



It's Better At The L.A.K.E.

Leadership/Academics/Kindness/Excellence

**2022-2023 Middle School Student Handbook
School Specific Information**

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LAKESIDE MIDDLE SCHOOL
ESTABLISHED 2009-2010

Our Vision:

A safe, connected, and thriving community for all

Our Mission & Beliefs:



**To foster an educational community built on
Leadership, Academics, Attitude, Kindness,
Excellence, and Effort**



We believe: All stakeholders should feel respected and valued; All students and staff should feel connected and supported; All students should have their individual academic needs met; Communication and community are essential for success; Staff members should be positive contributors to their collaborative teams.

Our faculty and staff members are committed to providing a safe learning environment that nurtures the needs of all students through creative and innovative instruction. We look forward to a wonderful, productive 2022-2023 school year. Our school succeeds with the cooperative effort of students, staff, parents and community. We encourage each of you to be involved during these exciting years.

Sincerely,

Lakeside Administration, Faculty, and Staff.

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AFTERNOON DISMISSAL

The safety of students is one of our utmost responsibilities.

Rules of Afternoon Dismissal

- **NO PICKUP ZONES**
- Haw Creek Elementary School and the gravel parking lot for buses ARE NOT to be used as a pickup location for students. NO students will be allowed to use the cross walk in front of the school at the four way stop or the cross walk across from the new chain link fence during afternoon dismissal. Students should NOT be entering a car except for directly in front of Lakeside Middle
- **WALKERS/BIKE RIDERS**
 - Walkers will only cross at the cross walks and will need to make eye contact with drivers in order to ensure their safe crossing.
 - Walkers/Bike Riders are persons who are walking/riding a bike to their home. When walkers/bike riders are dismissed, only those students who are walking/riding a bike to their home need to leave.
 - Walkers/bike riders are dismissed first, but there are rules about where they will exit the building and they need to exit the building immediately. If they happen to be meeting with a teacher at the end of the school day, they will need to wait until after buses have been dismissed.
 - Area #1: Students who will be walking down the access road toward Mashburn will need to come down the center stairwell and exit at the gym. Students will follow the direction of the teacher who is on duty at the buses to ensure they safely cross over the bus lanes, walk down the hill and turn right toward Mashburn.
 - Area #2: Students who will be using the cut through behind the gym to Princeton Square will need to come down the center stairwell and exit out the back doors at the atrium, turn left and proceed to the cut through.
 - Area #3: Students who will be walking in the direction of Chattahoochee River Club and Echols road will exit through the end of the sixth-grade hallway and will proceed to the end of the access road. Students who need to cross the road will do so at the stop light where there are cross walks.
- **CAR RIDERS**
 - Car Riders will be dismissed after walkers. They will exit out of the front and wait on the front sidewalk until parents pull down in that area. Parents, please make sure you pull all the way up allowing for more students to load at one time. Students will not be allowed to enter the cars until the car line has pulled all the way forward and all

cars have come to a stop. Students will not enter cars parked on the access road or waiting in the car line.

- **BUS RIDERS**

- Bus riders will be dismissed as their buses arrive and will be called by bus number from their classroom.

AGENDA BOOKS

The purpose of the book is to provide organization of homework and project assignments, as well as for parents to be knowledgeable about school assignments and communicate with the school on a regular basis. The agenda costs \$10.00 and is available through the School Store located in the Media Center.

ATTENDANCE

Regular attendance is essential to success in school. As permitted under the State Board of Education Rule 160-5-1-.10, the Georgia Compulsory Education Law O.C.G.A. § 20-2-690.1, 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. A visit, up to five school days per year, with a parent or legal guardian who is on leave from or who is being deployed to military service.

Students shall be counted present when they are serving as a page in the Georgia General Assembly. Students who are in foster care are to be counted present at school when attending court proceedings related to their care and placement.

Non-school related activities and vacations are considered unexcused.

Absences:

The parent/guardian must submit a note, fax or email to the attendance clerk within five (5) school days for an absence to be considered excused. Attendance Fax Number: 678-965-5082 or Attendance email: jarmistead@forsyth.k12.ga.us. The note must include the student's name, the date(s) of absence(s), and the reason for the absence. It is the responsibility of the parent(s)/guardian(s) to be in communication with the student's teacher(s) and/or office staff when a student is absent, especially when it is for more

than one day. 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.

Consequences:

If a student has excessive absences, 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.

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 missed lessons and work from itslearning. 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. 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: Parents must sign their child in upon late arrival.

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 and meet assessment criteria for the school to excuse the absence. Parents may submit a note to excuse an early check-out due to illness. Students who are frequently absent, tardy, or check out early from school may be required by the school administration to provide medical documentation to validate any absence, tardy or early check-out as excused. Check-outs are not allowed after 3:30 pm.

ATHLETICS/EXTRACURRICULARS ELIGIBILITY

- Enrollment: To be eligible to participate in athletic extracurricular activities for a

