

GENERAL INFORMATION

PROGRESS REPORTS and REPORT CARDS

Students in grades nine through 12 receive grade reports on a quarterly basis throughout the school year. The interim reports are issued at the nine 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, the End of Course Test (EOCT) score, if applicable, and a rubric for reporting work ethic and student behaviors that impact grades and achievement. The average is calculated 75% summative and 25% formative. The EOCT, per state rule, has a weight of 20% on the final course grade. Advanced Placement courses carry Quality Points posted on the transcript at the completion of the course. It is recommended that all parents sign up for Parent Portal.

A (90-100) = 4 points
B (80-89) = 3 points
C (70-79) = 2 points
F (Below 70) = 0 points

For AP/IB/PSO* College Course Only:

A (90-100) = 5 points
B (80-89) = 4 points
C (70-79) = 3 points
F (Below 70) = 0 points

COMMUNICATION

SFHS values on-going communication. To assist with this, follow this process to effectively communicate:

1. First, please contact the teacher by phone or email.
2. Then, proceed to the department chair and/or assistant principal with responsibility in that area for an appropriate resolution. Please visit our web site for department chair listing and administrative department assignments.
3. Finally, please contact the principal.

Please understand that, depending on the issue, the AP or principal may ask you to speak with the teacher prior to addressing the situation.

Regular forms of school communication may include the school website and daily student announcements.

CONFERENCES

Parent/teacher conferences may be scheduled with any staff member by contacting the appropriate teacher to schedule an appointment. **Twenty-four hour advance notice is requested.** All appointments will be scheduled at the convenience of the teacher and parent. Please use the telephone or email system to contact teachers individually with questions and/or concerns.

GRIEVANCE PROCEDURE

Most concerns of students and parents can and should be resolved by honest and open communication between the teacher, administrators, students, and parents.

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

MEDIA CENTER

The Media Center is an active part of the school's educational program. Media Center staff can assist students by providing reference services, providing instruction in the use of reference materials, providing instruction in the use of databases and audio visual equipment, and reserving books for special assignments.

Students may obtain a media center pass from the classroom teacher for whom they have an assignment or may visit the media center when they have the opportunity. Books are checked out for four weeks and may be renewed one time. Fines for overdue books are \$.10 per school day for all books in general circulation. Fines will not exceed the replacement cost of the book. Students must pay for lost or damaged books. A coin-operated copier is available at 10 cents per page and 5 cents per page is charged for computer printing unless a student is with a class. Color laser printing is 50 cents per page.

RESTROOMS

Students may use the restrooms before school, during lunch, or during class changes. Students should not ask to leave during class time to take care of these needs. Students who walk out of class, no matter how serious the situation, may be subject to disciplinary action. Medical conditions which warrant special consideration will require medical and administrative authorization.

A student who becomes ill may not remain in a restroom or leave campus. Instead, they should report to the clinic or an administrative office.

HALL PASSES

Students are not permitted in the halls during class periods unless accompanied by a teacher or unless they have an assigned pass. Students in the hall without an assigned pass are subject to disciplinary action.

OTHER SCHOOL ACTIVITIES, PROGRAMS, AND EVENTS

- **ACTIVITIES:** Any extracurricular activity is a school-sponsored activity and therefore all school rules and regulations are in effect. A student must be in attendance at least 50% of the school day in order to practice or participate in any extracurricular activities. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other

people. Any school performance (chorus, music, dramatic) must be approved by a sponsor and or teacher.

- **INSURANCE:** Each student participating in interscholastic athletics must provide proof of insurance. Failure to provide proof of insurance will prevent the student from participating until such proof is provided. Insurance for extracurricular activities will be available for purchase at South Forsyth High School through a private vendor. The school is not responsible for any insurance expenses incurred by the student due to extra-curricular activities. **Parents must provide proof of medical insurance for their student before participating in any extracurricular activity.** Parents not wishing to provide proof of insurance will provide a written statement releasing SFHS, FCSS, and all employees of the FCSS of liability associated with medical injuries incurred by their student during his/her athletic participation. Parents will also include a written statement denying the school option insurance.
- **JUNIOR - SENIOR PROM:** Only those students who are in the eleventh or twelfth grade at SFHS (and their dates) and who have earned free tickets through a fundraiser or purchased prom tickets are permitted to attend the prom. Each student must earn his/her ticket. No refunds will be issued. Anyone attending the prom and not a student at SFHS must be the date of an enrolled junior or senior. Only junior/senior students who are currently attending SFHS have permission to attend the prom without a date. The Administration reserves the right to admittance to prom.
- **SCHOOL NEWSPAPER:** SFHS has a newspaper published by the Journalism Class. All articles must be approved by the administration **before publication and distribution.**
- **YEARBOOKS:** Orders are taken for yearbooks during the early portion of the school year. Yearbooks are delivered during the last month of school. The yearbook staff will announce prices and exact dates for ordering. Students are responsible for keeping up with picture dates to insure individual pictures are included in the yearbook.

