

Student Handbook 2010-2011



Lassiter High School
A Tradition of
Excellence



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Lassiter High School Motto

Lassiter's motto, "Reaching Excellence And Climbing Higher" (REACH), reflects the commitment of students, faculty, and staff to high standards of learning and continual improvement.

Lassiter High School Mission Statement

Our mission is to serve the needs of individual students by promoting challenging academic standards in a nurturing environment that produces capable, responsible, productive members of society.

Cobb County School District Vision Statement

"A Community With a Passion for Learning!"

Cobb County School District Mission Statement

The mission of the Cobb County School District is to guarantee a quality educational program for all students in a challenging, secure environment. We, as professional, caring educators, will provide a relevant, integrated curriculum. Our students will become critical thinkers who are knowledgeable, skillful and responsible, and who can succeed as life-long learners in a richly diverse society.

This agenda belongs to:

Name _____ Phone _____

Address _____ City/Zip _____

Advisor _____ Advisement Number _____

From the Principal. . .

On behalf of the faculty and staff of Lassiter High School, it is my honor and privilege to welcome you to the 2010-11 school year. I want to impress upon each of you how fortunate we are to be a part of a school community that is renowned for its pride and traditions. Lassiter was recognized as a 2008 Georgia School of Excellence as well as a Georgia Platinum Level School in 2009 for highest percentage of students meeting/exceeding standards on the Georgia High School Graduation Test. No doubt about it, the Lassiter community is passionate about the Trojans!

It is our belief that no one rises to low expectations and the Lassiter faculty and staff excel in preparing students for postsecondary options. We know that successful students participate in challenging academic classes and are involved in a variety of school activities. Please make sure you take advantage of all of the exceptional activities that Lassiter has to offer.

It is the idea of community that is the driving force behind our student handbook. The faculty, staff, parents, and community are all working together on how we can all contribute to ensuring that the atmosphere at Lassiter is both safe and productive. It is always our goal at Lassiter to have an environment that fosters exceptional academic work as well as great high school memories.

We look forward to working with you so that you enjoy your time at Lassiter. Lassiter's success is built on the collaborative efforts of the faculty, staff, students, parents and the community. Have a great year and take great pride in attending one of the highest performing and most recognized high schools in the state of Georgia. There is nothing like Trojan Pride!

Go Trojans!

Sincerely,

Dr. Chris Richie
Principal

About the Handbook. . .

The Lassiter Student Handbook is designed to be an information source for students and parents. Students are responsible for knowing the contents of this handbook. All information contained herein is subject to change or modification with regard to policy and procedures adopted by the Cobb County Board of Education or the Lassiter High School staff. During the first week of school, students may be given additional Cobb County School System policies and Lassiter High School policies. Students are also responsible for any additional information related to local or district policies and for communicating this information to their parents/guardians. For additional information on district policies, go to www.cobbk12.org. For more information related to Lassiter High School, please go to www.cobbk12.org/~lassiter.

Administrators

Dr. Chris Richie	Principal
Mrs. Melissa Morse	Assistant Principal
Mr. Art O'Neil	Assistant Principal
Mr. Timothy Scott	Assistant Principal
Mrs. Ashlynn Campbell	Assistant Administrator

Department Chairs

Business Education	Ms. Carol Pizza
English	Ms. Kathy Richter
Fine Arts	Ms. Carol Doemel
Foreign Language	Ms. Vicki Campos
Guidance	Mr. Nate Fisher
Mathematics	Mr. Don Slater
Physical Education	Mr. Jeff Carlberg
Science	Mr. Chip Lajeunesse
Social Studies	Ms. Kathy Nelsen

Media Specialists

Ms. Kathy Vinyard
Ms. Amanda Easley

Office Personnel

Bookkeeper	Ms. Rochelle Gross
Pupil Personnel Clerk	Ms. Jane Hurwitz
School Secretary	Ms. Pamela Seiser

School Nurse

Ms. Audrey Dinoff

Social Worker

Ms. Megan Allen

Special Programs

A.P. Coordinator	Ms. Kim Gassaway
Gifted Coordinator	Mr. Wiley Brown
Special Student Services	Ms. Claudia Downs

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Section 1 Student Information

1.1 Lassiter High School Daily Bell Schedules

Period	Monday ASE	Tuesday Advise	Wednesday ASE	Thursday ASE	Friday Advise
1	8:20-9:13	8:20-9:16	8:20-9:13	8:20-9:13	8:20-9:16
ASE/ADV	9:19-9:49	9:22-9:35	9:19-9:49	9:19-9:49	9:22-9:35
2	9:55-10:45	9:41-10:34	9:55-10:45	9:55-10:45	9:41-10:34
3	10:51-11:41	10:40-11:32	10:51-11:41	10:51-11:41	10:40-11:32
4	11:47-12:37	11:38-12:30	11:47-12:37	11:47-12:37	11:38-12:30
5	12:43-1:33	12:36-1:28	12:43-1:33	12:43-1:33	12:36-1:28
6	1:39-2:29	1:34-2:26	1:39-2:29	1:39-2:29	1:34-2:26
7	2:35-3:25	2:32-3:25	2:35-3:25	2:35-3:25	2:32-3:25

Beginning the 2009/2010 school year, Lassiter High School will begin implementing Academic Support & Enrichment (ASE). ASE will meet three times a week for thirty minutes. The ASE period has been created to provide identified students additional assistance for their course-work and high-stakes standardized testing. Enrichment opportunities are also available through the ASE period, such as Leadership, Math Team, Model UN, Academic Bowl, Peer Helpers, SAT Prep, college application process, Yearbook, and Newspaper. Further details and information on Academic Support & Enrichment will be available at the start of the 2009-2010.