- season, a student must be enrolled in the school for which he or she will participate, be in the seventh or eighth grade, meet academic requirements, meet the age requirement, and have not exceeded four semesters of participation
- Classes Passed: The Forsyth County School System will recognize eligibility rules established under Georgia Law 160-5-1-.18 and the Georgia High School Association. Please see www.forsyth.k12.ga.us/athletics. Students participating in interscholastic activities shall pass a minimum of 70% of courses (5 classes out of 6 or 5 classes out of 7) carrying credit toward grade promotion in the semester immediately preceding participation.
 - Grading Periods: The grades from the previous semester will determine eligibility for the current semester- (Ex) grades from spring of 2014 will determine eligibility for fall of 2014. Students who are not eligible during a semester may not tryout for sports that occur in the following semester if the tryouts occur during the semester of ineligibility. However, students may try-out for the sport if they become eligible at the completion of the semester at the discretion of the coach.
 - Incomplete Grades: If a student has more than two incomplete semester grades, he or she will not be eligible to participate in athletic extracurricular activities until those grades have been finalized (See GHSA Student Recovery).
 - Virtual Classes: Students who take courses away from the home school for part or whole day programs but are still enrolled in the home school will be eligible to participate in athletic extracurricular activities at the home school.
 - Age Requirements: Students who turn 15 prior to May 1 of their seventh-grade year are not eligible to participate in athletic extracurricular activities.
 - Semester Rule: Students will be limited to four consecutive semesters of eligibility for participation in athletic extracurricular activities beginning in the fall of their seventh-grade year.
 - Physical Examination and Parent Permission:
The student must have on file, with the home school Athletic Office, the provided GHSA form (NO substitutes will be accepted) signed by his/her parents certifying that the student has permission to participate in the school athletic programs. Also, on this form will be the results of a physical examination conducted by a practicing physician, physician's assistant or nurse practitioner. One examination per year is required and is conducted at the student's expense. It is strongly recommended that all athletes obtain physicals during the scheduled time provided through the High Schools or Middle Schools. Forms are available at the Forsyth County Athletic webpage. Students must file with the Athletic Office a parent permission form, proof of insurance, and a physical exam prior to taking part in any school-sponsored practice or clinic/camp. Additional forms may be required. A current physical must be on file for a student to participate.
 - Retention: Retention of students for athletic purposes is prohibited. If a school chooses to retain a student in grades 6, 7, or 8 who has passing grades, the school shall document the educational reasons for the retention. Written documentation shall be maintained in the student's permanent record and shall include the following information.

1. A parent/guardian written request outlining the reasons for requesting the

retention and /or a school-initiated written request with the accompanying written approval of the request by the parent/guardian.

2. Statements from two professional sources from outside the school justifying the retention for educational purposes.
3. Written approval of the retention request and justification of the retention for educational purposes by the principal, the superintendent and by two teachers (other than athletic coach) who have taught the student.

ATHLETIC OPPORTUNITIES

Lakeside offers a variety of opportunities for students to become involved in activities, some of which are listed below.

Football – 7th and 8th grade
Cheerleading - 7th and 8th grade
Basketball - 7th and 8th grade
Track - 7th and 8th grade
Golf - 7th and 8th grade
Intramurals - all grades
Cross Country – all grades
Soccer- all grades

ATHLETIC PARTICIPATION/SCHOOL ATTENDANCE

- In order to participate in an extra-curricular event, a student must be present at least half of the school day according to the school attendance office. The principal has the authority to overturn this rule in individual cases.
- Students suspended OSS or ISS are not permitted to participate in competition or practice until they return to school for one full academic day
- When a team is released from school for an event, it is the athlete's responsibility to inform the teachers of the classes he/she will be missing, and if possible, make up the work before the excused absence. If not possible, it is the athlete's responsibility to make up the time and work missed as soon as possible so as not to jeopardize his/her own academic eligibility or the success of the team.

ATHLETIC TRANSPORTATION

- All athletes will be charged a \$25.00 athletic transportation fee.
- All team members will ride to an event in school provided transportation with the

- team. Any athlete, who arranges independent transportation to an event, without permission from the coach and the Athletic Director in advance, will be ineligible to compete in that event.
- All team members will return to their High/Middle School in the Forsyth County provided transportation unless a Travel Release form is completed by a parent/guardian.
 - Athletes will only be released to their own parent/guardian from a contest. A parent/guardian must sign out the athlete from the coach at the contest site.
 - If extracurricular activities have been cancelled by the FCSS for ANY reason, no athlete is permitted to enter an athletic event and participate as a school representative. Athletes entering events during a time of cancellation for the FCSS will be subject to dismissal from the team. Coaches will not encourage the athlete's independent participation and will not attend the event during the period that activities have been cancelled.

CHRONIC ILLNESS

Student conditions that will require daily or immediate care should be brought to the attention of the school nurse at the beginning of each school year. Conditions such as diabetes, seizures, severe allergies, etc. will require that a Medical Action/Care Plan be filed ***annually*** in the school clinic. This updated action plan must be completed and signed by both parent and physician. The forms may be found on the Lakeside website in services/health/forms or obtained in the school front office. The clinic goal is to be knowledgeable and prepared to assist all students to have an optimal learning experience at Lakeside.

CLINIC VISITS

The clinic is in the main office and is for emergencies only. Students are to have a teacher's pass to visit the clinic. If a student decides during a transition period that she/he needs to visit the clinic, she or he should report to the next class and immediately ask the teacher for permission to go to the clinic. Band-Aids and gloves are available in each class. The clinic has a limited supply of products for personal use **IN EMERGENCIES ONLY**. In the event a student is too ill to attend classes, a parent will be notified to make arrangements to pick up the student.

COMMUNICATION

Students and parents/guardians are encouraged to regularly check each of their itslearning courses for information such as lessons, assessments, important dates, etc. Within each

course, the teacher maintains a Planner where this information can be found. Student grades, state assessment results, and attendance are available in ParentPortal, <http://campus.forsyth.k12.ga.us>, which is also used for school and district newsletters distribution lists. The district invites you to stay connected by visiting its website, www.forsyth.k12.ga.us (which includes language translation options), following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), subscribing on YouTube (@ForsythCountySchools) and to download the updated mobile app, Forsyth County Schools GA.

CONFERENCES (PARENT-TEACHER)

Parent-Teacher conferences are encouraged at Lakeside. Consistent, positive contact between the home and the school helps to create a climate of trust and enhances the student's opportunity for academic and personal success. Fall and spring early release days facilitate the opportunity for large numbers of conferences. If a parent desires a conference, please contact the individual teacher to make an appointment. Counselors are always available for parents as are the administrators. Please do not hesitate to call if you have a concern.

CONTAGIOUS DISEASES

When a student has been absent with a contagious disease, she/he should report to the nurse's office immediately after returning to school.

- **Measles:** Student must remain out a minimum of 4 days after appearance of rash.
- **Chicken Pox:** A student must remain out no less than 6 days after the appearance of eruption and until most scabs are gone from the exposed areas of the body.
- **Mumps:** Student must remain out until all swelling has disappeared (9 days).
- **Extended absences for Scarlet Fever, Strep Infection, Staph Infection, Infectious Mononucleosis, Hepatitis:** A student must present a doctor's statement to the receptionist.
- **Rashes and sores:** The school may exclude a student evidencing a rash or sores until diagnosed by the family physician or health department. Continued exclusion will be dependent upon the doctor's diagnosis and recommendations.
- **Lice:** Students must be nit free to return to school. A nurse must examine the student upon return to school.

