Together, in the pursuit of excellence.
NFHS is an open non-traditional learning community where learning is

Visible

Individualized

Student-oriented

Integrated

On-going and

Nationally recognized where quality learning and superior performance is expected by all.
North Forsyth High School’s Mission Statement

The mission of the North Forsyth High School learning community is to pursue excellence in all areas of academic and personal growth. We believe:

- In a comfortable, safe, learning environment that nurtures a shared sense of respect and caring for everyone.
- In principles of collegiality, quality performance, and continuous improvement for all stakeholders.
- In a highly motivated, professional community that uses collaboration, knowledge, and research to promote high expectations for all stakeholders.
- In classroom experiences that engage the imagination and energy of teachers and students.

School Schedule for 2011-2012

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; period</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; period</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; block</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; block</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; period</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; period</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; period</td>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; period</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; period</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; period</td>
<td>Instructional Focus</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; block</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; period</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; period</td>
<td></td>
<td></td>
<td>4&lt;sup&gt;th&lt;/sup&gt; period</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; block</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; block</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; period</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; period</td>
<td></td>
<td></td>
<td>6&lt;sup&gt;th&lt;/sup&gt; period</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; block</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; block</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; period</td>
</tr>
</tbody>
</table>

***Students are responsible for all information, rules and regulations as outlined in this handbook. The information in this book serves as the warning for any misbehavior. All rules and regulations in this handbook are subject to change and/or revision by the administration without prior written notification. All rules and regulations can not be covered in the space of this handbook. However, students can be held accountable for any unwritten rule or regulation that might impede the educational process of the school.***
Table of Contents

I. Attendance........................................................................................................p. 7 - 9
   a. Acceptable reasons
   b. Parent notes
   c. Hospital homebound
   d. Excessive absences
   e. Exam exemption
   f. Make up work
   g. Check in/check out
   h. Tardy policy
   i. Certificate of attendance
   j. In school suspension (ISS)/Out of school suspension (OSS)
   k. College visits

II. Counseling........................................................................................................p. 9 - 11
   a. Appointments
   b. Transcripts
   c. Report cards
   d. Instructional Focus
   e. Withdraw procedures
   f. Honor graduates
   g. Schedule changes
   h. Student records
   i. Sex/AIDS education

III. Daily Routines and Common Requests...........................................................p. 12 - 14
   a. Cell phones
   b. Announcements/pledge
   c. Food and drink
   d. Lost and found
   e. Unauthorized areas
   f. Restrooms
   g. Telephone
   h. School visitors
   i. Personal property
   j. Teacher conferences
   k. Hall passes
   l. PE uniforms
   m. Special class activities
      i. Field trips
      ii. Exam policy (dates)
   n. Parent portal
   o. Vending machines
   p. Bookbags
   q. ADAP
   r. Work permits

IV. Discipline & FCSS Code of Conduct.................................................................p. 15 - 20
   a. Dress code
   b. Electronics/Cell phones
   c. In school suspension
   d. Out of school suspension
   e. Administrative detention (am or pm)
   f. Sexual harassment
   g. Grievance procedures
   h. Georgia law
   i. Articles prohibited in school
   j. Cheating
   k. False public alarms
   l. Student searches
   m. Gang related activity
   n. Gun free school act
   o. Campus crime stoppers
   p. Piedmont learning center notice
   q. Discipline records
Together, in the pursuit of excellence.
I. Attendance

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

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

Non-school related activities and vacations are considered unexcused.

- Students shall be counted present when they are serving as a page in the Georgia General Assembly.
- Foster care students are to be counted present at school when attending court proceedings related to the student’s foster care.

a. Parent notes for absences

It is the responsibility of the parent(s)/guardian(s) to contact the school office, by 10:00 a.m. to report the student’s absence. Students must submit a note or parents must fax or e-mail the attendance office within five (5) school days for the student’s absence to be considered excused.

Attendance Fax Number: 678-965-5008 or Attendance e-mail: cnicholson@forsyth.k12.ga.us

The parent/guardian must write the note, fax or e-mail stating the student’s name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

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

b. Hospital homebound

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

c. Excessive attendance consequences

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

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

d. 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 use the ANGEL Learning System to retrieve make-up work. The student has five (5) school days to make up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

e. Check in/check out

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

Check-in: Parents must sign their child in through the attendance office 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 for the absence to be excused. Parents
must personally sign their child out. To obtain an Early Check-out Pass, students are responsible for submitting a note to the office before school starts or the parent is required to personally check out the student. Phone calls to check out a student will not be permitted.

Please note that all tardies, late check-ins, early check-outs, and absences are considered **UNEXCUSED** until a note with an excused reason is received within 5 days of the student’s return to school.

**Student check-out during exams, testing is strongly discouraged. We will not interrupt classes for check-out unless it is an emergency.**

**f. Tardy policy**

We urge students to be at school and in class on time. Students are late to school if they arrive after the late bell rings. Missing less than half of a class period is counted as tardy.

**TARDY POLICY:**

1. Student will be marked TARDY by their teachers when they arrive to class after the bell rings. This is for each class with each teacher.
   a. Tardy 1-2 = a warning
   b. Tardy 3 = phone call home to parent
   c. Tardy 4-10 = an office referral to grade level administrator and Administrative Detention
   d. Tardy 11-15 = an office referral and ½ day of ISS and loss of parking pass for 2 weeks (per offense)
   e. Tardy 16+ = an office referral and 1 day of ISS and loss of parking pass for 4 weeks

**Students must sign-out in the attendance office any time they leave school.** Failure to sign-out for any reason is considered skipping school and disciplinary action will result.