1.2 Lassiter High School Beliefs

The following core beliefs, fundamental to school life, guide the Lassiter community in the pursuit of our mission.

A **positive school environment** supports student learning and motivates faculty and staff.

Academic success requires **student responsibility** for academic preparation, learning, and honesty.

Effective discipline provides the basis for a positive learning environment.

A **diverse curriculum** reflecting the current trends of a global society makes learning relevant for each student.

Interactive teaching promotes critical thinking and reflects awareness of different learning styles.

Meaningful advisement opportunities ensure proper course selection and career preparation for students and increase parent awareness of students' educational options.

All stakeholders must **communicate effectively** to ensure educational success.

Varied co-curricular opportunities motivate students to become active participants in and appreciative observers of worthwhile activities.

All aspects of school life require students, faculty, and staff to demonstrate **high ethical standards**.

The intellectual, social, and physical experiences of students contribute to their development as **responsible, mature citizens**.

Section 2 Character Education/Academics

2.0 Renaissance REACH Program

The purpose of the Renaissance **R.E.A.C.H.** (**Reaching Excellence And Climbing Higher**) Program is to foster and acknowledge the outstanding educational and character achievements and contributions of Lassiter students, faculty, and staff through reinforcement, recognition, and reward.

2.1 Character Education

Lassiter supports the Character Education Program endorsed by the state and the county and focuses on the Character Words of the Month.

CHARACTER AWARDS

Mission: To reward students who demonstrate the character traits and personal qualities valued by society at-large.

Attendance Awards: Any student with perfect attendance for an entire year is treated to a celebration at the end of the year. (Perfect attendance is defined as having no absences, tardies, or early dismissals.)

Appreciation Letters: The Renaissance Committee gives each senior the opportunity to write "Thank You" letters to any faculty member who has inspired them during their high school experience.

Presidents' Luncheon: The Character Ed. Committee honors Lassiter club/organization student presidents with a luncheon.

Lassiter Character of the Year: Each year a student is selected from each grade who exemplifies qualities of outstanding character (i.e. loyalty, perseverance, honesty, punctuality, respect, etc.). Students, faculty or staff may nominate students, and the winners are determined by faculty vote.

State of Georgia Citizenship Award: Given each year by the Secretary of State, this award recognizes an outstanding student community volunteer. The award committee selects the recipient based on faculty input.

2.2 Academic Awards and Recognition of Achievement

Fall Renaissance Festival: An annual festival is held each fall on the football field to honor student achievement. All Honor Card holders and Hi-5 Card holders are invited to attend.

Academic Pep Rally: An annual assembly is held second semester to honor student achievement and improvement. All Honor Card holders and Hi-5 Card holders are invited to attend.

Spring Honors Assembly: A Spring Honors Assembly is held annually to highlight the academic achievements of students. A reception for honored students and parents is held after the assembly.

Principal's Award: Each semester, teachers select a student in every class they teach to receive the Principal's Award, an award based on five criteria: (1) Positive Attitude, (2) Responsibility, (3) Participation,

(4) Class Role Model, and (5) Best All-Around Student. Teachers present these students with a certificate of achievement.

Highest Class Average: Each semester, teachers select the student in each class that they teach who has the highest numerical average. Teachers present these students with a certificate of achievement.

Departmental Awards: Teachers from English, Mathematics, Science, Social Studies, Fine Arts, Business, Foreign Language, and Physical Education select the most outstanding student in their discipline. These students are honored at the Spring Honors Assembly.

Honor Societies: Honor societies acknowledge academic excellence within various disciplines. Students who qualify wear that particular organization's honor cord over their gowns during graduation exercises.

Academic Letters: The Lassiter **L** and the Lamp of Knowledge insignia are awarded to students who maintain a semester GPA of 4.0 or higher for both semesters of an academic year. Seniors receive their letters at the Senior Luncheon at the end of their senior year. The Academic Booster Club sponsors a special evening ceremony and reception in the fall for the presentation of academic letters to students who completed grades 9 -11.

Honor Cards: Students are recognized and rewarded for academic achievement on the basis of their previous semester's grade point average. The categories are as follows:

Gold	Students achieve a 4.0 semester average.
Maroon	Students achieve a 3.5 semester average.
White	Students achieve a 3.0 semester average.

Students qualifying for Gold, Maroon, or White categories receive an academic honor card each semester. Honor cards entitle students to a variety of rewards: community business discounts, school incentive perks, and periodic honor celebrations, including the Fall Renaissance Festival and the Spring Academic Pep Rally. Students commit to the Honor Card Pledge when they receive their cards.

Hi-5 Club: Students who raise their semester GPA by .5 or higher are recognized as members of the Hi-5 Club. They, too, receive discounts and prizes from business partners and are invited to the Fall Renaissance Festival and Spring Academic Pep Rallies. This group is sponsored by the Academic Booster Club.

Teacher of the Year: A plaque including a photograph of the Teacher of the Year is displayed along with similar plaques of past winners.