COUNSELING PROGRAM

Trivette Lipscomb
6th Grade
tlipscomb@forsyth.k12.ga.us

Elizabeth Harris
7th Grade
mharris@forsyth.k12.ga.us

Kristen Woddail
8th Grade
kwoddail@forsyth.k12.ga.us

The Lakeside Counselors seek to provide services for students, parents, teachers and school staff that will help to develop the many areas of a student's needs, including social and emotional, academic, and career development. The School Counselors are available to all students and parents and help to ensure that the students acquire and demonstrate the knowledge, attitudes, and skills needed in educational planning, career development, and social, emotional development in preparation for meaningful participation in a complex, changing world.

Counselors provide the following to students:

- Individual and group counseling
- Classroom guidance
- Reviewing of test results to analyze achievement and potential
- Information for future planning to students
- Confidentiality
- Consultations with parents, teachers, administrators, and other professionals
- Coordination of services for students both inside and outside the school
- Workshops for parents and teachers
- Help to children with emotional crises
- Facilitation of better peer relationships
- Encouragement to students to recognize and make the best use of their abilities
- Assistance to parents and teachers in helping children
- Prevention of major problems before they occur

There is a therapy dog at Lakeside. Our certified therapy dog handler and school counselor, Mrs. Lipscomb, will be joined by her certified therapy dog, Asher, certain days of the week to visit classrooms and small groups. Please contact Mrs. Lipscomb with any questions or concerns. Additionally, we have a second therapy dog that will participate in some of our academic classes and health and mindfulness classes.

DANCES AND LAKESIDE PARTIES

Dances are sponsored at Lakeside several times during the year and are held immediately after school from 4:30 to 6:00 PM in the gym. Only Lakeside students can attend. Admission to each dance is at a nominal fee and refreshments are available at a reasonable price. Students are expected to conduct themselves as ladies and gentlemen at our dances and to comply with all school and dance guidelines. The following are specific Lakeside rules:

- Students should come to the dance at 4:30. The doors will be closed, and students will not be admitted after 4:30.
- Students will abide by the dress code.
- Students should walk – not run – during the dance.
- Students are expected to conduct themselves maturely.
- Students may purchase refreshments in the gym lobby. All trash is to be deposited in the appropriate containers.
- Students may sit – not stand – on the bleachers.
- Public displays of affection are not acceptable.
- Students must remain in the gym or in the gym lobby during the dance.
- Students must stay in the building until they are ready to leave the dance for the evening. Once a student goes outside, she/he may not return to the dance.
- It is expected that parental transportation will arrive and depart within 15 minutes of ending times. Students who are not picked-up within 30 minutes of the ending time may not be permitted to return to future dances at Lakeside.

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

Nathan Turner (Students)
Cindy Salloum (Personnel)

Title IX

Nathan Turner (Students)
Cindy Salloum (Personnel)

ADA and 504

Sarah Taylor (Students)
Cindy Salloum (Personnel)

Gender Equity

Cindy Salloum (Students)

Community Based Work Programs

Valery Lowe

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonge 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 > policies and procedures.

DRESS CODE

Clothing and accessories that materially interfere with the work of the school or impinge upon the rights of other students are prohibited. Apparel or appearance that tends to draw attention to an individual rather than to a learning situation must be avoided. The school administration is authorized to determine what constitutes appropriate or inappropriate dress for the school setting. The principal is authorized to require or allow adjustments to this code on a case-by-case basis. In matters of opinion, the judgment of the principal shall prevail. Questions regarding the dress code should be addressed with a school administrator, who may take into consideration the student purpose in wearing the item and/or the reaction of other students. Prohibited items and practices include, but may not be limited to the following:

- A. Articles that may reasonably be considered to be a safety hazard or potential weapon or hazardous object;
- B. Any tattoo, hair style, hair color, clothing, inappropriately worn clothing, jewelry, or body decoration that interferes with or disrupts any legitimate function of the school.
- C. Obviously oversized, over-length, or baggy clothing items (pants must be worn at the waist: no sagging allowed).
- D. Garments that expose the midriff or cleavage, see-through or mesh clothing, halter or tank tops, pajamas, sleep or loungewear (shirts, blouses, and dresses must cover the waistband of pants, shorts, or skirts, with no midriff or cleavage visible while standing. Sitting, with arms extended above the head or while bending over);
- E. Short shorts and leggings (exceptions may be made by the principal); items of this nature may be worn under acceptable outer clothing of appropriate length as

outlined in letter K below.

- F. Hats, caps, and other head apparel may not be worn inside the school building except for religious or medical purposes; Coats and jackets exceeding fingertip length may not be worn in a building;
- G. Footwear is required and must be safe and appropriate for indoor and outdoor activities;
- H. Clothing and accessories such as jewelry, patches, backpacks, and notebooks must not display (1) racial or ethnic slurs, (2) hate speech, (3) gang affiliations or (4) vulgar, obscene, subversive, sexually explicit, implicit or suggestive language or images, nor should they promote products that students may not legally buy such as alcohol, tobacco, illegal drugs, etc.,
- I. Garments, jewelry, body art and tattoos that communicate gang allegiance may not be worn at school, and no item may be worn in a manner that communicates gang affiliation.
- J. Skirts, dresses, or shorts should be an acceptable length in order to avoid any disruption of a normal school day. The final decision of appropriate dress will be made by the principal or his/her designee.
- K. Prohibited items include shoes with wheels “(Wheelies)”, large, long or heavy chains, studded or chained accessories; dog collars; baby pacifiers, sunglasses inside the building except for health purposes; skin-tight outer materials such as spandex; and garments with holes above the knees.

DRILLS

Safety drills are held at least once per month throughout the year. When an emergency alarms sound, students must follow the guidelines posted in each classroom.

