

## **2013-14 High School Student Handbook**

### **District Information**

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## **ACCEPTABLE USE OF COMPUTERS AND NETWORK RESOURCES (GUIDELINES):**

*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.*

Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

### **Safety Issues:**

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. 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.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

### **Examples of prohibited conduct include but are not limited to the following:**

- A. Accessing, sending, creating or posting materials or communications that are damaging to another person's reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school's policy on harassment; harassing or illegal.
- B. Using the network for financial gain or advertising.
- C. Posting or plagiarizing work created by another person without their consent.
- D. Posting anonymous or forging electronic mail messages.
- E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- F. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- G. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- I. Purposely bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
- L. Using the school's computers or network while access privileges have been suspended.

- M. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- O. Attempting to vandalize, disconnect or disassemble any network or computer component.
- P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Q. Providing another student with user account information or passwords.
- R. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district's technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
- V. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
- X. Students should follow the guidelines below when performing Internet searches at school.

**High:** If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

## **ATTENDANCE:**

Regular attendance is essential to success in school. As permitted under the Georgia compulsory education law and Forsyth County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
  2. A serious illness or death in a student's immediate family necessitating absence from school.
  3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
  4. The observance of religious holidays, necessitating absence from school.
  5. Conditions rendering attendance impossible or hazardous to student health or safety.
  6. A scheduled medical, dental or eye examination of the student.
  7. Registering to vote or voting.
  8. Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.
- Students shall be counted present when they are serving as a page in the Georgia General Assembly. Foster care students are to be counted present at school when attending court proceedings related to the student's foster care.

***Non-school related activities and vacations are considered unexcused.***

### **Absences:**

Students must **submit a note or parents must fax or e-mail the attendance office within five (5) school days for the student's absence to be** considered excused. Attendance Fax Number: 678-965-

5052 or Attendance e-mail: larcher@forsyth.k12.ga.us. The note must include the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

In case of extended illness, hospitalization or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student.

#### **College Visits:**

Juniors and seniors may visit colleges during the school year for no more than 4 days per year. The student must bring documentation from the school indicating that the student visited the school. College visitations will be considered field trips as long as the student provides documentation.

#### **Consequences:**

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory attendance law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

Any student who has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year will be subject to the rules of O.C.G.A. 40-5-22, school attendance and motor vehicle licenses law. In order to be eligible for a license, a student must satisfy the attendance requirements noted above for a period of one academic year prior to the application for an instruction permit or driver's license. The instruction permit or driver's license will be revoked for a period of one year, if a student has ten or more school days of unexcused absences in an academic year.

#### **Make-up Work:**

It is the student's responsibility to turn in make-up work when he/she is absent from school. Parents/guardians and students are encouraged to retrieve make-up work. The student has five (5) school days to make-up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

#### **Late Check-in or Early Check-out:**

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused late check-ins and/or early check-outs will be considered one unexcused absence. Students who miss more than half of the time in any class will be considered absent for that class period. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a parent note, physician's note or appointment card is required within 5 school days to be considered excused. After the tenth late check-in or early check-out, a physician's note or appointment card is required within 5 school days to be considered excused.

**Check-in:** Upon arriving late to school, students should report directly to class, unless they possess a note excusing their late arrival, absence, or previous absences. **Student drivers, please note:** you may lose campus parking privileges if you are late to school on more than nine (9) occasions.

**Check-out:** If it is necessary for a student to check-out early due to illness, the student must be assessed by the school nurse for the absence to be excused. Parents must personally sign their child out. To obtain an Early Check-out Pass, students are responsible for submitting a note to the office before school starts or the parent is required to personally check out the student. Phone calls to check out a student will not be permitted.

#### **DISCRIMINATION/HARASSMENT REPORTING:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic

programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Equity coordinators for the school system are:

**Title VI Title IX**

Todd Shirley (Students) Todd Shirley (Students)

Candace Norton (Personnel) Candace Norton (Personnel)

**ADA and 504 Gender Equity**

Sarah Taylor (Students); Candace Norton (Students)

Candace Norton (Personnel)

**Community Based Work Programs**

Genise Tworek

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonega Highway, Cumming, Georgia 30040, 770.887.2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available at [www.forsyth.k12.ga.us/boe](http://www.forsyth.k12.ga.us/boe) > policies and procedures.