Partner of the Year: A photo of the Business Partner of the Year is displayed in the front hallway, along with a plaque honoring past winners.

Display of Trophies: Designated areas display student accomplishments in athletics, academics, clubs, and other extracurricular activities.

Athletic Wall of Fame: Photographs of all Lassiter State Championship athletic teams are displayed along the wall of the gym lobby.

2.3 STUDENT LEADERSHIP

Student Renaissance Leadership Team: A student team made up of Sophomore, Junior, and Senior leaders works with each division of the Renaissance REACH Program. Since students are assigned to different areas, their responsibilities vary.

Section 3 Academics and Instruction

Lassiter High School's instructional year is divided into two semesters, fall and spring. Students must take six courses per semester. Each course carries ½ unit of credit. Three units may be earned per semester for a total of six units per year. Students should aim for more than minimum requirements for graduation. A student should consult with her/his counselor regarding the requirements of her/his chosen college, university, or technical school.

3.1 Academic Integrity

The Lassiter Community believes academic integrity is essential to establishing and maintaining a quality academic program. Lassiter's core purpose is to prepare students for college, work, and life. Academic honesty helps develop the character needed for success in these future endeavors. Lassiter students are expected to uphold the highest standards. **By signing for this handbook you are acknowledging a pledge of academic honesty, and verifying your commitment to academic integrity, in effect, not giving or receiving inappropriate academic assistance or engaging in any form of dishonorable conduct related to academic work.**

3.2 Cheating

The following indicate scholastic dishonesty in any evaluation situation (homework, quizzes, tests, presentations, labs, etc.) and will be appropriately disciplined: (a) taking unauthorized information of any form into a test situation; (b) plagiarism; (c) taking test questions to provide assistance in later situations; (d) copying or attempting to copy the work of others; (e) giving or taking information concerning a test after an individual has taken a test, and the same form of the test is to be given later; (f) being in possession of a test, grading key, or teacher text or manual; (g) communicating (talking, writing notes, etc.) without permission during a test session; (h) asking a question during a test where the question itself provides information to those taking the test; (i) being in possession of another student's computer files; (j) allowing another student to use one's files; (k) printing work and submitting it for another student; (l) printing the work of another and submitting it as one's own; (m) submittal of second party and/or internet work as one's own; (n) sharing a computer password when using a network computer system; (o) entering the mailbox of another student when using a computer network system; (p) storing info for retrieval in any electronic device when the teacher forbids it.

Procedures: Anyone witnessing academic dishonesty should report it to the affected classroom teacher of the accused student. This teacher will determine if academic honesty violations have occurred. Upon making a determination, the teacher will notify the student, parents, and the administrator. The teacher will then send written notification to the parent/guardian.

Consequences: All offenses are cumulative.

First Offense: A zero will be given on the work.

Students will be placed on probation with all academic honor societies, student government, and Renaissance for one calendar year.

Honor cards will be voided.

Unsatisfactory conduct will be marked on grade reports.

Second Offense: A zero will be given on the work.

The student will be permanently removed from academic honor societies, student government, and Renaissance.

Additional consequences may be enforced depending on the severity of the infraction.

Unsatisfactory conduct will be marked on grade reports.

Subsequent Offenses:

A zero will be given on the work.

Additional consequences may be enforced depending on the severity of the infraction.

An unsatisfactory conduct grade will be marked.

3.3 Testing Days by Department:

Students are subject to testing at any time for daily grades. Major tests will be given in departments according to the following schedule:

Monday – English, Math, Business, Physical Education

Tuesday – Social Studies, Math, Foreign Language, Science

Wednesday – Science, Fine Arts, English, Foreign Language

Thursday – Social Studies, Physical Education, Business, Math

Friday – Science, Fine Arts, English, Foreign Language, Social Studies

3.4A *Comprehensive final exams are given at the end of each semester in every class. These count **no less than 10% and no more than 20%** of the final grade. (Teachers include this information in their syllabi.) ***All students will take exams in all subjects at the end of each semester.**

In accordance with Cobb County Schools Policy IHAA-R: **“Students shall not be given final examinations in advance of the established testing schedule but may be tested after the scheduled testing period if their attendance is interrupted during the final examination period. It shall be the responsibility of students to make arrangements with the teacher for final examinations which they have missed as a result of absences during the final examinations.”**

3.4B Georgia End-of-Course Tests (EOCT’s) are given in the following subjects: American Literature/Composition, Ninth Grade Literature/Composition, Biology, Physical Science, Algebra I, Geometry, Economics, and U.S. History. The test will constitute 15% of the grade for each course.

3.5 Students need the following units for promotion:

To be a Sophomore-

5 Units- Must include 1 Credit each of Math, Science and English

To Be a Junior-

10 Units- Must include 2 Credits each of Math, Science and English

To Be a Senior-

16 Units- Must include 3 Credits each of Math, Science and English

To Graduate-

23 Units- Must include 4 credits each of Math, Science and English

3.6 Grading System/Incomplete Grades

Cobb County high schools use the following grading system:

A=90-100	D=70-73
B=80-89	F=Below 70
C=74-79	I=Incomplete

An **incomplete** may be given when a student has not been able to complete course requirements due to extended excused illness or other hardship. The student may be given up to 14 calendar days after the end of the term to satisfy the course requirements. If the work is not made up within 14 days, the incomplete work will be counted as zeros and a grade assigned for the course. Conduct grades will be assigned as follows.

