download or displaying, offensive or obscene messages or pictures.
2. Use obscene or defamatory language.
3. Participation in unauthorized Internet "chat" rooms

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

#### *Consequences*

Technology offenses will fall under technology offenses in the *Student 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.

Per the *2021-2022 Fulton County Schools Student Code of Conduct*, some social media use, even on a personal device and outside of school hours, may fall under the disciplinary jurisdiction of the school if specific parameters are met. Please consult the *Student Code of Conduct* for more information.

#### *Restriction*

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.

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 shared with 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.

Roswell High School personnel regularly sends information to student email accounts (student number @fcstu.org). These are also the official email accounts used by teachers to communicate class information to students. Students should regularly check their official student email accounts. Previous Google-based student email accounts (@fcsgaonline) are no longer in use.

#### *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 access accidentally.

---

## **Attendance**

### [Board Policy](#)

### [Updated Attendance Policy](#)

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. Absence from school 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.

The Board supports enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. 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.

Absences are categorized as Remote, Absences Recorded as Present, Excused or Unexcused.

#### *Excused Absences*

A hold harmless absence is an absence that has been documented and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and [Georgia State Code, O.C.G.A. 20-2-690.1](#):

- Personal illness or when attendance in school would be detrimental to the health of the student or others.
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school.
- Visitation with an immediate family member who is on leave from or is being deployed to military service.
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election.
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

#### *Unexcused Absence*

Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble

- Shopping
- Babysitting
- Oversleeping

In-School Suspension (ISS) – the removal of a student from his/her class for at least half of a school day by the principal or a designee and assignment to a location supervised by appropriate personnel in another room on the school premises.

Out-of-School Suspension (OSS) – the removal of a student from his/her school for at least half of a school day by the principal or a designee and assignment to the student’s home/residence.

- 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.

*Absences Recorded as Present:*

- Per [State Board of Education Rule 160-5-1-.10](#) and [O.C.G.A. 20-2-692](#) & [20-2-292-2](#), students must be counted present under the following instances:
- A student who is a Student Teen Election Participant (Maximum Two Days Per Year)
- A student who is serving as a page in the Georgia General Assembly
- A foster care student who attends court proceedings relating to the student’s foster care
- Students attending a school field trip or other school-sponsored event.
- Students participating in dual enrollment or virtual school classes.

*Remote Learning Attendance:*

- Students can substitute up to five (5) absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely. Remote Learning Attendance must be pre-approved by the principal. Please obtain the form from the Attendance Office
- To be marked present, work must be submitted within 2 days of absence.
- Students may not use a remote learning day on a test day.
- Parent/guardian or student must notify teacher in advance to the start of the instructional day to utilize the participation benchmark rule.
- Schools will *make their best effort* to provide instruction given early notice.
- Students must meet the following participation benchmarks to receive credit for attending in a remote learning setting:

*Middle & High School (Period Attendance)*

- Must participate in at least over half of the school day to be given credit for attendance.
- Participation in synchronous instruction remotely, or, participates asynchronously as defined by the teacher.
- To be considered absent but present, work that is assigned must be submitted within two (2) days of absence. Students may not use a remote learning day on a summative assessment day.

At Roswell High, Remote Learning days will be asynchronous. Teachers will provide assignments for the students to complete within two (2) days of the absences.

There is not an expectation that remote learning will be delivered synchronously to the students assigned to remote learning.

Students can be designated as Assigned Remote by the district based on guidance from state/local health officials if they need to be placed in medical quarantine. The Assigned Remote designation is an excused absence and does not require any documentation from the student. Students may participate remotely during an Assigned Remote designation.

#### *Late Arrivals*

A late arrival is any time a student arrives to school, for the first time, after the beginning of the instruction day.

- 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.

#### *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.
- 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.
- Failure to check in and out through the attendance office will result in disciplinary action.
- 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.

**WALK-IN CHECK OUTS AFTER 3:00 P.M. MUST BE APPROVED BY AN ADMINISTRATOR.**

*Social Worker Attendance Referrals*

- Students who do not attend the first two days of school.
- Missing three (3) days in a row or more days of school without documentation
- Any student who has missed 10% or more of the school year at any given time.
- 15 or more late arrivals or early checkouts
- Excessive attendance record and little improvement in attendance

*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.

*Documentation of Absences*

- After three (3) consecutive absences, late arrivals, or early checkouts for an illness, a doctor's note will be required.
- After seven (7) cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts.
- If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences.
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout.

*Excused Absence Allowances for a death in the family:*

- Four (4) days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two (2) days for non-immediate family (any family member not included in the definition of immediate family)

*Documentation Requirements*

Documentation for any absence type must be provided within five (5) days of returning to school for an absence to be excused. **Under no circumstances are attendance notes accepted after five (5) school days.**

Parents and/or guardians may send an email or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Excuses will be kept on file at the school for the duration of the student's enrollment.

Any student who accumulates seven (7) or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

#### *Family Events and Pre-Approved Absences*

Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made five (5) school days in advance of the absence. Schools should create their own procedures to collect and approve requests for absences related to family events and/or other pre-approved absences. Only the principal or assistant principal(s) can approve these absence requests.