**EQUITY:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in any of its employment practices, educational programs, child feeding program or any other service or activity. It is the policy of the Forsyth County Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and all accompanying regulations. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated school system coordinator.

**EXAM EXEMPTION:**

Students may be exempt from the final exam at the end of a course (semester or year long) with the exception of required tests such as End of Course Tests, Advanced Placement, etc. if they have a grade of 90 or above.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) AND THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), parents/guardians have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or

otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**FERPA Directory Information Notice:**

FCS has designated the following information as directory information:

1. Student's name, address and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at FCS; and
6. Awards received during the time enrolled in FCS.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed video taped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

**Protection of Pupil Rights Amendment (PPRA) Notice:**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

Religious practices, affiliations, or beliefs of the student or student's parent; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instrument within a reasonable period of time after the request is received.

## **GRADING AND REPORTING:**

Students in grades nine through 12 receive grade reports throughout the school year. Report cards are issued at the conclusion of each nine week grading period. The reports include a numerical average for the grading period, the End of Course Test (EOCT) score, if applicable, and a rubric for reporting work ethic and student behaviors that impact grades and achievement. The average is calculated 75% summative and 25% formative. The EOCT, per state rule, has a weight of 20% on the final course grade. Advanced Placement courses carry Quality Points posted on the transcript at the completion of the course.

## **HARASSMENT:**

The school district forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.



## **RESIDENCY REQUIREMENTS AND ADDRESS CHANGES:**

Proof of residence is required when a student initially enrolls in a school, when entering grades K, 6 and 9, and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at [www.forsyth.k12.ga.us/registration](http://www.forsyth.k12.ga.us/registration)

In the event of an address change, the Registration Center staff, principal or principal's designee shall accept the following records as proof of residency:

1. A current utility bill (gas, electric, water, telephone, or cable) *and* a current and valid lease or rental agreement signed by the owner of the residence. Records must include the name and address of the parent/guardian.

OR

2. A current utility bill (gas, electric, water, telephone, or cable) *and* one of the following documents establishing home ownership – deed, closing statement, mortgage statement, or property tax statement. Records must include the name and address of the parent/guardian.

OR

3. A Forsyth County Schools Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed and signed by the parent/legal guardian, as well as the legal owner or landlord of the property where the student and parent/legal guardian reside. The affidavit will be in effect until the parent/legal guardian provides proof of residence as required by the Forsyth County Board of Education.

A school system representative may visit the address given by any parent/guardian to verify residency.

A family that rents a home in Forsyth County, while owning a home in another county or in a different school attendance zone within Forsyth County solely for the purpose of proving residence for their children to attend school in Forsyth County will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

In cases of separation or divorce, the student will be deemed a resident of the parent who is indicated in legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents, the student will be deemed to be a resident with the parent with whom the student resides overnight during the majority of the school week.

## **SAFETY AND HEALTH:**

**Campus Crime Stoppers:** Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to FCS' Crime Stoppers by one of three ways.

ANONYMOUS TEXT message to "crimes" (274637) and begin your message with "FCSS."

ANONYMOUS Web tip at [www.forsyth.k12.ga.us/crime](http://www.forsyth.k12.ga.us/crime)

Call the ANONYMOUS tip line at 770-205-4625

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

### **Discipline Records:**

In compliance with the No Child Left Behind Act, FCS will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

### **Emergency Evacuation of Campus:**

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured,

traffic control is established and checkout preparations are made, parents/guardians will be notified as described above about family reunification procedures.

### **Emergency Notification to Parents:**

Parents/guardians are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons. The plans should include arrangements for school closings, delayed openings and early dismissals.

FCS closings will be announced on the local and metro media outlets, the school system website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us), social media ([www.facebook.com/FCSchools](http://www.facebook.com/FCSchools) and [www.twitter.com/FCSchoolsGA](http://www.twitter.com/FCSchoolsGA)), and on the automated voice service at (770) 887-2461. Subscribers to Parent Portal and FCS enewsletters will also receive an email notifying them on closings or delays.

**School Closing and Delayed Opening Information:** School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, breakfast is not served, lunch will be served and school will dismiss at the regular time.

**Early Dismissal Information:** Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured.

### **Emergency Response to Life Threatening Asthma or Allergic Reactions:**

FCS partners with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). School staff members are trained to assess the clinical signs, call 911 and administer the medications (benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

### **False Public Alarms:**

Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated.