S=Satisfactory **N=Needs Improvement** **U=Unsatisfactory**

3.7 Report Cards/Progress Reports: Grades begin the first day of each semester and each report card shows a cumulative grade for that period. Students receive progress reports after 6 weeks and 12 weeks, and a final semester report card after 18 weeks (final semester average). The 18-week final semester average is the one that appears on the student's transcript/permanent record.

Progress Report/Report Card Dates for 2010-2011

September 24, 2010	November 12, 2010	January 7, 2011
February 25, 2011	April 15, 2011	May 27, 2011

3.8 Make-Up Work: A student may receive the number of days missed plus one additional day for make-up work of an excused absence. Students are responsible for asking for the make-up work. The student will receive full credit for work made up in the allowed time. A student with an unexcused absence may ask for assignments and can do them in order to keep up with class but the teacher is under no obligation to grade the work.

No make-up work is provided for students who have skipped classes. If a student is absent more than three consecutive days, he/she may call Guidance and arrange for assignments to be sent to the Guidance Office for pick-up. Teachers need 24-hours notice to prepare the assignments. Students who are not physically present for any reason will be marked absent. Parents may pick up make-up work for students suspended out of school; **however, students must turn in all completed assignments on the day they return from the suspension or receive**

zeros. Scheduling tests/evaluations missed during the suspension will be the sole responsibility of the student.

***Field trip make-up work:** Students who are absent due to a field trip or a school-sponsored activity will be counted as absent but will be allowed to make up all work missed as per the make-up policy.

3.9 Minimum Day

Seniors who have at least 17½ units (for first semester) and at least 19½ units (for second semester) and can **provide transportation** may register for minimum day. By state policy, minimum day constitutes **ONE** period of early release from the school day for seniors who are on track to graduate and have passed all portions of the Georgia High School Graduation Test. In addition, students must have minimum day forms on file, which have been signed by the students' parents. Students should check with their counselors to make sure that all courses necessary for graduation and/or college have been scheduled before minimum day is considered. **Athletes must pass at least five (5) courses per semester even though they are on minimum day to be eligible to participate in Georgia athletics.** Minimum day students **may not** remain on campus. **All minimum day students must show proper identification when requested and must leave campus when they are not scheduled for a class.**

Section 4 Attendance

4.1 Attendance: Students are subject to compulsory school attendance and the Georgia Compulsory Attendance Law. Each teacher is responsible for maintaining the attendance of each student enrolled in each class taught. Each teacher is also responsible for establishing the conditions for making up the instruction missed during an **EXCUSED ABSENCE**.

PPO or the Attendance Office is the Attendance Office that is located on the left in the entrance hall of the main building. Attendance related matters are handled in this office. Students **MUST** present a pass from a teacher or administrator to enter the Attendance office.

A parent should notify the Attendance Office when her/his child will be absent from school for any extended period of time. Cobb

County School Board policy JBD requires that parents furnish the school with a doctor's statement verifying an illness for each absence after twenty (20) or more school days have been missed.

The Phonemaster system will call parents each time a student is absent from school. School officials will cooperate with parents to ensure regular attendance at school. When appropriate, students will be referred for special attention and possible subsequent referral to juvenile court.

4.2 Emergency Numbers

Parents/guardians should list emergency telephone numbers for relatives or neighbors on the emergency information card for student release in case of an emergency, and the parent/guardian cannot be reached by telephone. **Students cannot be released to anyone who is NOT listed on the emergency card.**

4.3 Absence Notes -- Excused

It is the responsibility of the parent(s)/guardian(s) to notify the school in writing of the reason(s) for a student's absence(s). This written statement from his/her parents/guardians or medical doctor must include the date(s) and reason(s) for absence(s), parent's phone numbers (work and/or home), and the parent/guardian's signature. This statement should be presented to the teacher of the student's first class on the **first day back at school**. (When the validity of the communication is suspected, the school will attempt to establish authenticity.) The teacher will keep the statement and give the student an admission slip. **If a statement is not brought within two days, or if the absence is unexcused, the admission slip will be marked "unexcused." A student is responsible for keeping up with the original admit slip and presenting it to each teacher whose class he/she missed. Students needing a second copy of an admit slip may be assigned a detention. Students are not entitled to any class cuts.**

In accordance with the State Compulsory Attendance Law, the following reasons may temporarily **excuse** students from an absence or tardy.

- A. When personally ill and when attendance in school would endanger their health and the health of others
- B. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school
- C. On special and recognized religious holidays observed by their faith
- D. When mandated by governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order, etc.; official documentation may be required)
- E. Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
- F. Students serving as a Page in the Georgia General Assembly
- G. To register to vote or to vote in a public election

Students with an **excused** absence are responsible for make up work in accordance with the school's make-up policy. A student is charged with an unexcused absence if he/she is absent from all or a significant part of a day without a valid excuse (See above.) Any student who has an **UNEXCUSED absence may NOT be allowed to make up the work missed. THE PRINCIPAL OR HIS DESIGNEE IS AUTHORIZED TO REQUIRE VERIFICATION OF STATEMENTS EXPLAINING A STUDENT'S ABSENCE FROM CLASS OR SCHOOL. WHEN PROBABLE CAUSE EXISTS FOR QUESTIONING THE VALIDITY OF A STUDENT'S STATEMENT, A MEDICAL AUTHORITY'S NOTE MAY BE REQUIRED.**

4.4 Unexcused Absences

Such reasons as "out-of-town, personal business, vacation, sick friend, car trouble, and power outage" do **NOT** constitute excused absences from school. Religious activities such as camps, retreats, and workshops, when not part of recognized religious observances, also **DO NOT** qualify for excused absences or tardies.