**g. Certificate of attendance**

Students wishing to obtain a certificate of attendance must fill out a written request in the main office and allow one week for processing.

**h. In school suspension (ISS)/Out of school suspension (OSS)**

Students are marked present for the day in ISS and absent for the day of OSS.

**i. College visits**

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

**II. Counseling**

*Our vision is to empower every student to achieve personal success.*

The school counseling program at NFHS follows the American School Counselors’ Association (ASCA) model and the curriculum developed by the members of the Forsyth County Student Support Services. This includes classroom guidance lessons presented to specified grade levels at developmentally appropriate stages. Useful
information is given through advisement, school wide announcements, class meetings, parent nights, the web page (www.forsyth.k12.ga.us\nfhs) and Parent Portal. Please check the web site frequently for the most updated information.

Counselors at NFHS meet with small groups as identified needs arise and also conduct crisis counseling as needed. NFHS counselors meet individually with students when appropriate.

a. **Appointments**
Making an appointment is the best way to ensure that a parent or student will be able to see a counselor. To make an appointment, students or parents may email counselors or leave a phone message on the counselor’s voice mail, or contact the counseling secretary for assistance. Please allow at least two business days for a response.

b. **Transcripts**
To request a transcript:
- Complete the Request Form available on the Counseling Department web site, in the Registrar’s office, or the Counseling Secretary’s Office.
- Return the completed form with the $3 fee to Sandra Sutton throughout the school year (extension 160110) or Kim Grogan, the Registrar, (extension 162001) during summer hours.
- Allow 5 business days for processing.
- Student should pick up the official transcript from the Registrar to mail.
- The final transcript is free. There is a $3 fee for all other transcripts.
- Official ACT scores (www.act.org) and SAT scores (www.collegeboard.com) must be requested directly from the testing agencies.

c. **Instructional Focus**
IF will meet for 90 minutes each Wednesday. This time will be used for standards set by the Georgia Department of Education, recovery work, and other discretionary events the principal determines for the student body. Students going to another teacher for remediation/recovery must have an IF pass or they will be sent back to their class.

d. **Withdraw procedures**
Withdrawals are initiated in the Counseling Secretary’s Office. When withdrawing, all students must be accompanied by the parent or guardian who enrolled the student.

e. **Schedule changes**
Registration for the current school year is completed during the previous spring when the faculty of NFHS invites student and parent participation in the student’s course selection process. All student-initiated course request changes must be completed by the end of the spring semester. After this deadline, schedule changes for the following year are based on the following criteria ONLY:

1) if the student has already earned credit in the course
2) if the student has not met the course pre-requisites
3) if the course requested does not make

Together, in the pursuit of excellence.
4) if there are data-entry errors
5) if sections need to be balanced to meet mandated class sizes

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

f. **Student records**

It is the policy of the Forsyth County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the Forsyth County School System.

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in the postsecondary educational institutions), professional educators with legitimate educational interest, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The superintendent shall direct the publication or procedures through which parents or eligible students may request the correction of errors in student records.

Student records will be forwarded to schools within or outside the Forsyth County School System upon request of the school where a student is enrolling.

g. **Sex/AIDS Education**

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

III. **Daily Routines**

a. **Cell phone**

A student’s cell phone is not to be seen or heard during class time unless directed by the classroom teacher. The expectation is students are to have all electronics down during class time unless instructed to use them by their teacher. Electronics down means turned off and out of sight. If a cell phone is seen or heard in the classroom it will be picked up. Cell phones are to be surrendered to the adult requesting the phone and will be release only to a parent or legal guardian in the main office. Teachers have until the end of the school day to turn the phone in to the main office.
If parents arrive to pick up the cell phone before the end of the day, classrooms will not be interrupted to locate the phone. On the last day of school, any electronic device will be returned to the student. *In the event that cell phone usage presents a problem outside of the classroom, a teacher or administrator may require the student to turn the cell phone off and put it away.*

b. **Announcements**
Announcements will be made one time during the school day. Students are responsible for knowing any changes that are made by way of announcements and/or addendums (visuals, verbal, or written), etc., concerning any rules and regulations in this handbook. Announcements are available on the school website.

c. **Pledge**
Students are encouraged to stand during the pledge of allegiance but if they choose not to stand they MUST sit in their seats quietly and be respectful of others.

d. **Food and drink**
Food and drinks are **NOT** allowed in the classroom during the school day unless approved by the administration. Water is allowed at the discretion of the teacher.

Parties will not be permitted at any time during the school day unless approved by the administration.

No delivery items will be distributed before, during or after school to students (flowers, birthday presents, etc.).

e. **Lost and found**
Students who find lost or misplaced articles are asked to take them to the attendance office where they can be claimed by the owner.

f. **Morning Reporting Areas**
Students arriving on campus before the first bell must report to the appropriate designated area and remain there until the bell rings.
- 9th grade students = Old Gym
- 10th and 11th grade students = New Gym
- 12th grade students = Cafeteria

No student will be allowed in any building or on any field without proper supervision. Students are not allowed to wait in their vehicle(s) at any time during the day. Upon entering their vehicle after school, students must leave campus immediately.

g. **Unauthorized Areas!**
1) Teacher workrooms, lounge, equipment rooms, etc.
2) Parking lots, during school hours – students must enter the building in the morning immediately upon arrival.
3) Students assigned to a class in the gymnasium, auditorium, field house, or stadium should attend these areas only at designated time frames; and should enter and/or exit only at the teacher’s request. Students found in these areas other than assigned times, will receive disciplinary consequences for skipping class.
Also, any student found in any unsupervised area during class time will be considered to be skipping class and/or in an unauthorized area.