Please contact the Attendance Office to begin the preapproval process. Please note that the process usually takes 1-3 business days.

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 five (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.

Before approving these requests, school administration should consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student's academic standing before approving these absences.

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

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

### *Make-Up Work*

Students should make every effort to complete any missing work in a timely manner. Student must complete any make-up work at least ten (10) school days prior to the end of the grading period. The student and/or parent/guardian must assume the responsibility for contacting the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given.

Teachers should make every effort to make sure make-up work is standards-based and focused on learning objectives that are necessary and crucial to master the content. Teachers should work within their professional learning communities to determine the appropriate amount of make-up work to determine student mastery.

The following provisions should be considered when assigning make-up work:

- Textbooks or 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.
- Work missed during the last week of the grading period must be made up by the tenth school day of the next semester.
- All efforts should be made to conduct student assessments in-person rather than remote.

### *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. Schools will review student attendance as a part of the multi-tiered system of supports and should be considered during any and all discussions about student performance, behavior, and needed interventions.

Each school is required to notify the parent, guardian or other person who has control or charge of the student when a student accrues the following:

- Three (3) consecutive unexcused absences without notification from parents
- Five (5) cumulative unexcused absences
- Seven (7) cumulative absences
- Ten late arrivals or early checkouts
- The communication should include, at a minimum, the importance of attending school and the total number of attendance records to date.

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.

### *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. Exceptions to this must be approved by the principal.

Students may not participate in or attend any extracurricular activities on days where they are assigned ISS, OSS, or Remote Learning.

### *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 with an eligible student.

### *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.

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

Students on Internship/Work-Based/Minimum Day 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.

### *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.

---

## **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. Any conduct which results in dishonor to the students, the team, the school, or the community will not be tolerated and could result in reduced playing time or removal from a team or activity.

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.

Students may not participate in or attend any extracurricular activities on days where they are assigned ISS, OSS, or Remote Learning.

---

## **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.

Roswell teachers have the discretion to develop individual electronic device policies for their classrooms. Teachers have the responsibility to communicate those policies and students are expected to comply.

---

## **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 meet and plan. All bell schedules are posted on the Roswell High School website (<http://www.roswellhornets.org>).

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 *only* are allowed to eat lunch 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

---

## Dances/Social Events

Throughout the school year, Roswell High School may hold several dances and social events, including the Prom. The purposes of these events are to allow students to socialize and enjoy themselves in a safe and monitored environment.

- Parents are responsible for their students before arriving at a dance or event and after they leave.
- 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 non-Roswell student to a dance or Prom 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, who are not Roswell students, are not allowed to attend school dances or the Prom.

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

---

## **Discipline Policies**

### [Board Policy JD](#)

Students are expected to review the *2021-2022 Student Code of Conduct*, which is available on the District's website ([www.fultonschools.org](http://www.fultonschools.org)). Much of the 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.

The Roswell High School administration is committed to providing a safe learning environment. In the application of school and District discipline policies, the administration also commits to consistency in the determination of discipline consequences and due process.

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

#### 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 and other school equipment, including their school-issues electronic devices.
- 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 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.
- 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.
- 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 *2021-2022 Fulton County Schools Student Code of Conduct*. This information is available on the District's 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 *only* may eat in the stadium pavilion.
- 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.

#### *Public Detention*

For some attendance and behavior infractions, students may be assigned detention. It will be held Monday-Thursday 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.

---

## **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; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "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.*

*-Fulton County School District Student Code of Conduct*

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

The RHS administration is committed to supporting and protecting a student's right to self-expression, especially in terms of individual dress. 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.

Exceptions to the dress code must be approved by the school's administration. This may include spirit days, dress up days, senior camouflage spirit days, etc.

The following items are dress-code 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, pornography (including the Playboy Bunny logo), or violence. Clothing items depicting products or services that are forbidden to minors by law, including inappropriate websites, are not allowed to be worn at school or school sponsored events. Concerns about any student's dress should be immediately brought to the attention of the administration.
2. Clothing items must not include writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo).
3. Tank tops, shirts, or dresses that do not cover the waist, shoulders, back and chest.
4. Sleeveless shirts or sweaters that do not cover the entire width of the shoulders.
5. Exposed undergarments.
6. Skirts, dresses, or shorts with hems deemed too short by school personnel.
7. Clothing that is too revealing or form fitting.
8. Transparent or mesh clothing without an appropriate item underneath.
9. Pants, shorts, slacks, and skirts of inappropriate size and fit.
10. Sagging, bagging, and dragging trousers. Trousers and shorts must sit on the waist.
11. Jewelry that is offensive, distracts or is studded or pointed is unacceptable. Heavy chains are not allowed.
12. Pajamas and slippers.
13. Hats, caps, hoods, shower caps, sunglasses, bandanas, or any head coverings that could prevent the identification of a student are not allowed for safety reasons. When inside a school building, students are expected to remove any headwear. The exception to this rule is head coverings worn for religious reasons. School-appropriate headbands are allowed. RHS spirit hats may be worn on designated spirit days.