DROPPING OFF/EARLY PICK UP OF STUDENTS

Parents who drop off students in the morning or pick up students in the afternoon should use the parking lot area in the front of the school building.

Parents or their designee wishing to check out students early from LAKESIDE MIDDLE SCHOOL must sign out each student in the main office. Please be prepared to present picture identification (e.g. driver's license) to verify your identity. Please do not ask your child to meet you in the bus loading area or in the parking lot. Check-outs are not allowed after 3:30.

Students will only be checked out to persons that are listed in Infinite Campus. Please make sure you have your Infinite Campus up to date with your current phone number, mailing and email address as well as lists of those who can check out your child.

EMERGENCY TRANSPORTING OF STUDENTS TO THE HOSPITAL

In the case of illness or accident to a student, it shall be the responsibility of the parent or guardian to call a doctor for the child or transport to the doctor's office or hospital. In cases of emergency or when it is deemed necessary to transport the child to the hospital, it is the responsibility of the principal or designee to remain with the child until a parent or other responsible adult arrives. The school administrator reserves the right to make emergency decisions as the situation requires.

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.

FAMILY CONNECT

In support of our commitment to the social and emotional well-being of all, we will have several nights during the year when students will have no homework. On these nights, students and their families will be encouraged to put down their technology and connect with their families through games, acts of kindness or just doing anything together. Teachers will also not schedule a test on the Thursday following these dates and no projects will have a due date of that Thursday as well.

August 25th
September 29th
October 20th
November 10th
December 8th
January 12th
February 9th
March 23rd
April 20th

FEDERAL PROGRAMS

Forsyth County Schools Complaint Procedures:

Parents, students, staff, private schools, and the general public have the right to file a complaint regarding the following Federal Programs: Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies; Title I, Part B, Subpart 3: Even Start Family Literacy; Title I, Part C: Education of Migrant Children; Title I, Part D: Prevention and Intervention; Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk; Title II, Part A: Teacher and Principal Training and Recruiting Fund; Title II, Part D: Enhancing Education Through Technology; Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement; Title IV, Part B: 21st Century Community Learning Centers; Title VI, Part A, Subpart 1, Section 6111: State Assessment Program; Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program; Title VI, Part B, Subpart 2: Rural and Low-Income Schools; Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children; Title X, Part C – McKinney-Vento Homeless Assistance Act

Any and all complaints should be addressed with local school staff and/or administrators. If no resolution is determined, a complaint may be made in writing and signed by the complainant. Therefore, for complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education (GaDOE) until every effort has been made to resolve the issue through local written complaint procedures.

The complaint must include the following:

- (1) A statement that Forsyth County Schools has violated a requirement of a federal statute or regulation that applies to an applicable program.
- (2) The date on which the violation occurred.
- (3) The facts on which the statement is based and the specific requirement allegedly violated (include citation to the federal statute or regulation).
- (4) A list of the names and telephone numbers of individuals who can provide additional information.
- (5) Whether a complaint has been filed with any other government agency, and if so, which agency.
- (6) Copies of all applicable documents supporting the complainant's position.
- (7) The address of the complainant.

The complaint must be addressed to:

Federal Program Director (for program the complaint is filed against)
Forsyth County Schools
1120 Dahlonega Hwy.
Cumming, GA 30040

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 or company with whom the district has contracted to perform a specific task (such as attorney, auditor, therapist, online curriculum vendor, picture company, or yearbook company); 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. If you feel a violation of FERPA rights has occurred, visit www.forsyth.k12.ga.us/ferpa to submit a parent complaint form.

FERPA Directory Information Notice:

FCS has designated the following information as directory information:

- Name,
- Photograph,
- Phone Number,
- Gender,
- Homeroom Teacher,
- Grade level,

- Date of birth,
- Mailing address,
- Parent/guardian email addresses specifically to school approved yearbook companies, photography companies, graduation service companies, and the Forsyth County Public Library,
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Degrees, honors and awards received,
- Major field of study, and
- The most recent educational agency or institution attended.
- Local Student Identification Number

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. 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 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 students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event unless a parent/guardian notifies the principal of the school, in writing, to opt-out within 10 days of the first day of school or of their enrollment date. 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.

At the discretion of the principal or the school system, schools may disclose student name, grade, and parent email addresses for purposes of school photography, yearbook, graduation-related services, and the Forsyth County Public Library. Parents/guardians may opt-out by notifying the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

GRADING AND REPORTING

Students in grades 6-8 receive grade reports on a quarterly basis throughout the school year. The interim reports are issued at the 9 and 27 week points and the report cards are issued at 18 and 36 weeks. The reports include a numerical average for the grading period as well as a formative and summative grade breakdown. To formulate the average, the grades are weighted 80% summative and 20% formative. If a student is taking an EOC course in middle school (i.e. Physical Science, Algebra I), the EOC assessment grade conversion score, per state rule, has a weight of 20% on the final course grade. In addition, the reports include a three-point rubric defining Work Habits that impact student achievement.

HARASSMENT

The school district forbids sexual, racial and other harassment of all employees and students while at school or impacts school, in the workplace 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.

LEAVING CAMPUS

Once students leave campus, they will not be allowed to return to school that day unless accompanied by an adult. For example: Students may not walk after school and then return for an after-school activity without an adult.

LOCKERS AND PERSONAL PROPERTY

Hall lockers with locks will be assigned to every student. Students must stay in their assigned locker unless given permission to change. Keep lockers locked. Do not give combinations to anyone. Report ANY hall locker problems to your PRIDE teacher. The administration does not assume responsibility for any damaged, stolen, or lost personal property. The locker rental fee is \$5.00. Students will also be issued a locker in the physical education locker room. The PE locker rental fee is **\$5.00**. A replacement fee of **\$5.00** will be assessed for lost locks in PE.

LOCKER COMBINATION INSTRUCTIONS

- ☐ Turn **Right** two or more whole turns and stop at first number.
- ☐ Turn **Left** one whole turn past the first number and stop at second number.
- ☐ Turn **Right** and stop at third number and then pull shackle open.
- ☐ To **Lock** push shackle all the way in.