4) Students must remain in the café and picnic areas during lunch.

* Please note that before and after NFHS normal operating hours, school personnel do not at various times supervise the school building or students except for authorized activities.

h. Restrooms
Students are expected to help keep the restrooms clean and should not write on the walls, stalls, or damage the facilities in any way. Restrooms are not for loitering. Students should check-in with their teachers before going to the restroom between classes if they are going to be tardy.

* A student who becomes ill should not remain in a restroom or leave campus. Students who are ill should report to the nurse’s office immediately, ROOM 247.

i. Telephone
Students are not allowed to use the office or classroom telephones for personal calls during the school day. Emergency situations will be handled separately.

j. School visitors
Any visitor to the school MUST come to the receptionist’s desk for a pass. Students are not permitted to bring visitors to school. Due to space, parents and guest are not allowed to eat lunch with NFHS students.

k. Personal property
Personal electronic devices, jewelry, or large sums of money should not be brought to school. The school will not assume the responsibility for any stolen item(s).

l. Teacher conferences
Parent/teacher conferences may be scheduled with any staff member by contacting the appropriate teacher to schedule an appointment or through the counselor’s office. Twenty-four hour advance notice is required. Please use the telephone system or email to contact teachers individually with questions and/or concerns.

m. Hall passes
Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass in their possession.

n. PE uniforms
Students electing to take physical education classes will be required to wear the North Forsyth High School P.E. uniform during class. Uniforms can be purchased from the school. Students not able to purchase the P.E. uniform should make arrangements with the school administration.

o. Special class activities
Field trips
Field trips and/or school-sponsored activities do not count as an absence or early dismissal from school. Prior approval from the classroom teacher must be obtained before a student will be allowed to participate in field trip activities. Students that have excessive absenteeism, failing grades, discipline issues, etc., may not be approved to participate in field trip activities.
Exam dates
No exam will be administered prior to the assigned date and time without administrator approval.

p. Parent portal
Parents are strongly encouraged to register for and use Parent Portal. This allows parents to monitor their child’s grades and attendance and provides direct links to teachers. For information, go to www.forsyth.k12.ga.us and click on the appropriate link. The counseling secretaries can also assist with registration for Parent Portal. For technical difficulties/re-setting passwords, etc., please contact the County Office.

q. Vending machines
Students are not allowed to use the vending machines during class time.
* Using the machines is the risk of the purchaser...lost money will not be reimbursed.

r. Bookbags
Students are allowed to carry bags that will fit under their desk or chair. Oversized sports bags may not be carried from class to class due to limited space in halls and classrooms.

s. ADAP cards
Forms are requested through the front office. See Ms. Sutton.

T. Work Permits
Forms are requested through the receptionist. See Ms. Holtzclaw.

u. Smoking/Tobacco Products
No Smoking or any tobacco product of any kind is allowed on campus. We are a smoke-free campus!

IV. Discipline-Forsyth County CODE OF CONDUCT 2011-12
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 extra-curricular activity. 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 which are the property of the school that are assigned to them. Students must pay for lost, stolen or damaged textbooks or other school property.

a. Dress code
The purpose of a dress code is not to inhibit any person’s taste in attire, but rather to better facilitate the process of education through reasonable guidelines of “dress” instilling dignity and pride. Clothing and accessories that interfere with the work of the school, the educational process, or infringe on the rights of other students are prohibited. Apparel or appearance that tends to draw attention to the individual rather than to a learning situation must be avoided. The school administration has the authority to determine what constitutes appropriate or inappropriate dress for the school setting. Penalty may include warning, requirement to secure appropriate dress, parent contact, detention, ISS, OSS or tribunal. Students shall be required to show proper attention to personal cleanliness, neatness, and appropriate standards of
dress and appearance. The school dress code applies to all after school, extra-
curricular, and school sponsored activities. **Prohibited** clothing articles and items
include, but are not limited to the following:
1. Articles that may reasonably be considered a safety hazard or potential weapon.
2. Any tattoo, hair style, hair color, clothing, inappropriately worn clothing,
   jewelry, or body decoration that interferes with or disrupts the legitimate function
   of the school.
3. Obviously oversized, over-length, or baggy clothing (pants must be worn at the
   waist line with no sagging).
4. Garments that expose the midriff or cleavage, see-through or mesh clothing,
   halter or tank tops with straps less than 2” wide, large cutout sleeves, pajamas, or
   bedroom shoes.
5. Hats, caps, or other head apparel inside the school building.
6. Coats or Jackets exceeding fingertip length inside the school building.
7. Any article that displays racial or ethnic slurs, hate speech, gang affiliation,
   vulgar, obscene, subversive, sexually explicit, implicit, or suggestive language or
   images.
8. Any article that displays or promotes alcohol, tobacco, or illegal drugs.
9. Skirts, dresses, or shorts that are more than four inches above the knee.
10. Chains, studded, spiked, or chained accessories, dog collars, baby pacifiers, or
    sunglasses in the building,
11. Garments with holes or tears that reveal undergarments. NFHS will not allow
    holes 4 inches above the knee.
12. Any body piercing except for ears.
13. Any footwear not appropriate for indoor use, such as cleats (footwear is required
    at all times)

b. **Electronics/cell phones**
The first offense students will receive a courtesy warning. Additional offenses will
result in detentions and ISS. If a student refuses to surrender the electronic device,
parent/guardian(s) will be contacted and the child will receive one day of OSS.

c. **In school suspension**
Students will be assigned ISS for various discipline reasons. ISS does not count
against a student’s attendance record. Students are responsible for obtaining
assignments from their individual teachers prior to the assigned ISS date. Makeup of
labs or other assignments that cannot be done in the ISS classroom should be worked
out with the individual teacher. **Students are not permitted to check out of and/or
arrive tardy for ISS.** Checking out of and/or arriving late to ISS will mean that
students will serve another complete day in ISS. Dress code standards are to be
followed when serving ISS. Removal from ISS for disciplinary action and/or
sleeping will result in OSS and upon returning to school the student will serve a
complete day of ISS.