Consequences will include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

### **Fitness Assessment:**

As a result of Georgia House Bill 229 (also known as the S.H.A.P.E. Act) starting in February 2012, students in grades 1-12 will participate in a state-wide fitness assessment. High school students enrolled in physical education classes will have height/weight measured and they will participate in four fitness assessments. At the end of the school year, parents of students assessed on the fitness tests will receive a formal report of their child's fitness assessment performance. The areas of health related fitness include: cardiovascular endurance, muscular strength and endurance, flexibility and body composition. The following FITNESSGRAM tests will be used to measure the various areas of health-related fitness: 1) *PACER or 1 mile run* (Cardiovascular); 2) *Push-Up* (Upper Body Strength); 3) *Curl-Up* (Abdominal Strength); 4) *Back-Saver Sit and Reach* (Flexibility); 5) *Body Mass Index* (Body Composition).

### **Gang Related Activity:**

Gang related activity will not be tolerated in FCS. Students engaging in gang related activities will be subject to disciplinary action as defined in the Forsyth County Board of Education Code of Conduct and Discipline Procedures. See the definitions of *Gang Member* and *Gang Related Activity* below. In addition to those definitions, from time to time new types of gang communication methods or activities may be invented. In that event, the Principal is authorized to further define and prohibit those newly developed activities. Gang Member is defined as: A person who is part of an association of three or more people who form an allegiance for a common purpose and engage, individually or

collectively in illegal behavior. Gang Related Activity is defined as: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and / or (2) would be a criminal act if committed by an adult; and (3) is deemed to be gang related by the Principal. Gang related activity includes but is not limited to: communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme; jewelry, tattoos, gang symbols or graffiti on personal items; vandalism of public or private property, and acts of intimidation, threat, fighting and other forms of violence.

#### **Hospital-Homebound Services:**

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school.

#### **Infectious Disease:**

A child is not to return to school until fever, diarrhea and/or vomiting has stopped **for a full 24 hours**, without the aid of medication. Prescribed antibiotic medications for infectious diseases are to be given for 24 hours prior to return.

#### **Medications:**

All medications (prescription and nonprescription) must be brought to school by the parent/guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication (more than two weeks.) The term "Physician" is used as defined in Article 2 of the Medical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye's Syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops. All Medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

#### **Possession of Weapon:**

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks (O.C.G.A. §16-11-127.1). Board policy and state law (O.C.G.A. §20-2-751.1) require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

#### **Sex/AIDS Education:**

Sex/AIDS education lessons are included as part of the curriculum for the high school health course. Forsyth County uses the Choosing the Best program for sex/AIDS education lessons. Choosing the Best is an abstinence based program that is correlated with the Georgia Performance Standards. The units of study include: the risks of STDs and HIV/AIDS; teen pregnancy; pressures to be sexually active; sex, love and healthy choices; avoiding unhealthy relationships; and setting boundaries. Health teachers may include human growth and development content within the sex/AIDS education lessons. Parents may schedule an appointment to review the sex/AIDS education curriculum resources used at their child's school by contacting the lead health teacher of the school. If a parent does not wish for his/her child to participate in this portion of the course, notification must be made in writing to the health teacher prior to the beginning of the unit. Alternative assignments will be given and assessed for those students opting out of sex/AIDS education lessons.

#### **Student Searches:**

Student cars brought on campus, student book bags, and school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. FCS reserves the right to use "walk-through" and "hand-held" metal detectors and "drug or weapon sniffing" dogs at school and during any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

#### **Teenage and Adult Driver Responsibility Act:**

This law mandates the school system to report non-compliant students **14-17 years old** for the purpose of denying or suspending the driver's license. A non-compliant student is defined as one who has:

1. Dropped out of school without graduating and has remained out of school for ten consecutive days;
2. Ten or more school days of unexcused absences in the current or previous academic year; or
3. Been found in violation by a hearing officer, panel or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
  - a. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - b. Possession (internal or external) or sale of drugs or alcohol on school property; or
  - c. Possession or use of a weapon on school property (For the purpose of reporting non-compliance under this Act only, the term "weapon" shall be defined in accordance with O.C.G.A. §16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project),
  - d. Any sexual offense (including sexual touching) prohibited under O.C.G.A. Chapter 6 of Title 16; or
  - e. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

#### **Teenage Driver Curfew:**

Georgia law (O.C.G.A. §40-5-24) prohibits Class D licensed drivers from driving on public roads, streets or highways between the hours of 12:00 Midnight and 6:00 a.m. It is the responsibility of individual students, to be informed as to the terms and conditions which currently exist or may be imposed upon driver's licenses issued by the State of Georgia, and to comply with such terms and conditions. It is not the responsibility of the Forsyth County Board of Education, its board members, employees or agents to either inform students of such terms or conditions, or insure compliance with the laws of this State.