In addition:

- Leggings/tights may be worn under a modest length skirt, modest length shorts, or covered by a long shirt, but should not be worn by themselves.

- Shirts must not extend below shorts, giving the appearance that the student is not wearing pants.

*First Offense:*

- Office Warning

*Second Offense:*

- Detention

*Third Offense:*

- Friday School

*Fourth Offense:*

- Friday School

*Fifth and Subsequent Offenses:*

- In-School-Suspension (ISS)

Source:

<https://www.fultonschools.org/codeofconduct>

---

## **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).

---

## **Exam Exemption Policy**

[Board Policy IHA](#)

Fulton County School Board policy regarding Exam Exemptions is copied below:

### ***Comprehensive Exam***

*Comprehensive Evaluation Activities and/or Final Exams are not required for any course. If a teacher chooses to administer a comprehensive evaluation activity or final exam, the following provisions must be met:*

- *A final exam cannot count for more than 25% of a student's final grade.*
- *A final exam cannot be given if the course has a state-mandated End-of-Course assessment, AP exam or IB exam.*
- *Attendance may not be used as exam exemption criteria.*

The purpose of the final major assignment/exam exemption policy is to support and reward those students who maintain good behavior, follow school rules, and are academically eligible to exempt the final major assessment or gradable experience administered during the final days at the end of each semester.

Students who are eligible will be allowed to exempt the final major or minor assignments administered on the final exam days at the end of each semester:

- Grade of 70 or higher in the course at the date where an exemption is eligible, without the addition of any quality points.
- No ISS or OSS for the semester.
- No administratively addressed issues of Academic Dishonesty for the semester.
- Students who wish to exempt will be required to submit a form to the administration by the communicated deadline.

Also:

- Teachers of AP and EOC courses will administer a minor or practice assignment during the exam days at the end of the semester. This assignment may be exempted if the student is eligible.
- There is not an administrative appeals policy.

---

### ***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.*

---

### ***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:* At this time, Roswell will NOT charge for printing. This is subject to change at any time during the year if the privilege is abused.

*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. Books are checked out for two weeks. Fines are charged when a book is NOT returned; Fees vary depending on the original cost of the material.

*Surface Tablets:* If you are having an issue with your Surface Tablet support 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 within a reasonable period of time, it will be swapped for an equivalent device. ***Please be aware that damaged devices and accessories will need to be paid for before replacements will be provided.*** (See Device User Agreement for associated fees.)

The research databases for Fulton County Schools and Roswell High School are accessible via Fulton Classlink (Launchpad). Please see a staff member in the media center for any questions regarding the best databases for your research purposes.

---

## ***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/Dishonesty*

- 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*

The teacher must present to the student and/or students the material that is believed to be academically dishonest. Students will have the chance to explain the alleged academic dishonesty. If the teacher still believes academic dishonesty occurred, the teacher will contact the parents/guardians of the offending student. The teacher will then complete and submit an administrative discipline referral.

- Students who have committed Academic Dishonesty will receive a “1” for the assignment.
- Students will be allowed to re-do the assignment and the new grade will be averaged with the “1.”
- The assistant principal will document the Honor Code Violation in Infinite Campus as an academic offense on the student’s discipline record.
- The Assistant Principal will notify the school’s athletic director and club sponsors to assign appropriate consequences as annotated in the various club by-laws and/or school or GHSA athletic rules.
- Teachers 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 major assignments, assessments, or any other assignments where 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.

---

### ***Lockers***

Due to a lack of demand, locker sales are done on a case-by-case basis. If you wish to purchase a locker, please come to the Main Office.

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 because 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.

Per District Policy, lockers remain the permission of the school and are subject to search at any time.

---

### ***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*.

---

### ***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 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 revocation 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; student failure to comply will be subject to disciplinary consequences that may include immediate revocation 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. 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 that applied during the early application period will have priority. All Seniors and Juniors who applied after the early application period will be entered into the Parking Lottery and will be notified of their parking spot. If you do not receive a spot, you will be placed on the waiting list.

Students must submit a completed application which requires a copy of a valid Georgia driver's license and a copy of proof of insurance. Parking is done by semester so if you received a spot, you will be required to submit a payment to Online School Payment for \$50 for Fall semester. RHS will have another parking application deadline and submittal for Spring Semester in December. If you received a parking spot you will be required to pick up your parking materials from the front office during the assigned dates. Please visit the school website for more information.

*Additional Stipulations:*

No special consideration will be given to students in zero periods, minimum morning or afternoon, 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 applicants 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 parking hardships must be approved by administration.

### *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.

---

### ***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/or in poor taste will not be approved. 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 must be turned into the AP Office for approval.

---

### ***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 2021-2022 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)

---

### ***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.

---

### ***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.

---

### ***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 16, 2021 – September 3, 2021 and January 4, 2022 – February 4, 2022.
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 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.

---

## ***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 him or herself home if the student 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.

---

### ***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 schedule an appointment with 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 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) and all State and District policies protecting student privacy.

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.

---

### ***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.

---

## ***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.**

---

## ***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**  
 (Does not reflect additions built in 2021)