LOST AND FOUND

Students are encouraged to check their hallways, classroom areas, bathroom areas and then gym areas for missing possessions such as lost books, articles of clothing, and other such items. Lost keys, jewelry, wallets, glasses and other valuable items may be held in the main office. If all else fails, students should check the designated areas for lost and found items. Lost and Found items will be donated to a local charity on the 1st and 3rd Monday of each month.

MEDIA CENTER INFORMATION

The Media Center is the hub of information for Lakeside students and teachers providing resources and instruction to enhance and support the curriculum. All networked computers in the school access the online catalog where students may check availability of materials, reserve books, and inquire about specific topics. The media specialist and media assistant provide instruction and assistance in locating information

and resources. The media center is open throughout the school day and also houses a school store, which sells pencils, paper, pens, poster board, flash drives, computer disks, and a variety of other school supplies.

Media Center Guidelines:

- Show courtesy toward others by using care in handling materials. Speak softly when in the media center.
- Passes are required for admittance to the media center during the school day unless the entire class is present. When the media center is reserved for a class, individual students may be asked to return at a later time depending on available resources.
- Books are checked out for a two-week period and may be renewed if no one has reserved the material. Reference materials may be checked out overnight and must be returned at the start of the next school day.
- Lost or damaged materials must be paid for in accordance with county policy. Materials overdue more than one month are considered lost. Bills may be sent to the home.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION CLASS

- Students may be excused from physical education classes for up to **5** consecutive school days on a note from the parent which is brought to the PE teacher.
- Students who are to be excused from physical education for longer than 5 consecutive days in any or all activities, either continuously or intermittently, must bring an excuse from their doctor. These students will be given alternative assignments after the presentation of a note to the PE teacher and the office.
- Students released from PE will not be permitted to return to regular assignments until notification of such return is indicated by a note from the doctor.

PARENT EXPECTATIONS

Lakeside Middle School expects parents to help in the following ways:

HELP WITH ADMINISTRATIVE ISSUES

- Join the PTO
- Hold your child accountable for delivering school communications
- Promptly complete all forms and return them to school
- Volunteer to spend time and make a difference by helping the school
- Follow School Board meetings and decisions concerning schools in Forsyth County

HELP WITH ACADEMIC ISSUES

- Provide a suitable study area and daily schedule for your child

- Check your child's itsLearning daily
- Attend school conferences
- Support team activities
- Make school and education a priority in your home
- Ensure that your child has the necessary school supplies
- Ensure that your child is utilizing work and information from individual classes

HELP WITH DISCIPLINE ISSUES

- Routinely review the LAKESIDE MIDDLE SCHOOL handbook and the Forsyth County Board of Education Code of Conduct with your child
- Promptly return discipline notices when requested
- Ensure your child comes to school dressed appropriately
- Establish and enforce consequences for inappropriate behaviors

PARENT NOTICE OF TEACHER QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher-

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
- Is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

PHYSICAL EDUCATION UNIFORMS

Lakeside provides PE uniforms for a nominal cost. The PE uniform consists of a short (\$20) and Shirt (\$10). In addition, students can purchase a drawstring bag (\$10). If there are issues with purchasing or wearing the PE uniform, please contact your child's PE teacher or counselor.

PLAGIARISM

Plagiarism is becoming more of a problem in our nation's schools as information becomes so easily accessible through the Internet. At Lakeside we strive to educate our students as to what constitutes plagiarism as well as how to avoid it. As stated on the Indiana University Bloomington website:

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common

knowledge. What is considered “common knowledge” may differ from course to course.

- A. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics,
or pictures of another person without acknowledgement.
- B. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 - 1. Directly quoting another person’s actual words, whether oral or written.
 - 2. Using another person’s ideas, opinions, or theories:
 - 3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 - 4. Borrowing facts, statistics, or illustrative material; or
 - 5. Offering material assembled or collected by others in the form of projects or collections without acknowledgement.

The following website is a helpful resource when determining what needs to be cited and what does not. It offers a wealth of information describing what plagiarism entails as well as many examples of it. Please review the information with your child so he or she is aware of the importance of avoiding plagiarism.

<http://www.indiana.edu/~istd/definition.html>

Source: Indiana University Bloomington. n.d. *How to recognize plagiarism?* (Online), 4/16/09

RESIDENCY REQUIREMENTS AND ADDRESS CHANGES

Proof of residence is required when a student initially enrolls in a school and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at <http://www.forsyth.k12.ga.us/Page/48193>

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 service 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 service 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/guardian, as well as the legal owner or landlord of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides proof of residence as required by the Forsyth County Board of Education. The owner of the property must also provide 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 service address of the parent/guardian.

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/guardian 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/guardian with whom the student resides overnight during the majority of the school week.

RESPONSIBLE USE GUIDELINES FOR FORSYTH COUNTY SCHOOLS' COMMUNITY

The mission of Forsyth County Schools (FCS) is to prepare and inspire all learners to lead and succeed. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of FCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's

Learner Profile which include pursue continuous learning, exhibit strong personal qualities, utilize creative and critical thinking, engage and contribute, and interact effectively.

I understand that using digital devices (whether personal or school owned) and the FCS network is a privilege, and when I use them according to the Responsible Use Guidelines, I will keep that privilege. I also acknowledge that use of any district provided device and any device connected to the FCS network may be monitored for compliance with federal, state and local laws and policies.

All members of Forsyth County Schools' community agree to follow the Forsyth County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers as part of Digital Citizenship training and will provide a springboard for teaching and learning around topics such as Internet safety, online privacy, digital footprint, and fair use of technology.

** Developed based on Responsible Use Procedures of Canyon County Schools and the Holy Spirit Roman Catholic Separate Regional Division.*

SAFETY AND HEALTH

P3 Campus Anonymous Reporting: 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 two ways.

- ANONYMOUS Web tip at <https://www.p3campus.com/campus/index.htm>
- Call the ANONYMOUS tip line at 770-888-3466 ext. 1 or 3.