The administration may assign a student to in-school suspension for violation of
school rules or for any other act of misconduct or insubordination. Students, parents
and appropriate staff may be informed of the specified number of days a student is
assigned to the ISS program. The specified number of days may be altered by the
administration as recommended by the ISS teacher based on the student’s behavior
and performance in the ISS program.
Students will not be permitted to participate in or attend any school sponsored activities and extra-curricular activities including, but not limited to, athletics and marching band, on those days they are assigned to ISS.

Students are required to serve the full day in ISS regardless of their class schedule. It is the responsibility of the student to contact employers of their potential delay.

d. Out of school suspension
A student may be suspended or expelled for violation of school rules or for other sufficient reasons. The administration may suspend a student for violation of school rules or any other act of misconduct or insubordination for a period not exceeding ten (10) school days. Oral notice and opportunity to discuss the matter with the administration must be given to the student as soon as practical.

Students who are suspended out-of-school are responsible for securing assignments and completing assignments by the time they return to school. Failure to do so will result in loss of credit for the assignments missed during the out-of-school suspension. The administration may recommend to the superintendent that a disciplinary hearing panel be convened for consideration of long-term suspension or expulsion. Any student subject to a disciplinary hearing who withdraws from the Forsyth County School system prior to the hearing must appear before a Disciplinary Hearing tribunal to determine the student’s eligibility to return to the Forsyth County School System, in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with board policy despite the student’s withdrawal from school.

Students will not be permitted to participate in or attend any school sponsored activities and extra-curricular activities including, but not limited to, athletics and marching band, on those days they are assigned to Out of School suspension.

e. Administrative detention (AM or PM)
Administrators will assign students a detention for disciplinary infractions to be served on Tuesday or Thursday from 7:15 – 8:15 AM or from 3:50 – 4:50 PM in room 516. Students must be prompt.

f. Sexual harassment
Sexual harassment situations will warrant school disciplinary actions in accordance with severity of the circumstances. Likewise, stalking will be addressed in the same manner. Sexual harassment could be subject to the fullest extent of the federal and state law(s).

***No Public Displays of Affection (PDA) of any kind.

g. Grievance procedures
Most concerns of students and parents can and should be resolved by honest and open communication between the teacher, administrators, students and parents. You and your parents have the right to appeal any decision made by the school in regard to your education or to any discipline measures that are taken. You should first discuss the problem with your teacher or your counselor. If this person cannot help you resolve the problem, then you may talk with either an assistant principal or the
principal. All matters not settled at the school level may be referred to the central office.

If the need arises for a formal complaint from parents, we will follow these procedures:
1. A copy of the “Public Complaints Form” must be completed and signed by the person initiating the complaint. This form is available from the school principal.
2. Complaints should be returned to the school principal.
3. Parents should keep a copy of the form for their records.
4. The school principal or appropriate supervisor will investigate the situation, attempt to resolve the problem, and communicate with the parents. A copy of the complaint and action taken will be filed with the appropriate administrator in the central office.
5. Issues not resolved at the principal or supervisory level may be appealed to the appropriate administrator in the central office.
6. Issues not resolved at the administrative level may be appealed to the Superintendent.

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

   2) Staff to report violators
   “Any teacher or other person employed, at any public or private elementary or secondary school who has a reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which act is prohibited by any of the following . . . aggravated battery, sexual offenses, carrying deadly weapons at public gatherings, or possession and other activities regarding marijuana and controlled substances, may have a written report of that act and the name of the student to the principal of that school or the principal's designee. . . Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) should notify the appropriate policy agency….” Georgia Code 20-2-1184

i. Articles prohibited in school
   You may not bring the following items to school:
   • Knives, guns or weapons of any type
   • Tobacco, Lighters, Matches, Rolling Papers, Pipes, Cigars, and Cigarettes.
   • Controlled substances (alcohol, drugs, etc.). Also, any prescription medications and/or over the counter medications not checked in with the school nurse.
● Any item(s) that can disrupt the educational process (i.e. skateboards, rubber bands, water guns, water bottles).
● Any item(s) that could be potentially dangerous such as spiked wristbands, spiked shin guards, spiked dog collars, chains, and/or any other object(s) that might contain spikes or be used as a weapon.
● Laser pointers.
● Gang related items.
● Balloons, flowers, and other party paraphernalia.

*Any electronic device brought to school should be turned off and kept out of sight during the school day. **Administration will determine when and if confiscated item(s) will be returned. The school will not assume the responsibility for any stolen item(s).**

j. **Cheating, plagiarism, alterings records or other fraudulent acts on school assignments, exams or records**
Any student committing any of the above will be referred for disciplinary action and parents will be contacted. Additional consequences may be loss of credit, an alternative assignment/assessment, detention, parent conference, In School Suspension, Out of School Suspension or Tribunal.

k. **False public alarms**
Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated. Consequences will include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

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

m. **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
Together, in the pursuit of excellence.