### **SPECIAL EDUCATION SERVICES:**

A teacher, principal, counselor or parent/guardian may recommend students for referral to special services. Initial evaluation for special education services are administered only with parental permission. After the evaluation is completed, a staff meeting (including parents/guardians, teachers, counselor, administrator and the school psychologist) will determine the student's eligibility; and if appropriate, placement for special education services will be made.

**Section 504:**

The Student Support Team (SST) is the mechanism in FCS for identifying disabled students who are eligible for an individual accommodation plan under Section 504. A teacher, educator, or parent/guardian may refer a student to the Student Support Team to consider the appropriateness and eligibility of a student for a 504 individual accommodation plan. For questions regarding 504 eligibility/accommodation, or 504 procedural safeguards, contact the school level SST chair.

**Notice of Rights of Students and Parents Under Section 504**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Revised by GaDOE 2-13-12

## **Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

### **4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When

warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **Georgia Special Needs Scholarship:**

Parents/guardians of students who receive special education services in FCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

### **Special Needs Public School Choice Options:**

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individualized education program. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system.

The parent/guardian may also request a transfer to one of the State schools for the deaf and /or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or

not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

#### **Special Needs Private School Choice Option:**

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/default.aspx>

## **STUDENT MEALS:**

### **Automated Meal Account:**

Each school has an automated system that is able to track the payment and purchasing activity of each individual student's account. Meals may be pre-paid for the week, month, or even the year. Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to enjoy their meal.

Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. **If parents/guardians wish to limit the use of their child's account to meals only, each school year parents/guardians must send a written note to the school's program manager stating that their child will not be allowed to purchase extra items off of their meal account. If this restriction is applied to the account, all extra items selected will require cash at the point of sale.**

Parents/guardians or siblings having lunch with a student may not use the funds on the student meal account to pay for guest meals.

### **Pre-payment by Debit or Credit Card via the Internet:**

Register at [www.myLunchMoney.com](http://www.myLunchMoney.com) to prepay for a child's meals online using Visa or Mastercard. Parents/guardians must use the student identification number, school name, and student's date of birth to register and place money on their child's account. **If the child's student ID is less than six digits, parents must put in a leading zero(s) to make it six digits.** If parents/guardians do not know their child's student ID, contact the school's nutrition manager. To learn more about this visit the food and nutrition at [www.forsyth.k12.ga.us/nutrition](http://www.forsyth.k12.ga.us/nutrition). NOTE: Prepayments made through myLunchMoney.com may take up to 48 hours to post to the student's meal account at school. Parents/guardians will be assessed a \$1.95 fee per transaction made through [mylunchmoney.com](http://mylunchmoney.com). Prepayments in any amount made online for your child's meals will be assessed a \$1.95 fee per school transaction. If parents/guardians have more than one child at the same school and are making prepayments on each child's account at the same time, only one transaction fee of \$1.95 will be assessed to their debit or credit card. If parents/guardians have children in multiple schools a \$1.95 will be assessed per school site.

**Parents/guardians that have used the online prepayment method previously should verify the account information annually. This is particularly important if the student has changed schools. Credit and debit card information should be verified periodically as well.**

### **Meal Charge Policy:**

Only students in elementary are allowed to charge school meals. Middle and high school students are not allowed to charge a meal or ala carte items. Students without funds may be offered a partial meal such as a sandwich or crackers and milk.

### **Returned Check Policy:**

The Food and Nutrition Services will accept checks for exact payment of meals or prepayments to the student's meal account. The program will not cash personal checks or give change back when a check is received for payment.

FCS uses a check company to collect checks that are returned unpaid. Without further notice, they will attempt to collect on the check electronically if it is returned unpaid by your bank for any reason.