CTAE Student Safety Guidelines

Career, technical, and agricultural education courses (CTAE) offered in Forsyth County middle and high schools are hands-on, project based, career pathways where students will be developing projects that may require the use of equipment, machinery, chemicals, and other items which, if used incorrectly, can be considered hazardous. Because of that, safety in the classroom is priority for students, teachers, parents, and anyone else involved in CTAE. Although every attempt is made to ensure a safe learning environment for our students, accidents do occur. Parents and guardians should be aware that in the event your child is injured at school, the district does not carry medical insurance on individual students and will not cover the medical expenses from an accident. Teachers will review the guidelines below with students as part of their safety orientation to the lab setting. Students will not be allowed to participate in the lab setting until these guidelines have been covered, demonstrated, and assessed for understanding.

By acknowledging these guidelines, students must obey these rules to ensure their own safety and that of their fellow students and teachers. Students should fully cooperate with their teacher and fellow students to maintain a safe lab environment. They should also closely follow the oral and written instructions provided by the teacher. Any violation of this safety agreement that results in unsafe conduct in the laboratory or misbehavior would necessitate students being removed

from the classroom, detention, receiving a failing grade, and/or further disciplinary action.

GENERAL GUIDELINES

1. Students must always conduct themselves in a responsible manner in the classroom and lab setting.
2. Students must follow all written and verbal instructions carefully. If he/she does not understand a direction or piece of equipment, ask the teacher before proceeding with task.
3. Students should never work alone in a lab setting. No student may work in the classroom or lab setting without the presence of the teacher.
4. When first entering the classroom and lab, students should not touch any equipment or materials until they are instructed to do so.
5. Students should perform only those tasks authorized by the teacher and carefully follow all instructions, both written and oral. Unauthorized experiments/activities/equipment use is not allowed.
6. Students must be prepared for their work in the career pathway, read all directions thoroughly, or never fool around in the shop. Horseplay, practical jokes, and pranks are dangerous and prohibited.
7. Students must observe good housekeeping practices. Work areas should always be kept clean and tidy.
8. Students must always be alert and proceed with caution in the classroom and lab area and notify the teacher immediately of any unsafe conditions observed.
9. Labels and equipment instructions must be read carefully before use. Setup and use the equipment as directed by the teacher.
10. Students must keep hands away from face, eyes, mouth, and body while using equipment and wash their hands with soap and water after performing all activities.

11. Experiments and equipment must always be teacher monitored. Students should not wander around the room, distract other students, startle other students, or interfere with the procedures of others.

12. Students must know the locations, operating procedures, and identifications of all safety equipment, including first aid kit(s) and fire extinguisher(s). They should know where the fire alarm and the emergency exits are located.

13. Students must know what to do and execute the fire safety plan if there is a fire drill during a class period; containers must be closed, and any electrical equipment in use turned off.

CLOTHING

14. Anytime equipment is used which has the potential to cause damage to the eyes, students will wear safety goggles.

15. Students must dress properly during all lab activities. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in all lab settings. Long hair must be tied back, and dangling jewelry and baggy clothing must be secured. At times, sleeves, long pants, and solid shoes may be required.

ACCIDENTS AND INJURIES

16. Students must report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how minor it may seem.

HANDLING GLASSWARE AND EQUIPMENT

17. Students should never handle broken glass with bare hands but use a brush and dustpan to clean up broken glass. They should place broken glass in the designated glass disposal container.

18. If students do not understand how to use a piece of equipment, ask the teacher for help.

Note: If you disagree with the CTAE Student Safety Guidelines, please contact your school's principal within ten days of enrollment.

Discipline Records:

Forsyth County Schools 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 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 regarding 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, social media (www.facebook.com/FCSchools and www.twitter.com/FCSchoolsGA), and on the automated voice service at (770) 887-2461. Subscribers to Parent Portal and FCS newsletters will also receive an email notifying them on closings or delays. Please note that you should verify the information by checking two sources, especially when relying on social media for information. Fake social media accounts with school and/or the district names and logos violate copyright laws but unfortunately are common. FCS' official social media accounts have been in existence for many years and therefore have a long list of tweets and followers, while fake accounts have significantly less.

- **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.
- **Online Learning for School Closures:** In the event of a school closure, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00 a.m. on the day school is closed. Students should begin working on their lessons on the day school is closed when possible. If students have questions about their lessons, they may contact teachers during their posted office hours. Student work is due three school days upon returning to school.

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) opioid overdose. School staff members are trained to assess the clinical signs, call 911 and administer the medications (Benadryl, epinephrine injection, nebulized bronchodilator, or Naloxone). 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 may 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 component of Physical Education, a variety of fitness assessment activities and techniques will be used to measure different areas of health-related fitness. These may include but are not limited to 1. The PACER run or one mile run for cardiovascular fitness; 2. Push-Ups for upper body strength; 3. Curl-Ups for abdominal strength; 4. Back-Saver Sit and Reach for flexibility. Lifelong fitness and wellness may be promoted through exposure to modern technology tools such as fitness trackers and apps.

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 or in an alternative setting. 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. Information and guidelines for Hospital Homebound Services can be found at the Georgia Department of Education webpage – gadoe.org.

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. FCS follows guidance from the Department of Public Health regarding COVID-19 illnesses and exposures.

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 administered. Prescription medication must be in the original 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 administered once or twice a day unless the physician specifically states a time during school hours. If medication can be administered 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 administered 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. Board policy and state law 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.

Progressive Discipline Procedures:

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors. Schools are not required to start at step one of progressive discipline if the behavior warrants a more severe punishment.

Sex/AIDS Education:

Sex/AIDS education lessons are included as part of the health curriculum for grades 6-8. FCS uses the *Choosing the Best* program for sex/AIDS education lessons. *Choosing the Best* is an abstinence centered 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/guardians 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/guardian 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 always be subject to inspection and search by school authorities 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 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.

Vision, Hearing, Dental, and Scoliosis Screening:

Vision, hearing and dental screening will be conducted in grade 8. Scoliosis screening will be conducted in grades 7 & 8.