4.5 Excessive Absences

Responsibilities of Student's Teacher, Guidance Counselor

Administrator, and Social Worker: When a student's illness extends beyond ten (10) consecutive school days, the school principal may require a physician's statement verifying the necessity of the absence, permission to return to classes, request for restricted activity, or to qualify for homebound instruction. **See Cobb County School District Administrative Rules, Student Attendance Policy JB to review the policy in its entirety.**

The following provisions apply to absences during A SCHOOL YEAR.

After Five Absences:

A. Excused Absences: The teacher will contact the parent or guardian by telephone or parental conference regarding attendance when possible. If contact is unsuccessful, then a letter or postcard will be sent.

B. Unexcused Absences: After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused absence without response, the school shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. The letter is to include a copy of the Compulsory Attendance Law (O.C.G.A. 20-20-690.1).

After Seven Unexcused Absences:

The school and/or school social worker shall notify students they have only three unexcused absences remaining prior to violating the attendance requirements contained in subsection (a.1) of O.C.G.A. 40-5-22.

After Ten Absences:

A. Excused Absences: A letter will be sent from a school administrator to the parent or guardian regarding attendance. This letter should not be sent for a child with documented, as defined in Section A above, illness unless school administration and/or the school social worker determines it necessary. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

B. Unexcused: A letter will be sent from a school administrator to the parent or guardian regarding attendance. If the student has more than ten unexcused absences within the school year and is between 14 and 18 years of age, his/her eligibility to obtain or retain an instruction permit or driver's license may be impacted. **Parking privileges will be revoked for 45 days or until the end of the semester depending on whichever is longer.**

After Fifteen Absences:

A. Excused: A school administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time.

B. Unexcused: A referral shall be made to the School Social Worker using the social work form.

If a referral is made to the School Social Worker, an administrator must sign the form and all relevant correspondence and documentation must be attached. The Social Worker will work with the student and family in order to address the attendance problem. The Social Worker shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.

Out of School Suspension

Absences due to out-of-school suspensions or expulsions are considered unexcused absences. However, parents of students who are suspended or expelled will be notified pursuant to Administrative Rules JDD and JKDA.

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. & 20-2-690, et seq., a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor.

4.6 Present for the Class/Day

A student must be present **for four periods** in order to be counted present for that day. A student who misses more than half a class period is counted absent from that class. **In order to participate in extracurricular activities, a student must be counted present on the day of participation. There are NO sanctioned “skip days” for ANY students.** Students should make every attempt to be present in **EVERY class EVERY day.**

4.7 Out-of-Town (Unavailable) Parents

The Attendance office must be notified in writing when parents will be unavailable to verify students’ dismissals, absences, etc. Both routine and **emergency situations** require that the student’s parent, legal guardian, or **emergency contact** on the data base be notified. Please provide the attendance office the name(s) and telephone number(s) of the approved emergency contact person(s) who may be called. **If parents know they will be out of town and plan to leave their children in someone else’s care, the parents should be sure that the person caring for their children has written permission to authorize medical treatment. Please send this written information to the ATTENDANCE OFFICE so that school personnel will know whom to contact in case of an absent parent.**

4.8A Tardies to School

Any student entering the school after 8:25 A.M., the start for first period, is TARDY to school. **Those students should report immediately to the designated Late Arrival System to check-in. In **NO** case will the school accept notes after three (3) days. Telephone numbers where a parent can be reached at the time of sign-in **MUST** be on the note as well as a parent/guardian signature. If the note cannot be verified, the tardy will be marked **UNEXCUSED.**

4.8B Tardies to Class

Students that are tardy to class should report to the closest Late Arrival System to receive a check in and receive a pass to class.

4.8C Late Arrival System

The Late Arrival System will be located in the Attendance Office and the Media Center.

4.8D Disciplinary Action For Tardies

Disciplinary action for tardies will include afternoon detention; Lunch Detention, Saturday School, ISS, revoked parking permit, and/or suspension are as follows:

4th unexcused tardy = 1 Lunch Detention.

6th unexcused tardy = 1 Saturday school + loss of parking

9th unexcused tardy = 2 days ISS or 2 days of Saturday School

12th unexcused tardy = 3 days ISS

Each additional tardy=3 days ISS

4.9 Late Bus Arrivals

Students who arrive on a late bus should obtain a late bus pass from the bus administrator to take to the Late Arrival System. This does not count as a tardy.