If a check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from the parent's account when the money is available. If a parent writes a check to the district, they are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned unpaid by the banking institution to the recovery company. After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

Proposed Meal Prices:

**Lunch**

<b>Paid</b>	<b>Reduced</b>	<b>Paid</b>	<b>Reduced</b>
Elementary	\$2.25	\$1.25	\$0.30
Middle	\$2.35	\$1.35	\$0.30
High	\$2.35	\$1.45	\$0.30
High School Grill Meal	\$3.35		\$0.40
Employee	\$2.75 (HS Grill \$3.75)		\$1.75
Guest	\$3.25 (HS Grill \$4.25)		\$2.00
Extra Milk: \$.60			

**Breakfast**

## **2013-2014 Lambert High School Student Handbook School Specific Information**

### **LHS ADMINISTRATION**

**Dr. Gary Davison, Principal  
Tom Bass, Assistant Principal  
Pam Bibik, Assistant Principal  
Heather Gordy, Assistant Principal  
Kim Oliver, Assistant Principal  
Stacy King, Graduation Coach  
Drew Ferrer, Athletic Director**

**Lambert High School  
805 Nichols Road  
Suwanee, GA 30024  
(678) 965-5050**

## **ACADEMIC INFORMATION**

**PLEASE VISIT THE LAMBERT HIGH SCHOOL WEBSITE FOR INFORMATION ON THE FOLLOWING ITEMS:**

1. HIGH SCHOOL GRADUATION REQUIREMENTS
2. ATTENDANCE PROCEDURES
3. SCHEDULE CHANGES
4. EXAM POLICY
5. GRADE POINT AVERAGES
6. HONOR GRADUATES
7. ADVANCED PLACEMENT (AP) COURSES
8. CAREER TECH
9. APPRENTICESHIP/WORK STUDY PROGRAM
10. TESTING PROGRAMS
11. NATIONAL HONOR SOCIETIES
12. GOVERNOR'S HONORS PROGRAM
13. HOPE SCHOLARSHIP
14. STUDENT SUPPORT TEAMS

## **COUNSELING DEPARTMENT**

Counselors at Lambert High School follow the American School Counselors Association (ASCA) model and the curriculum developed by members of the Forsyth County Student Support Services. This includes classroom guidance lessons presented to specified grade levels at developmentally appropriate stages. Useful information is also given through advisement, school wide announcements, class meetings, parent nights, the web page, and Parent Portal. Check our web site frequently for updated information.

Counselors at Lambert High School meet with students as identified needs arise and also to conduct crisis counseling as needed. Counseling Department is available to support our students and help them achieve their goals.

*To make an appointment*, students or parents may email counselors, leave phone messages on their counselor's voice mail, or leave a note for their counselors requesting an appointment. Secretaries have access to the counselors' schedules and can also make appointments. Making an appointment is the best way to ensure that a parent or student will be able to see a counselor promptly. Please allow at least two business days for the counselor to respond. If you have difficulty reaching a counselor, please call the counseling secretaries for assistance.

## **PARENT PORTAL**

Parents are strongly encouraged to register and use Parent Portal. This allows parents to monitor their child's grades and attendance and provides direct links to teachers. For information, go to [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us) and click on the appropriate link. The counseling secretary can also assist with registration for Parent Portal. For technical difficulties/re-setting passwords, etc., please contact the County Office @ 770-887-2461.

## **SCHEDULE CHANGES**

Registration for the current school year is completed during the previous spring when the faculty of Lambert High School invites students and parents to participate in the student's course selection process. All student-initiated course request changes must be completed by the end of the spring semester. After this deadline, schedule changes are based on the following criteria ONLY: (a) completion of a scheduled course during summer school; (b) computer/data entry errors; (c) duplication of courses/credit has not met pre-requisite and/or (d) administrative changes.

Only those courses for which there is adequate enrollment and/or faculty will be offered in a given school year. Courses, number of sections, and staff assignments are determined on the basis of need. The high school reserves the right to cancel, without prior notification, any course and/or to rearrange any prescribed course sequence, and/or to make schedule changes for the purpose of leveling class sizes.

## **TRANSCRIPTS**

Final transcripts are provided to seniors free of charge. There is a \$3.00 charge for all other transcripts. Students must submit a transcript request form to the registrar and provide both the postage and transcript fee at the time of request.