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.

n. **Gun free school act**
Forsyth County Schools comply with the Gun Free Schools Act of 1994. A student who is determined to have brought a firearm to school will be expelled for a minimum of one year, subject to modification as controlled by federal law.

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

   - **ANONYMOUS TEXT** message to “crimes” (274637) and begin your message with “FCSS."
   - **ANONYMOUS Web tip** at www.forsyth.k12.ga.us/crime
   - **Call the ANONYMOUS tip line** at 770-205-4625

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

p. **Gateway Academy notice**
Gateway Academy provides a structured alternative learning environment for Forsyth County students in grades 6-12 who have been placed on long term suspension from their base school program. The program is designed to focus on the remediation of behavioral issues that frequently interfere with the learning process. The goal at Gateway is to prepare each student for a successful return to the base school and ultimately, to graduate. Emphasis is placed on goal setting and problem solving methods to help students make good choices. Study skills and organizational skills are also stressed. Gateway students will receive academic instruction in core subjects and a limited number of electives while the negative behaviors are being confronted and addressed. Because of the time lost away from the regular academic track at the base school, parents and students need to realize that the student may not be able to graduate on time. Students are referred to Gateway through a tribunal process, but must be accepted by the Gateway administration following a parent, student, principal conference held during orientation. The student and parent/guardian must attend orientation prior to attending Gateway and will be asked to sign a contract agreeing to comply with the rules and regulations. The students
will begin school the day following orientation. There are very rigorous expectations of all Gateway students that include wearing school uniforms, following a strict code of behavior and submitting to periodic, random drug screening. Random searches may also be conducted. There is no bus transportation provided to Gateway except that which is required through an Individual Educational Plan.

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

V. **Educational Rights**

a. **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.

<table>
<thead>
<tr>
<th>Title VI</th>
<th>Title IX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Wagar (Students)</td>
<td>Bruce Wagar (Students)</td>
</tr>
<tr>
<td>Candace Norton (Personnel)</td>
<td>Candace Norton (Personnel)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA and 504</th>
<th>Gender Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Taylor (Students);</td>
<td>Candace Norton (Students)</td>
</tr>
<tr>
<td>Candace Norton (Personnel)</td>
<td></td>
</tr>
</tbody>
</table>

**Community Based Work Programs**

Genise Tworek

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

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

c. **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:

- 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.

- 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.

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

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

**d. FERPA Directory Information Notice:**

FCS has designated the following information as directory information:

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

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

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

e. Protection of Pupil Rights Amendment (PPRA) Notice:

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

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

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

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

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

f. **RESIDENCY REQUIREMENTS AND ADDRESS CHANGES:**

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

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. Records must include the name and address of the parent/guardian. 

   OR

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

   OR

3. A Forsyth County Schools Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed

Together, in the pursuit of excellence.
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.

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.

g. **NCLB PARENT NOTICE OF TEACHER QUALIFICATIONS:**

In compliance with the requirements of the *No Child Left Behind* statute, FCS informs parents/guardians that they may request information about the professional qualifications of their student’s teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
  - Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
  - The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If parents/guardians wish to request information concerning their child’s teacher’s qualification, contact the Human Resources Department at 770.887.2461 [Section 1111(h)(6)]

h. **Section 504**

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

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

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

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

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

The parent/guardian may also request a transfer to one of the State schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student’s needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

l. **Special Needs Private School Choice Option:**
Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education’s website at [http://www.doe.k12.ga.us/sb10.aspx](http://www.doe.k12.ga.us/sb10.aspx)
VI. Emergency Notifications 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 broadcast media outlets, the school system website, www.forsyth.k12.ga.us, and on the automated voice service at (770) 887-2461. Subscribers to FCS’ enewsletters will also receive an email notifying them on closings or delays.

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

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

VII. Georgia High School Association Athletics
A student must be in attendance the entire day or if absent, the absence must be excused in order for the student to practice or participate in any extracurricular activities.

a. Sportsmanship statement
The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship.

b. NFHS interscholastic activities code
General Regulations
i. Georgia High School Association rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage’s, starting dates, use of school equipment, etc. Each coach or director has the responsibility to be knowledgeable of and to inform team members and parents and to enforce school and GHSA regulations in these matters. It is the responsibility of the athletic director to make needed information available to the coaches and directors and to assist them in the enforcement of school and GHSA regulations.

ii. Any civil law, criminal law, or student handbook violation by a student athlete or student participant in interscholastic activities that is determined by the head coach/director and school administration to be detrimental to the athletic program, school, or community will result in counseling the student by the (a) head coach/director and athletic director, or (b) head coach, athletic director, and school administration, with possible suspension from extracurricular activities.
iii. An athlete or participant may not quit one sport or activity or tryout for another sport or activity following the first five days of the season. If, however, a student is not chosen for a sport or activity he/she will be permitted a total of five school days in which to tryout for another sport or activity. Failure to do so within the allotted five days will disqualify the student from participation during that season in any other interscholastic sport or activity. The season will begin on the first official day of practice as established by the GHSA. If however, a student is permitted by the coach/director to tryout following the first official day, the five-day period will begin on his/her first day of practice.

iv. Should an athlete or participant quit a team after the five day trial period he/she will not be permitted to participate in another sport or activity until completion of the season. The season will be considered completed following the final regular season game or completion or when that team or individual is eliminated from postseason competition.