SCHOOL HOURS

All students are required to leave campus after the final bell of the day unless directly supervised by a teacher. Failure to do so will result in disciplinary action and possible criminal trespassing charges.

CLINIC

The school clinic is located in Room 435 [next to the Band Room in West Hall]. The hours of operations are 8:00 a.m. to 3:30 p.m. on school days only. The school clinic is staffed by a registered nurse who is available for the health and well being of students and staff members.

A clinic information card must be completed for each student every year and should contain updated emergency contact and medical information. All students must have a signed agenda or pass in order to visit the clinic. Students with minor symptoms will be encouraged to stay in school and basic first aid will be administered. Medications, however, can only be administered after a parent has signed and submitted the 'Request for Administration of Medication' form; which can be found on-line or in the clinic.

Further information can be obtained by calling 770.781.2264 ext: 100435.

LUNCH

Students must report to their assigned cafeteria during their assigned lunch period. All food must be consumed in the cafeteria. Students are not permitted in the hallways or parking lots during lunch. Breakfast will be served in the East Hall Cafeteria starting at 7:45 a.m.

Students are not allowed to leave campus for lunch or any other time during the school day.

FOOD AND DRINK

Food and drink are to be consumed in the lunchroom and are not permitted in any other areas of the buildings. Food and drink deliveries to students are not permitted. **No outside food such as McDonalds, Chick-fil-A, etc., will be delivered to a student.** Students are not permitted to utilize vending machines during class time.

LOST OR STOLEN ITEMS

Students who find lost or misplaced articles should bring them to the office where they can be claimed by the owner. The school **will not** be held responsible for lost and/or stolen items. It is the student's responsibility to lock valuable items in a safe environment. Students are responsible for any books or items assigned to them which may be the property of the school. A fee will be assessed if lost or stolen. Students must pay for lost or damaged books.

PERSONAL PROPERTY

Missing items should be reported at once to the teacher and office. Student lockers should be locked at all times. Valuables, purses, wallets, and other items subject to theft should be secured at all times.

The school will not assume the responsibility for any stolen items.

AREAS OF THE CAMPUS THAT ARE OFF LIMITS

1. Teachers' workroom, mail room, lounge, equipment rooms, etc.
2. Students are not allowed in any parking lot during school hours. Students should not wait in their cars for the morning bell or loiter in any parking lot before, during, or after school.
3. Vending machines during class time.
4. The field house, gymnasium, locker rooms, and stadium are not to be used by students unless under the supervision of a teacher.
5. Behind East Hall and Business & Marketing building.
6. Students arriving on campus before the first bell must report to the appropriate, designated area. All school activities must be supervised by a staff member.

SCHOOL JURISDICTION

Students are under school jurisdiction and authority at all school sponsored events and activities. Students will be expected to follow all policies governing sponsored activity or a school extracurricular activity.

SCHOOL VISITORS

Visitors to the school must secure a visitor's pass at the main office located in West Hall or the East Hall Office (this includes former students). Students **are not** permitted to bring visitors to school.

TELEPHONE

Students are not permitted to use office telephones for personal calls. In the event that a student receives a call, he/she will be called out of class only in the event of an emergency.

Messages to students will not be delivered during school hours except for emergency situations. Emergency messages will generally be limited to notification of death, serious illness, disaster in the family, or medical appointments that have been unexpectedly changed. Delivery of flowers, balloons, food, etc. to students is not permitted during the school day and will be held until the end of the school day.

TEXTBOOKS

With the emergence of technology as a tool for learning, South Forsyth High School will be utilizing various resources to assist with instruction, including ANGEL, online textbooks, and interactive websites. In addition to these web based instructional tools, courses will also have a classroom set of textbooks. Should you feel that your child would benefit from having a textbook at home in addition to the classroom textbook, please contact your child's teacher. It is the student's responsibility to insure that textbooks issued to the student are properly cared for and returned. The student to whom the books are issued must pay for lost or damaged books. Students will not be issued additional textbooks until all textbook fees are paid.