4.10 Checking Out of School Before 3:25 P. M.

All Cobb County Schools have closed campuses to ensure the safety of students. **Students may not leave campus for lunch. Early checkout from school is discouraged.** Students and parents should try to arrange medical and other appointments outside school hours. A parent, guardian, or administrator **MUST** grant permission to check out in **EVERY** case. **Under non-emergency circumstances, the student should take a note to the Attendance Office BEFORE THE START OF THE SCHOOL DAY.** The request should include the following:

1. The student's first and last name
2. The student's advisement number
3. The dismissal time and date
4. The reason for the early dismissal
5. A telephone number where the parent can be reached during the school day to verify the check-out request
6. The parent/guardian's name and signature

Pupil personnel will verify the note and give the student a pass to return to the **ATTENDANCE OFFICE** to sign out at the time of the early dismissal. **Anyone who checks out a student must bring a picture ID.**

If a student becomes ill during the school day, the student should get a pass from his/her classroom teacher to report to the nurse or to the ATTENDANCE OFFICE. If the parent/guardian cannot be reached, the student may **NOT** leave. If the student leaves after being informed that her/his early dismissal cannot be verified, the departure will be treated as a class cut, and disciplinary action will be taken. If the student whose parents cannot be reached is so ill that emergency

medical attention is required, an ambulance will be called at the parents' expense, and the student will be transported to the nearest emergency room or suitable medical facility. **Including several emergency names/phone numbers on the school records is extremely important. Please remember to update school records if your phone number(s) changes.**

4.11 Forged/False Attendance-Related Statements

Forged, false, misleading, or deceptive attendance-related statements and/or actions are serious offenses. Examples of such offenses are the following:

1. Signing parent/guardian name(s) on an attendance-related document
2. Participating in any attempt or form of check-in or check-out by deception
3. Student withholding pertinent information
4. Falsely identifying another person as a parent or guardian or other responsible party
5. Aiding or abetting illegal check-in or check-out

This regulation includes but is not limited to these offenses. Penalties range from ISS to out-of-school suspension.

4.12 Lost/Mutilated Notes, Early Dismissal Slips, Etc.

School officials are not responsible for student notes, early dismissal slips, etc. Students should remember that these items are important school records and are advised to keep copies for the entire semester to avoid confusion related to attendance matters.

4.13 Certificates of Attendance for Prospective Drivers

As required by the Department of Public Safety for the State of Georgia, students between the ages of 15 and 17 must present a notarized Certificate of Attendance when applying for a driving permit and driver's license. Certificates are available in the Attendance Office. Students and parents should remember that there is a **2-day waiting period** for these certificates and should plan accordingly. Cobb County Schools collect a **\$2.00 notary fee** for each certificate. With a pass, students should go to the ATTENDANCE OFFICE during their lunch hour **ONLY** to apply for these certificates. During school holidays, (winter & spring break) please plan ahead and make sure you give the ATTENDANCE OFFICE ample time to process your certificate. No one is available to process these over breaks. If a student plans ahead and obtains the certificate of attendance the last week of school, the Department of Motor Vehicles will honor it all summer.

4.14 Attendance/Driver's License

Georgia Code Section 40-5-22 mandates that a student's driver's license be revoked for the following reasons:

- A. Has dropped out of school without graduating and has remained out of school for ten (10) consecutive school days
- B. Has more than ten (10) days of unexcused absences in the school year.

- C. Has been suspended from school for one or more of the following:
1. Threatening, striking, or causing bodily harm to a teacher or other school personnel
 2. Possession or sale of drugs or alcohol on school property
 3. Possession or use of a weapon on school property

Notification will be made to the Department of Public Safety of the above.

4.15 Students on Campus Before/After the Regular School Day

Any use of the building before or after school hours (7:45A.M.-3:30P.M.) should be cleared with the proper coordinating administrator. **Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Lassiter staff member. Students waiting for transportation after school must wait at the front entrance to the school.** The school day officially begins when students arrive on campus. If students arrive early, they are expected to stay on campus at all times until their school day officially ends, or they have checked out using proper procedure. Students waiting for transportation **Leaving campus without permission is a suspendable offense.**

4.16 Withdrawal From School

In order to withdraw, a student must report to the Attendance Office for the proper form. Withdrawing students should either be accompanied by a parent/guardian or should have written verification of their withdrawal from a parent with a phone number where the parent can be reached. The Attendance clerk should be notified of the withdrawal several days prior to the student's last day of school. Students should plan to attend school all day on their last day in order to return books and clear any financial obligations they may have incurred.

If a student officially withdraws from school prior to the completion of a semester, the courses taken, grades earned, and attendance shall be recorded only on the withdrawal form, and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers. **Any student who officially withdraws from school to attend Oakwood will not be readmitted during the same semester in which he/she is withdrawn.**

4.17 College Visits

Seniors are allowed two (2) days of unexcused absences for college visits, but students will be allowed to make up work. It is the student's responsibility to inform her/his teachers in advance of these appointments. Students fill out the "Senior College Visit" form in the attendance office when they plan to visit a prospective college or university.

Section 5 School Counseling/Advisement

5.1 School Counseling Office

Lassiter's School Counseling Office focuses on student development in academic, career, and in personal /social areas.

The School Counseling Office, located in the skylight hallway in **Room 402**, offers a variety of services to students, parents, and teachers including the following:

- Personal counseling, individual and group
- Developmental classroom guidance activities
- Assistance with school wide testing
- Information and applications for the Scholastic Aptitude Test (SAT) and American College Test (ACT)
- Coordination of the Individual Academic Advisement program
- Assistance with student academic records and graduation information
- Post-secondary information and applications
- Use of the Guidance Career Center (Room 404)
- Registration of new students
- Various sessions, such as study skills, during lunch periods

5.2 Counselor Assignments/Appointments

The telephone number of the School Counseling office is **678-494-7866**, and requests for appointments with a counselor may be made with the School Counseling Office secretary.

