



# Roswell High School Student Handbook SY-2025-2026

Roswell High School  
“Home of the Hornets”  
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[www.roswellhornets.org](http://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, Sandra Krinick ([KrinickS@fultonschools.org](mailto:KrinickS@fultonschools.org)) o por teléfono al 470-254-4500.



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# About Roswell High School

## **School Office**

470-254-4500

## **Attendance Office**

470-254-4605

## **Counseling/Student Services Office**

470-254-4608

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

Students support Habitat for Humanity, Race for the Cure, North Fulton Community Charities, Relay for Life, and other charities. RHS also offers over 50 clubs for students to participate in including 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  $\frac{1}{2}$  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. Rako Morrissey

### Assistant Principals

- Mellisa Little
- Celeste Moore
- Tonekia Pharr
- Robert Slater

### Athletic Director

- Ben Sutter

### Counselors

- Judy Bissett
- Cami Christensen
- Malongo Mukenge
- Drew Glover
- Jennifer Miner
- Denise Santos

### MTSS/RTI

- Naomi Kirk

### Social Worker

- Valerie Rogers

# Who Does What at Roswell High School?

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Student Transportation	Robert Slater	<a href="mailto:slaterr@fultonschools.org">slaterr@fultonschools.org</a>	4636
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Attendance Clerk	Susan Arpin	<a href="mailto:arpins@fultonschools.org">arpins@fultonschools.org</a>	4605
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Media Center	Sara Allegood	<a href="mailto:allegoods@fultonschools.org">allegoods@fultonschools.org</a>	4650
Parking	Ben Sutter	<a href="mailto:sutterb@fultonschools.org">sutterb@fultonschools.org</a>	4507
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Medication/Student Health	Ann Goud	<a href="mailto:gouda@fultonschools.org">gouda@fultonschools.org</a>	4640
Front Office Secretary	Karen Johnson	<a href="mailto:johnsonKO@fultonschools.org">johnsonKO@fultonschools.org</a>	4501
Asst Principal Clerical Support	Laura Routt	<a href="mailto:routt@fultonschools.org">routt@fultonschools.org</a>	4631
504 Plans	Yvette Thomas	<a href="mailto:ThomasY@fultonschools.org">ThomasY@fultonschools.org</a>	4500
Special Education	Will Roney	<a href="mailto:roneyw@fultonschools.org">roneyw@fultonschools.org</a>	4618
Brand Manager	Ben Sutter	<a href="mailto:sutterb@fultonschools.org">sutterb@fultonschools.org</a>	4507
School Social Worker	Valerie Rogers	<a href="mailto:rogersV@fultonschools.org">rogersV@fultonschools.org</a>	4628

# Academics and Grading

## Grades and Evaluation

[Roswell High School Grading and](#)

[Reporting Outline 1.docx](#)

# 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 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
15. Neglecting to log out all programs and the network when users leave the computer station.
16. 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 2025-2026 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 @fctu.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](#)



### Board Policy JB: Student Attendance

**Status:** ADOPTED

**Original Adopted Date:** 12/10/2020 | **Last Reviewed Date:** 12/10/2020

[see more](#)

In order for students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school.

To improve student attendance, students need to feel valued, engaged, and safe.

- Valued: Students feel that they are important.
- Safe: Students feel safe.
- Engaged: Students are a part of the learning process

A tiered approach will be utilized to maximize student attendance in school which promotes the organization of academic, behavioral, and health supports and interventions to meet all students based on their individual needs. Attendance interventions will be implemented based on the following categories:

- Satisfactory (0-4% Absence Rate)
- At Risk (5-9% Absence Rate) - Preventative
  - Foundation of the support system and includes universal strategies to encourage good attendance for all students.
- Chronic Absent (10-19% Absence Rate) - Early Intervention
  - For students and families who need more encouragement and support in addition to preventative strategies. Chronic absent strategies will provide early intervention(s) to target students to avoid chronic absences.
- Severe Chronic Absent ( $\geq 20\%$  Absence Rate)- Intensive Supports

- Offers intensive support for students facing the greatest challenges to getting to school with individual interventions and wrap around supports.

The Superintendent will develop Operating Guidelines to implement this policy.

[View Regulation JB-R\(1\): Student Attendance](#)

[View Board Policy JBD: Absences and Excuses](#)

## **Roswell High School Attendance Policy**

[2025-2026RHSAttendanceForRoswellWebPage-EditedHome-pdf.pdf](#)

### **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 or OSS.

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

Grades 9–12: Students are prohibited from accessing personal electronic devices during instructional time

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

Roswell High School operates on a seven-period day. 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 and Juniors only are allowed to eat lunch in the outdoor pavilion, weather permitting.

# 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 Front 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 9:00 p.m.

# Discipline Policies

## Board Policy JD

Students are expected to review the 2025-2026 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 personal electronic devices during instructional time.
- 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 2025 - 2026 Fulton County Schools Student Code of Conduct. This information is available on the District's and the school's website.
- Students must not be in school gyms or athletic facilities before or after school without being supervised by a District employee.

### **Lunch Time Rules**

- Eating is allowed in the cafeteria and media center. Seniors and Juniors 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 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 Smart 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.

## **After-School Detention**

For some attendance and behavior infractions, students may be assigned detention. It will be held Wednesday and Friday from 3:45 p.m. – 6:45 p.m. A student will be given 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 the assigned assistant principal.

## **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 for assigned work. While the administration will communicate with 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 and battery of school employee, as well as being a habitual violator of school rules and regulations.

# **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*

# 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:

- Exemption Policy: Each student can exempt up to 2 Finals each semester if they meet the following criteria: They must have a 75% or better in the course, they must attend 90% of days in that course, have no more than 3 days of ISS, and no days of OSS.

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 7:45 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.

## 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.

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

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.

## **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.

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.

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.

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.
7. Students who have parking permits are expected to maintain good attendance and behavior records.
8. 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.
9. 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.

## **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. 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.
2. Each club and organization must complete an application in order to be a sanctioned entity at Roswell High School.
3. The advisor must be present at all club and organization meetings.
4. A club and organization must have five (5) or more members.

5. Membership in clubs and organizations is limited to students currently enrolled at Roswell High School.
6. 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.
7. Each club and organization must minimally hold monthly meetings. Minutes of all meetings must be taken and kept for documentation purposes.
8. 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.
9. All clubs and organizations will follow the Roswell High School rules for fundraising
10. 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.
11. 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.

#### **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.

## **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 periods.

## **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.