## **WITHDRAWAL PROCEDURES**

Withdrawals are initiated in the Counseling Office. Students should be accompanied by a parent or guardian. Please see Ms. Brenda Hamilton.

## **CONFERENCES**

Parent-Teacher Conferences may be scheduled with your child's teachers by contacting that teacher via his/her school phone extension or email. Please allow them at least 24-hours to respond.

## **GENERAL INFORMATION (INFORMATION ALPHABETICAL)**

### **BOOKBAGS**

Student book bags are permitted for use during the curricular day. They MUST, however, be small enough to fit under the standard student desk. Students are encouraged to purchase lockers to store and secure their belongings during the school day.

### **CLINIC**

The school clinic's hours of operation are 8:00am to 4:00pm. The school clinic is staffed by a registered nurse who is available for the health and well being of students and school personnel. Students with minor symptoms will be encouraged to stay in school. Parents must contact the school nurse to update pertinent medical information annually. All students must secure a clinic pass from their teacher in order to visit the clinic. Medications may not be administered unless a parent has submitted the medication and an authorization form has been completed; however, basic first aid may be administered. Parents and administration will be notified of excessive student visits to the clinic.

**EXTRACURRICULAR ACTIVITIES (see the Lambert High School website for a complete listing of all clubs and athletic teams)**

According to GHSA and State Board of Education, a student must pass 5 courses per semester in order to participate in extracurricular activities. To participate in GHSA extracurricular activities an entering ninth grade student (2012-2013) gains immediate eligibility. In order to remain eligible, a student must pass at least 5 courses per semester prior to participation in a particular sport. Lambert High School competes at the AAAAAA level in Region 6.

\*\*\*Students participating in IE2 should consult their counselor to ensure that they maintain GHSA eligibility.

\*\* All clubs and organizations must have state or national guidelines/by-laws that have been approved by the administration.

**Dress Code**

Appropriate dress consists of

- Pants worn at the waist
- Tops that cover midriff, cleavage, shoulders, and back while standing, sitting, walking, or bending
- Sweaters or jackets over tank tops
- Skirts, dresses, shorts that do not reveal upper thigh when standing, sitting, walking, or bending.
- Appropriate footwear (no slippers)

Additionally, remember that clothing may not display any explicit or suggestive images or language, and pajamas or other sleepwear is not acceptable during normal school hours or events.

**FIELD TRIPS**

Field trips and/or school-sponsored activities do not count as an absence or early dismissal from school. Students may be denied field trip attendance if they are failing classes or have been a discipline problem in class or on campus. Seniors are permitted four field trip days for college visits. Students must submit documentation to the school prior to the day of the visit.

**FOOD AND DRINK**

Commercial / fast food & drink deliveries to students are not permitted.

**GRIEVANCE PROCEDURE**

Most concerns of students and parents can and should be resolved by honest and open communication between the teacher, administrators, students, and parents. Students and their parents have the right to appeal any decision made by the school regarding a student's education or to any discipline measures enacted. Students should first discuss the problem with the appropriate teacher and/or coach or staff member. If this person cannot help resolve the problem, students may contact an assistant principal or the principal. All matters not settled at the school level may be referred to the central office.

**HALL PASS**

Students are not permitted in the halls during class periods unless they have their teacher's Hall Pass.

**INSURANCE**

Each student participating in interscholastic athletics must provide proof of insurance. Failure to provide proof of insurance will prevent the student from participating until such proof is provided. Insurance for extracurricular activities will be available for purchase at Lambert High School through a private vendor. The school is not responsible for any insurance expenses incurred by the student due to extra-curricular activities.

**LOCKERS**

Lockers are available for students to store and secure their belongings. The cost for locker rental will be \$10.00. These are available during Round Up Days prior to the start of school. Remaining lockers will be sold through the Main Office once school has started.

**LUNCH PROGRAM**

Students must report to the cafeteria during their assigned lunch period. Breakfast will be served in the Cafeteria starting at 7:30 AM. Please refer to the Lambert High School website for further information concerning the purchase of lunches, prices, automated meal accounts, etc.

**MEDIA CENTER**

The Lambert High School Media Center provides service from 7:30 AM to 6:00 PM. Students must obtain a pass from their classroom teacher to visit the Media Center during regular school hours. Lunch passes are available, as well, by requesting one in advance from a Media Center staff member.