v. Students must travel to and from competitions and/or school sponsored activities away from North Forsyth High School in transportation provided by the Forsyth County Schools. The only exceptions to this policy are as follows: Injury to a participant which may require alternate transportation, prior arrangement between the participant’s parent/guardian and the coach/director for that activity. Such arrangement must include transportation with the parent/guardian and must be made a full 48 hours in advance of the team’s departure time. This request must be done in writing and a copy must be provided to the athletic director.

vi. Any display of unsportsmanlike conduct or illegal behavior while representing North Forsyth High School in an activity or sport will result in possible disciplinary action and counseling by the coach/director with suspension from competition a possible result.

vii. Unexcused absence from established scheduled practice will result in disciplinary action by the coach/director in each activity with suspension from competition a possible result.

viii. Violations requiring administrative action as established in the “Student Handbook” will result in suspension from extra-curricular activities for the duration of the student’s suspension from school.

ix. Completion of the season in a sport or activity is required in order for the student to be eligible for a varsity letter or additional team or individual awards. An exception would be an injury to a student which prevents further participation in the activity or sport.

Individual Coaches Rules: Each coach/director may develop his/her own rules for their own team or squad. All team rules will be provided to the participants during the first week of practice. It will be the responsibility of the student to follow rules established by the coach/director of the particular sport or activity.

Substance Abuse: Any athlete or participant in a sport or activity known to be using or in the possession of any illegal substance(s), alcohol, and/or drugs will receive severe disciplinary action and will be subject to expulsion from the team.
Equipment: Each athlete or participant shall be responsible for all equipment and uniforms which are issued to them. Should the athlete or participant lose, damage, or destroy equipment or uniforms he/she will be required to make restitution.

Dual Sports: A student may participate in only one sport or activity per season. However, should both coaches/directors agree to a practice and game schedule arrangement, the student may then participate in more than one activity or sport for that season. Such an arrangement must be made in writing and provided to the athletic director.

Jewelry: At no time will jewelry be permitted to be worn by an athlete during practices and games. This will include rings on fingers and in ears. The GHSA has determined such adornments to be potential safety hazards.

Hats and Headwear: Unless the item is a part of the uniform dress code for that team, no participant in a sport or activity will be permitted to wear hats and headwear while on campus or when representing North Forsyth High School at other locations. Should it be necessary for an athlete or participant in a sport or activity to wear a hat or headwear that is not part of the team uniform, he/she must present his/her request in writing to the athletic director.

Off Season Condition Program: Conditioning will be provided year round for students who are not part of a sports team for that season. Such programs shall not be deemed mandatory to be selected for a particular team. However, conditioning programs will supplement all sports programs while providing the benefit of injury prevention.

c. Fan behavior/conduct code
Enjoying the competition, enthusiastically celebrating, yelling and cheering for a team is welcomed and encouraged. Actively cheering against any team or individual is NOT allowed at any time. Examples of unacceptable behavior include, but are not limited to:
- obscene words or gestures
- profanity, disparaging signs or costumes
- racial, ethnic, sexually oriented, or religious comments or dress
- harassing participants—i.e. yelling, booing, or jeering at individuals

* Unacceptable behavior can result in removal from the venue and possible disciplinary action.
* Entering the event without purchasing a ticket (when required) can result in removal from the venue and possible disciplinary action.

Be positive. Cheer for your team rather than against the opposition!

d. Student Sports Pass
The athletic pass is available to purchase for $65. This allows students into home sporting event during the regular season. It may not be used for any state playoff events.
VIII. Insurance
Each student participating in interscholastic athletics must have a current physical on file and provide proof of insurance. Failure to provide proof of insurance will prevent the student from participating until such proof is provided. Insurance for extra-curricular activities will be available for purchase at North 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.

Student insurance will be offered each year. School day coverage and twenty-four hour coverage will be offered. Students participating in intramural, band, and extracurricular activities must have school insurance or a copy of personal insurance coverage.

IX. LUNCH Program
a. Student Meal Charge Policy:
   High school students are not allowed to charge a meal or a la carte items.

b. 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 collection 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.

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

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

   Parents/guardians or siblings having lunch with a student may not use the student meal account to pay for guest meals.
d. **Meal Pre-payment by Debit or Credit card via the Internet:**
Register at [www.myLunchMoney.com](http://www.myLunchMoney.com) to prepay for a child’s meals online using Visa or Mastercard. Parents/guardians must use the student identification number, school name, and student’s date of birth to register and place money on their child’s account. **If the child’s student ID is less than six digits, parents must put in a leading zero(s) to make it six digits.** If parents/guardians do not know their child’s student ID, contact the school’s nutrition manager. To learn more about this visit the food and nutrition at [www.forsyth.k12.ga.us/nutrition](http://www.forsyth.k12.ga.us/nutrition). Prepayments made through myLunchMoney.com may take up to 48 hours to post to the student’s meal account at school.

Parents/guardians will be assessed a $1.95 fee per transaction made through mylunchmoney.com. Prepayments in any amount made online for your child’s meals will be assessed a $1.95 fee per school transaction. If parents/guardians have more than one child at the same school and are making prepayments on each child’s account at the same time, only one transaction fee of $1.95 will be assessed to their debit or credit card. If parents/guardians have children in multiple schools a $1.95 will be assessed per school site.

**Pre-payment by Debit or Credit Card via the Internet:**
Parents/guardians that have used the online prepayment method previously should verify the account information annually. This is particularly important if the student has changed schools. Credit and debit card information should be verified periodically as well.