SCHOOL HOURS

Students should arrive no later than 9:00AM. School begins at 9:00AM and dismissal will begin at 4:15PM (See Afternoon Dismissal). Students who arrive between 7:45AM and 8:30AM will remain quietly in the cafeteria. We encourage students to arrive after 8:30 so they can report directly to their first class.

Students who ride the bus will be dropped off at the gym doors. Students will report directly to their first class from their bus. They will be allowed to eat breakfast at 8:30AM. Students are not permitted to remain after school unless they have made arrangements with a teacher. The exception is for after school athletic or extracurricular events, competitions, or practices.

Any student arriving before 7:45AM or remaining at school after 4:30PM will not be supervised. Parents should make arrangements to have students transported home or for after school care. The school does not provide an after-school day care program.

SCHOOL PICTURES

School pictures are taken by a private photo company during the fall and spring. There is no obligation to purchase any picture taken. The individual student pictures are for the yearbook. Students who do not have a picture made by the school photographer will not be included in the yearbook section of the grade level pictures. Picture packets and Yearbooks can be ordered on-line.

STUDENT BEHAVIOR & CONSEQUENCES

ELECTRONIC DEVICES: All electronic entertainment and electronic communication devices, including all phones must be turned **OFF** and kept out of sight from 9:00 am until dismissal. With BYOT (Bring Your Own Technology), teachers at Lakeside are given the authority to determine when they can be used. When these privileges are respected, they will benefit the learning environment. The uses of the above- mentioned devices are strictly prohibited in locker rooms and restrooms.

DETENTION: A detention is assigned at the discretion of a teacher or administrator as a consequence for the inappropriate behavior. Students are assigned a period of time to be made up before or after school under the supervision of the staff member who issued it. Students are provided one-day advance notice in order to arrange transportation.

***IN SCHOOL SUSPENSION (ISS):** ISS is the temporary removal in school from assigned class or classes by the Principal or the Assistant Principal. The students will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any makeup work are to be initiated by the students with the teachers with the understanding that some educational experiences cannot be duplicated. The students must complete the assignments, quizzes, and tests during the assigned ISS.

***OUT OF SCHOOL SUSPENSION (OSS):** OSS is the temporary removal from the school by the Principal or the Assistant Principal for a period not to exceed ten (10) consecutive school days. The students will have the opportunity to complete all academic assignments, quizzes and tests for credit. Arrangements for any makeup work are to be initiated by the students with the teachers with the understanding that some educational experiences cannot be duplicate

***Any student serving ISS or OSS is prohibited from participating or attending any Forsyth County school function throughout the duration of the suspension.**

STUDENT CODE OF CONDUCT (Also available online)

It is the sincere desire of the Board of Education that each student practice self-discipline, so that disciplinary action by the teachers, administrators, and the Board of Education may be avoided. In order to provide a fair equitable system for the administration of discipline in our school, students shall be governed by the policies, regulations, and rules set forth in the Forsyth County Board of Education document entitled **Code of Conduct and Discipline Procedures. This document is distributed to all students during the first week of school.** The desire is to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline that may be employed to achieve desired behavioral results. In addition, when further remediation is required, the students may be referred for further interventions.

The guidelines set forth in the Code of Conduct and in this handbook are in effect throughout the calendar year when students are on school property, on a school bus, on the way to or from school, at a school-related function, or when students represent the school. Any violation of these disciplinary rules which might lead to substantial disruption or material interference with school activities whether on or off the school premises, may result in *suspension or expulsion*.

Any disciplinary infraction not listed in these guidelines shall be dealt with on an individual basis by the school administration in order to achieve the desired behavior result. These guidelines and the decision as to the scope of the penalty, if any, beyond the minimum is committed to the sound discretion of the school administration, giving due respect to the extent of past infractions and the willfulness of the violation.

Discipline is first sought through the teacher-student relationship developed in the classroom situation. Early parental involvement is an important element of the disciplinary process. A strong effort will be made to contact and work with parents prior to final and most serious disciplinary action.

Teachers, other certified employees, and classified staff designated with that responsibility shall maintain discipline in the schools, including the school grounds. In

all matters relating to the discipline in and out of the school, they stand in relation of parents and guardians to the students. This relationship shall extend to all athletic and extra-curricular programs and may be exercised.

In the spirit of the middle school philosophy, faculty at the grade level, the team level, and the individual classroom level have the right to establish rules to maintain our educational climate. These rules are supported by the administration.

STUDENTS WITH DISABILITIES

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 plan accommodations, and/or for special education eligibility. If the student support team determines that an evaluation needs to be completed to consider additional services, an initial evaluation for special education services is administered only with written parental consent. After an evaluation is completed, a meeting (including parent/guardians, teachers, administrator and school psychologist) will determine the student's special education eligibility; and if appropriate, an Individual Education Plan (IEP) for special education services will be developed. The Special Education Parent Rights document is located on the school system's special education website.

Section 504:

A teacher, educator, or parent/guardian may refer a student for consideration of a Section 504 Accommodation Plan based on a medical or physical impairment by contacting the school's Section 504 Plan chairperson. The Procedural Safeguards for Section 504 and Parent Right's documents are located on the school system's Section 504 Resources website.

Georgia Special Needs Scholarship:

Parents/guardians of students who receive special education services or accommodations through a Section 504 Plan 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) or Section 504 Plan. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school. All requests for transfers to another in-system public school must be submitted by February 1st for approval for the upcoming school year.

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. **Note:** It is allowable for a school

system to have a policy not to accept students that reside out of the school system. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system. If a school system approves an out of system transfer request, it can charge a parent/guardian for the costs of educating a student; also known as out of district tuition. **Note:** Funds received through the Georgia Special Needs Scholarship Program cannot be used to offset the costs of out of district tuition.

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.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

STUDENT MEALS

All breakfast and lunch meals are currently free for the 2021-2022 school year. Our breakfast meal offers a choice of a breakfast entrée, a milk and up to two choices of fruit.

At lunch we offer an entrée, a milk and up to three fruit or vegetable choices at the elementary and middle school. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase.