Books are checked out for two weeks and may be renewed one time. Fines for overdue books are \$.10 per school day for items in general circulation, with a maximum fine equaling one half the purchase price of the book. Students are also responsible for paying the cost of lost or damaged books.

A copy machine is available for students – copies are \$.10 per page. For computer printouts, students are charged \$.05 per page.

**MOTOR VEHICLE SEARCHES**

Notice is hereby given that as a condition of parking on school property, the student will be required to give consent to allow school officials or law enforcement officers to examine and search the vehicle any time that it is on school property. Such examinations and searches may be conducted without further notice, without student consent, and without a search warrant.

**OUTSTANDING FEES/FINES**

Students may be deprived of privileges such as on campus parking, prom, yearbook, etc., until all fees and fines are paid in full.

## **PARKING**

Parking is a **privilege** that is offered to licensed students at Lambert High School for \$105.00 per school year. Failure to comply with parking rules and regulations will result in disciplinary action including, but not limited to, loss of the parking privilege. **Vehicles parked illegally will be towed at the expense of the driver of that vehicle. Money will not be refunded in the event a parking pass is revoked.**

The following parking rules will be enforced:

1. The parking pass must be attached to the rear window on the driver's side, and it must be visible at all times.
2. Students may park only in designated area and must pull straight into that spot (no backing in).
3. Upon arrival, students should immediately enter the building...no lingering in the parking lots will be permitted.
4. Speeding or reckless driving on campus or in the parking lot will not be permitted.
5. Student parking lots are located on school property. Therefore, all Forsyth County rules and regulations as outlined in the Code of Conduct will apply to students and vehicles parked on campus.
6. Vehicles may be examined or searched at any time if reasonable suspicion is evident. Such examinations and searches may be conducted without further notice, without student consent, and without a search warrant.
7. Lambert High School will not be responsible for vandalism, theft, damages, etc., to a vehicle or its contents.
8. Student drivers may not share a parking pass with another individual, nor are they permitted to use a parking pass of another student.
9. Student drivers are responsible for the actions of anyone using his/her vehicle and/or the actions of those who are riding in his/her vehicle.
10. Transporting another student off campus without permission is not a permitted.
11. Loud radios, mufflers, squealing tires, etc. will not be permitted.
12. Flags, banners, signs, placards, streamers, etc., may not be displayed on a vehicle while on campus.
13. **Excessive unexcused tardies (over nine occasions) from the first class of the day, as well as multiple occasions of skipping classes at any point during school, may result in the loss of parking privileges.**

## **TEMPORARY PARKING PERMIT PROCEDURE**

Student must report to Main Office to obtain a temporary parking permit with car registration before school. This temporary permit must be placed in vehicle before school.

## **SCHOOL COLLEGE CODE**

110927

## **SCHOOL NEWSPAPER**

The journalism class at Lambert High School will publish a school newspaper. All articles must be approved by the administration **before publication and distribution.**

## **SCHOOL VISITORS**

Visitors to the school must secure a visitor's pass at the Main Office. Students are not permitted to bring visitors to school. Visitors are not permitted to eat lunch in the school cafeteria.

## **SPORTING EVENT TICKET PRICES**

Varsity football – \$7.00 at the gate  
All other athletic events - \$5.00 Adults/\$3.00 Students

## **TEXTBOOKS**

Students will be responsible for textbooks and/or electronic textbooks that are checked-out to them. They should be cared for and returned in the condition they were received, which is noted in the computer. A replacement fee will be charged for textbooks that are lost, stolen or damaged.

## **YEARBOOKS**

Orders are taken for yearbooks during the early portion of the school year. Yearbooks are delivered during the last month of school. The yearbook staff will announce prices and exact dates for ordering. Students are responsible for keeping up with picture dates to insure individual pictures are included in the yearbook.

***NOTE: Students are responsible for all information, rules, and regulations as outlined herein.***

**\*ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AND/OR REVISION BY THE ADMINISTRATION WITHOUT PRIOR WRITTEN NOTIFICATION. ALL RULES AND REGULATIONS CANNOT BE COVERED IN THE SPACE OF THIS HANDBOOK. HOWEVER, STUDENTS CAN BE HELD ACCOUNTABLE FOR ANY UNWRITTEN RULE OR REGULATON THAT MIGHT IMPEDE THE EDUCATIONAL PROCESS OF THIS SCHOOL.**