### Proposed Meal Prices:

<table>
<thead>
<tr>
<th></th>
<th>Lunch</th>
<th>Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid</td>
<td>Reduced</td>
</tr>
<tr>
<td>High</td>
<td>$2.25</td>
<td>$.40</td>
</tr>
<tr>
<td>High School Grill Meal</td>
<td>$3.25</td>
<td>$.40</td>
</tr>
<tr>
<td>Employee</td>
<td>$2.75</td>
<td>(Grill $3.75)</td>
</tr>
<tr>
<td>Guest</td>
<td>$3.25</td>
<td>(Grill $4.25)</td>
</tr>
<tr>
<td></td>
<td>Extra Milk:</td>
<td>$.60</td>
</tr>
</tbody>
</table>

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 **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.

- A current year 2011-2012 application must be submitted. Prior year application forms are not accepted. The 2011-2012 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](http://www.forsyth.k12.ga.us).
• Completed and signed applications can be sent via one of the following methods:
  o scanned and emailed to aplant@forsyth.k12.ga.us
  o faxed to 770-888-3464
  o sent via US mail to: Food & Nutrition Services, 1140 Dahlonega Hwy, Cumming GA 30040
  o submitted to any school cafeteria.
• Applications will be processed within 10 school days of receipt at the central office. Eligibility for those approved for free or reduced benefits will be effective within an hour of being processed at the central office. Written notification of eligibility/denial will be sent to the household address via US mail the day the application is processed.
• 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.

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

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

b. **Communicable disease**
   A child is not to return to school until fever, diarrhea and/or vomiting has stopped for a **full 24 hours**, without the aid of medication. Prescribed antibiotic medications for communicable diseases are to be given for 24 hours prior to return.
c. **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). Designated school staff members are trained to assess the clinical signs, call 911 and administer the medications (benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

**XI. Special Events**

a. **Activities**

Any extra-curricular activity is a school sponsored activity and therefore adheres to all school rules and regulations. A **student must be in attendance a minimum of ½ of the school day to practice or participate in any extra-curricular activities.**

*Students participating in school clubs, organizations and sports are considered to be representatives of NFHS. Any student involved in illegal activities on or off campus may be removed from the NFHS team, club and/or organization.*

b. **Class rings**

Class rings are ordered in the fall/spring of the sophomore year. Only students who have tenth grade status at the time may order rings.

c. **Junior-Senior Prom**

Only those students who are in the eleventh or twelfth grades at NFHS (and their dates) are permitted to attend the prom. A student must be a junior at the beginning of the year. Students are not allowed to purchase another student’s prom ticket. Only students who are currently attending the high school have permission to attend the prom without an escort. Students in grades 9 and 10 must be escorted by a student in grades 11 or 12. Out of school dates are subject to approval by school administration. The NFHS administration reserves the right to reject/deny out of school dates or persons not enrolled in NFHS.

**There will be no refunds for prom tickets.** Once you pay for a ticket the money is non-refundable. Students are not allowed to return to their car, parking lot, etc., once they have arrived, until they are ready to leave the grounds. Students and/or escorts may be subject to search and/or a breathalyzer if in question.

No tickets will be sold at the door. Students must purchase by the deadline established by the Junior sponsor.

The Administration is not responsible for any activities that might arise in conflict with the prom date mandated by the state extracurricular calendar. The Administration also reserves the right to approve or disapprove any student wishing to attend the prom.

d. **Appropriate Dance Policy**

Students who engage in inappropriate dancing at a school sponsored event such as PROM or HOMECOMING are subject to removal from the event. Inappropriate may be defined as grinding or back-to-front dancing. Removal for inappropriate dancing is at the discretion of school administration.

*Together, in the pursuit of excellence.*
e. **Graduation**
Orders for graduation-related items are placed through the senior sponsor(s). The student will pay for these items when the order is placed. All students participating in the graduation ceremony are responsible for ordering and picking up their items. The NFHS webpage will be updated regularly with graduation information so – PLEASE check this site frequently. Any problems encountered with orders must be addressed by the student/parent directly to the company. There are no refunds for senior fee(s) and/or activities.
***Seniors must follow school rules and pay or clear all outstanding fees in order to participate in commencement ceremonies.

f. **Senior Honors Night**
This event will be held in May for outstanding performance and student achievements.

g. **Advanced Placement Testing (AP)**
Students taking an AP Test must pay the exam fee of $87. This fee is set by the College Board. NFHS will also add in a $7 transportation fee per child.

XII. **Student Publications**
   a. **School newspaper**
   NFHS has a newspaper published by the Journalism class. All articles must be approved by the administration before publication and distribution. Students will be held accountable for the information printed in the school newspaper.

   b. **Yearbook**
   Orders for the yearbook are done directly through the publishing company. Mailings are sent home with ordering directions and prices. Students are responsible for keeping up with picture dates to insure their picture is included. Only school pictures taken by school approved photographers will be used within the yearbook. If a yearbook has to be mailed to a student or former student, it will be at the expense of the student and not NFHS.

   c. **Literary Magazine**
   Students create and publish a magazine each year. All materials in the publication must be approved by the administration prior to printing. Students will be held accountable for the information printed in the school newspaper. Contact Clori Rose for any submissions.

XIII. **Technology**

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

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student’s access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

---

Together, in the pursuit of excellence.