Students are assigned to counselors/administrators alphabetically.

Counselor	Students' Last Name	
A – DEM	Dr. Millie Dawson-Hardy	x234
DEN – G	Mr. Nate Fisher	x254
	Department Chair	
H – MIK	Mrs. Ann Rives	x286
MIL – ST	TBD	x232
SU – Z	TBD	x260

5.3 Making an Appointment

Counselors are available for appointments with students and/or parents during school hours. One counselor is always "on call" to facilitate the handling of emergencies/crises during the school day. Students should make appointments and/or meet with their guidance counselor before/after school or during their lunch periods. Being out of class while waiting to see a counselor without an appointment will be considered an unexcused absence. When meeting with a counselor during a class period is necessary, the student should take the appointment note from the counselor to the classroom teacher, request permission to meet the counselor during the class period, and obtain a hall pass. **Students must sign in with the guidance secretary when visiting a counselor.**

5.4 Financial Aid for Post Secondary Education

Information about scholarships, grants, loans, or work-study programs is available from the following: the Lassiter Guidance Office, in the **High School Advisement/ Career Planning Guide** published by Cobb County, and from the Area #1 consultant of the Georgia Student Finance Authority: 770-724-9000 or 1-800-505-4732. Many Web sites are listed in the Advisement publication, including the following for the Georgia Student Finance Commission, which administers the HOPE: <http://www.gsfc.org/>

5.5 Peer Helpers/Peer Mediation

Guidance coordinates the **Lassiter Peer Helpers**, who receive training in listening, communication, and problem-solving skills. Their peers name these students as those to whom others go if they have a problem. The peer helpers also lead new student groups under the direction of a counselor, and they help students with academic challenges.

Guidance coordinates the **Peer Mediation**. This proactive program is aimed at resolving student conflicts before they escalate further. Students can refer other students or themselves, or a teacher or administrator may refer them. Mediation is voluntary and is conducted by two trained peers who are trying to resolve the conflict between the two disputants.

5.6 Records and Transcripts

Lassiter maintains transcripts and permanent records for students currently enrolled and for withdrawn students for six months after their graduation.

Records are then forwarded to the Microfilm Department, Cobb County Schools, 514 Glover Street, Marietta, GA 30060. Written parental permission or a student signature is required for the release of a student's transcript. Forms are available in the guidance office for this purpose.

At the beginning of each semester, a copy of each student's transcript is placed in her/his registration folder.

Students may request transcripts to be mailed to a designated college or institution from the Records Clerk. All related materials, completed application (unless done online), request for recommendation, if needed (please allow up to 10 days to process), and fee should be turned in all at once. Transcripts are **\$2.00** per copy excluding the first transcript, which is free. **All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript will be sent.**

5.7 Schedule Changes

Requests for change of teacher will be honored **only if** the student has failed a course previously with the teacher and if space exists in another teacher's class. Any other requests for teacher changes will **NOT** be considered. Any course dropped **after the tenth day of the semester will result in a grade of F (failing – 10 average)**. Requests for a specific lunch time will be honored **WITH a MEDICAL DOCTOR'S DIRECTIVE** accompanied by a **parent request** presented in writing prior to the semester.

5.8 Standardized Testing

Counselors administer and interpret the Standardized Testing Program. In order to be eligible for graduation, students must pass the Georgia High School Graduation Test which assesses the Quality Core Curriculum Objectives in five content areas: writing, English/language arts, mathematics, social studies, and science. Critical thinking skills will be emphasized. For graduation purposes, students must pass all of these tests. They are given initially in the eleventh grade, and five additional opportunities to pass will be available.

Georgia End-of-Course Tests (EOCT's) are given in the following subjects: American Literature/Composition, Ninth Grade Literature/Composition, Biology, Physical Science, Algebra I, Geometry, Economics, and U.S. History.

PSAT (Practice Scholastic Aptitude Test)

The PSAT is recommended for college bound juniors and **REQUIRED** for ALL SOPHOMORES AND FOR JUNIORS applying to participate in the GOVERNOR'S HONORS program. Eligibility for National Merit Scholarships is determined by the PSAT taken as a JUNIOR.

The PSAT will be administered at Lassiter on Wednesday, October 14, 2009. Sign-ups for students who are not Sophomores will begin Wednesday, September 10, 2009, in the Guidance Office and will end on Wednesday, October 1, 2009 (NO EXTENSIONS). The cost for juniors is \$13.00; students should bring exact change or a check made out to Lassiter High School. FRESHMEN will also take the PSAT on October 15. This test will be officially scored by the College Board and administered free of charge courtesy of Lassiter High School. The results help guide parents, students, and teachers as they plan for the student's future during spring advisement and registration for subsequent high school courses.