The meal prices at each school level are listed below. Students may purchase additional portions of the meal at an extra cost. We also provide Smart Snack compliant snacks and treats that can be purchased at an additional cost.

Breakfast		Lunch
Elementary		
Reduced-priced meal	\$0.30	\$0.40
Full-paid meal	\$1.60	\$2.70
Middle School		
Reduced-priced meal	\$0.30	\$0.40
Full-price meal	\$1.70	\$2.80
High School		
Reduced-priced meal	\$0.30	\$0.40

Full-price meal	\$1.80	\$2.80
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Cash payments at register:

Cash is gladly accepted at the cafeteria register for meal and a la carte item purchases, and to add funds on the student's account; however, cashiers do not have adequate funds to make change for customers with bills larger than \$20. Bills larger than \$20.00 will only be accepted for meal payment if the entire amount is deposited into their meal account.

Automated Meal Account:

Each school has an automated system that can 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 by cash, check, or by using the on-line payment system (see below for details). Prepayment is encouraged because it eliminates the daily handling of money for the child. It 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 cafeteria manager stating that their child will not be allowed to purchase extra items from their meal account. If this restriction is applied to the account, all extra items selected will require cash at the time of purchase.**

Parents/guardians or siblings having lunch with an elementary student may use the funds on the student meal account to pay for guest meals. Guests may cover their purchases with a check or cash.

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

Parents/guardians may prepay online for a child's meals using a valid credit/check card. Parents/guardians will need to know their child's student ID and school name to register for an account and to deposit funds on the account. If the child's ID is unknown, contact the school's front office. To learn more about paying on-line, visit www.mypaymentsplus.com.

Meal Charge Policy:

Students in elementary will be allowed to charge up to the equivalent of five (5) meals. Middle and high school students are allowed one meal charge. No ala carte purchases may be charged to the student's meal account, except milk or carton juice when a meal is brought from home. A charge notice will be completed and sent home to the parent/guardian through the student. To assist parents, student account balances can be monitored any time via www.mypaymentsplus.com regardless of the payment method you use. If you notice that your child's account is low on funds, please consider sending cash or check for the day as an on-line payment may not post to your child's account in time for meal service. After the fifth unpaid charge, the manager may offer the student a snack or partial meal such as a sandwich or crackers and milk. Parents/guardians should be aware of their child's school policy for unpaid charges. This policy may be found on the School Nutrition page of the school's website. Students who have unpaid meal charges will not be allowed to purchase any extra sale food items until the charges have been satisfied.

NOTE: To ensure that students in elementary schools do not carry over a negative account

balance into the new school year, meal charges will not be accepted beginning the first school day in May.

Returned Check Policy:

The Food and Nutrition Services Program will accept checks for exact payment of meals or prepayments to the student's debit 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.

Free and Reduced Priced Meals Availability:

The Free and Reduced Priced Meal Program is available to assist families during times of financial hardship. **The School Nutrition Program accepts free and reduced meal applications throughout the school year.** Students approved for free or reduced priced meals may eat both **breakfast and lunch** free or at a reduced cost. Parents can rest assured the information supplied on the form is strictly confidential and student identification is protected with the computer software used at the cashier's station.

- Eligibility for Free or Reduced-price meals is **not retroactive**, therefore the parent or guardian is responsible for payment of school meals until the F&R application is approved.
- A current year 2021-2022 application must be submitted. Prior year application forms cannot be accepted. The current school year application is available at each school, in the Registration Office at the Hill Center and on the system's website, www.forsyth.k12.ga.us.
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at www.forsyth.k12.ga.us/nutrition for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
 - scanned and emailed to smckinzie@forsyth.k12.ga.us
 - sent via US mail to: Food & Nutrition Services, 1160 Dahlonega Hwy, Cumming, GA 30040
 - submitted to any school cafeteria.Applications will be processed within 10 school days of receipt at the central office. Written notification of eligibility/denial will be sent to the household address via US mail

TELEPHONE CALLS

Telephone calls to students and teachers during the school day should be for emergencies only. If parents wish to contact a teacher, a voice mail is available for all faculty and staff during the school day. Teachers are expected to return calls during their planning time and within 48 hours. A phone is available for students in the main office and should be used for emergencies. Classroom telephones may be used **ONLY** with the permission of the teacher.

TEXTBOOKS

Students will NOT be issued a textbook in every class. Textbooks are on-line and on a student CD which can be checked out through the media center. Information about access to the on-line books will be distributed by the individual teachers. All textbooks are on loan to the students for use during the school year. If a student is issued a textbook or a student CD, the student is responsible for these items. Payment for lost or damaged items is the responsibility of the student.

TRANSPORTATION (BOARD POLICY EDC)

FCS provides school bus transportation for all eligible FCS students based on the student's residence and school of enrollment, and in compliance with federal, state and/or local laws, rules, regulations and/or procedures. The Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students. The Forsyth County Board of Education encourages supervision appropriate to the age and/or maturity level(s) of students at bus stops by parents or guardians.

The Code of Conduct applies on the school bus and at the bus stop as each is considered an extension of the school and classroom. As such, behaviors are expected to be safe, orderly and respectful at the stop and on and around the school bus.

It is the responsibility of the parent/guardian to become familiar with transportation practices and procedures specific to our service. You may find those at www.forsyth.k12.ga.us/transportation or you may request clarification and/or assistance from the appropriate staff member found at the "Who Should I Call" link on the department web page.

VISITORS

For safety, all visitors must report to the school office upon arrival on campus. Visitors are expected to show a photo ID upon entering the building. Badges will be issued and must be worn while on campus. Students will not be allowed to bring guests to school

with them during a regular school day or to school dances. At this time, we will not have any visitors in the school building. If someone is needed to enter the building, they will be required to wear a mask and have their temperature taken.

VOLUNTEERS

We would like for parents to join our PTO to show their commitment to their child. Parents, senior citizens, business people, and other members of the community are encouraged to take part in the full range of activities at the school such as tutoring, assisting in the media center or offices, sharing a particular skill or interest with students, chaperoning, sponsoring and helping with a special program or project. The PTO will have membership forms online.

Revised 9-1-2021