33
Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

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

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

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

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

Examples of prohibited conduct include but are not limited to the following:
A. Accessing, sending, creating or posting materials or communications that are damaging to another person’s reputation; abusive; obscene; sexually oriented; threatening or demeaning to another person; contrary to the school’s policy on harassment; harassing or illegal.
B. Using the network for financial gain or advertising.
C. Posting or plagiarizing work created by another person without their consent.
D. Posting anonymous or forging electronic mail messages.
E. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
F. Giving out personal information such as phone numbers, addresses, driver’s license or social security numbers, bankcard or checking account information.
G. Using the school’s computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
H. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school’s computer or computer system.
I. Purposefully bringing on premises or infecting any school computer or network with a program designed to damage, alter, destroy or provide access to unauthorized data or information.
J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
K. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user’s account.
L. Using the school’s computers or network while access privileges have been suspended.
M. Using the school’s computer hardware, network, or Internet link in a manner that is inconsistent with a teacher’s directions and generally accepted network etiquette.
N. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
O. Attempting to vandalize, disconnect or disassemble any network or computer component.
P. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
Q. Providing another student with user account information or passwords.
R. Connecting to or installing any computer hardware, components, or software which are not school system property or in the district’s technology resources without prior approval of the district technology supervisory personnel. Students are permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
S. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
T. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
U. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
V. Possessing or accessing information on school property related to “Hacking”, or altering, or bypassing network security or policies.
W. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
X. Students should follow the guidelines below when performing Internet searches at school.

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

**XIV. Transportation**

a. **School Bus (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. For information regarding Transportation practices and procedures, visit [www.forsyth.k12.ga.us/transportation](http://www.forsyth.k12.ga.us/transportation).
b. **Bus Passes**
   In order for a student to ride home with another student on a different bus, notes must submitted 24 hours prior and both parents must be contacted. This will only be approved for emergency situations, such as child care. See Coach Turner.

c. **Student Driving and Parking on Campus**
   Parking is a privilege, **not a right**, which is offered to the students at North Forsyth High School. ***Permits will be sold, for a fee, at dates and times to be determined by the administration. Failure to comply with parking rules and regulations will result in disciplinary action that may but is not limited to the loss of the parking privilege for the remainder of the academic school year. Money will not be refunded in the event a parking pass is revoked.***

   In order to qualify for a permit, one must have a minimum of a 2.00 GPA (overall) and have no outstanding fees. Parking permits will be issued via a procedure and order determined by the administration. Rules and regulations will be listed on the parking pass application. Parking on campus without a parking permit will result in disciplinary action and/or towing. Students may not borrow or purchase a pass from another student. Students driving on campus without proper permission will be fined and not be eligible for a parking pass the remainder of that semester and the next semester.

   Parking will be offered to 11\textsuperscript{th} and 12\textsuperscript{th} grade students.

   If spots are available, sophomore parking will be allowed.

d. **Teenage and adult driver responsibility act**
   This law mandates the school system to report non-compliant students **14-17 years old** for the purpose of denying or suspending the driver’s license. A non-compliant student is defined as one who has:
   1. Dropped out of school without graduating and has remained out of school for ten consecutive days;
   2. Ten or more school days of unexcused absences in the current or previous academic year; or
   3. Been found in violation by a hearing officer, panel or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
      a. Threatening, striking, or causing bodily harm to a teacher or other school personnel;
      b. Possession (internal or external) or sale of drugs or alcohol on school property; or
      c. Possession or use of a weapon on school property (For the purpose of reporting non-compliance under this Act only, the term “weapon” shall be defined in accordance with O.C.G.A.§16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project),
      d. Any sexual offense (including sexual touching) prohibited under O.C.G.A. Chapter 6 of Title 16; or
e. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

d. **Teenage 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.

**XV. Clubs and Organizations**

a. **NATIONAL HONOR SOCIETY**

National Honor Society

Juniors and seniors who have achieved at least a 3.8 GPA are eligible for consideration in North Forsyth High School’s chapter of National Honor Society. To be considered for membership, students will submit an application, which details their leadership qualities and community service activities. The completed applications are then sent to the faculty council. These faculty members judge each application based on the following criteria:

- Minimum of 2 areas of leadership, in or out of school
- Minimum of 3 areas of community service, in or out of school
- Character – teacher feedback/letter of reference

The faculty council members make selections for admission to NHS based upon faculty input regarding character and the information regarding leadership and service presented on the application forms. The entire proceedings of the faculty council are kept strictly confidential and are not shared with anyone. National Honor Society faculty advisors have no input in the selection process.

While GPA is one aspect of eligibility, students are not automatically qualified for membership. They MUST meet the other requirements as well. NHS membership is a privilege that must be earned by the student.

b. Access ANGEL to get a current list of clubs/organizations and their information.

**XVI. GRADING AND REPORTING:**

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.
a. **Honor Graduate**
   To be considered an Honor Graduate, students must have a cumulative grade point average (GPA) of 3.5 or higher at the end of their senior year. The scale will be a standard 4.0 scale. An extra quality point will be added to students’ grades who are enrolled in Advanced Placement classes and earn a 70 or above. The final GPA on the student’s permanent record will be computed through the end of the senior year.

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

c. **Report Cards**
   Students will receive a 9, 18, 27, and 36 week (final) report card. Please note that only the final report card is mailed home.
   
   Grade reporting and weights are as follows:
   
   Course Average = 40% (1\textsuperscript{st} Sem) + 40% (2\textsuperscript{nd} Sem) + 20% EOCT or Final Exam
   
   1\textsuperscript{st} & 2\textsuperscript{nd} Semester Course Work = 75% Summative + 25% Formative

   (Mid term counts as a regular summative grade to be averaged with first semester grades.)