Recommended Schedule for Taking College Entrance Examinations

PSAT	Fall of Sophomore Year (Required by Georgia)
SAT and/or ACT	Spring of Junior Year and Fall of Senior Year

Registration materials for both the **SAT and the ACT** are available in the Guidance Office. **Lassiter's College Board School Code is 111983.**

ACT

Visit <http://www.act.org>

Test Dates

September 11, 2010
October 23, 2010
December 11, 2010
February 12, 2011
April 9, 2011
June 11, 2010

SAT I

Visit www.collegeboard.com

Test Dates

US/International Deadline

October 9, 2010
November 6, 2010
December 4, 2010
January 22, 2011
March 12, 2011

May 7, 2011
June 4, 2011

2009 Advanced Placement (AP) Exam Schedule

Can be found at <http://apcentral.collegeboard.com>. These exams are traditionally administered during the first two weeks of May.

5.9 Post Secondary Options (Joint Enrollment)

Juniors and seniors may participate in a dual enrollment program with area colleges and vocational/technical schools. Students must meet the post secondary options admission criteria at the institution they wish to attend. These criteria are, in every case, higher than regular freshman admissions criteria. Students who wish to participate must bring a letter of acceptance to their counselor by **REGISTRATION FOR THE SEMESTER THEY WISH TO ATTEND** (i.e., for fall, a letter of acceptance **MUST** be shown to the counselor by the end of April, early May; for spring semester, a letter of acceptance **MUST** be shown to the counselor by the end of November, early December.). Participation in this program requires accurate and advanced planning. See your counselor **IMMEDIATELY** to participate.

5.10 Residence in Lassiter District

All students attending Lassiter High School must be legal residents in the Lassiter district. School officials may require proof of residence and guardianship. Students who do not meet Board of Education residence requirements will be withdrawn immediately. It is the student's (parent's) responsibility to furnish proof of residence when requested. **Residence changes should be reported to the school immediately.**

5.11 Response to Intervention

The purpose of RTI is to aid those students who are having difficulty in the regular classroom environment. Referrals may be made by a student, a teacher, counselor, administrator, or parent.

5.12 Work-Study Programs Open to Juniors and Seniors

CBE – Cooperative Business Education is a work-study program designed to provide business skills, attitudes, and knowledge for successful employment in a business occupation. Classroom instruction is correlated with the activities of the student's part-time work experience and occupational goal. Involvement in FBLA (Future Business Leaders of America) is an integral part of the CBE program. Keyboarding is a prerequisite. Students may earn 1 to 1½ units in the CBE program and may take up to four semesters of CBE. **All work-study students must show proper identification when requested and must leave campus after classes.**

5.13 Career Center and Scholarships

The Career Center is located adjacent to the guidance suite and contains a wealth of information. Computer stations are available for students and

parents to access college and financial aid information. Hard copy applications for admission and scholarships are also available in the Career Center. Numerous other publications and resources are stored in the center for student/parent use as well. Additionally, scholarship information is posted in the weekly Advisement newsletter that is read to students every Tuesday. This information is also posted on our website at Lassiter .org and is scrolled on our classroom televisions throughout the school. Throughout the year, colleges and universities representatives will visit our campus and greet students in our career center. Students can check the monthly calendar on the guidance office front door for schools and dates and may obtain a pass from the guidance receptionist on the morning of the visit.

Section 6 School Bus Information and Parking/Vehicles on Campus

6.1 School Bus Statement

Our goal is to provide each student who is eligible to ride the bus the safest means of transportation to/from our schools. We believe that students are citizens of Cobb County and have a right to safe and comfortable trips to and from school. Along with these rights are also responsibilities. Safety rules and regulations have been developed for all students who ride the bus, and students have the responsibility to follow these rules.** Please study them in the Cobb County Policy handout received in Advisement. When rules are broken, the privilege of riding the bus will be interrupted. We encourage parents to help instill the rules of conduct to support an atmosphere of respect and safety for everyone.

6.2 Bus Service

Bus service is provided for students who live at least one mile from the school. Students arrive and depart from Lassiter in the bus parking lot located behind the main building. **NO cars are allowed in this parking area.** Buses, including subs, will park in the same slots for departure.

1. Routes

- a. Bus routes will be posted at the front entrance, gym entrance, and on the media center glass one week before school opens.
 - b. During the remainder of the year, bus routes will be available through the guidance office. Students must ride the bus nearest their home to and from school unless they have verified written permission to do otherwise.
2. Discipline
- a. All school rules apply on the bus and at bus stops.
 - b. Students are expected to follow the guidelines established by the individual drivers, including filling out an emergency card.
 - c. Drivers may stop only at designated stops to allow students to board and leave the bus.
 - d. Students are expected to be on time at the appointed bus stop in the mornings and to be prompt when boarding the bus.
3. Late Buses (This rarely happens.)
- a. When a bus is 20 minutes past due, one student should go to a telephone and call the school (678-494-7863). Other students should remain at the appointed bus stop. A substitute bus will come by to pick up the students as quickly as possible. Students are encouraged to have a contingency plan such as a neighbor or family member they can contact, a way to get back in their house, and a phone number for parent's work or another family member. A neighbor who could transport students to school in case the bus is extremely late would be helpful.
 - b. Absences resulting from missing a bus will be unexcused.
 - c. Students on a late bus are excused with a note from the ATTENDANCE OFFICE.
4. Alternate Buses/Stops
- A student who wishes to ride home on a friend's bus or board or disembark at a bus stop other than her/his own **MUST** present a note to the Attendance Office. The note must include the student's name, the student with whom he/she will be riding, and a phone number where the parent/guardian can be reached for verification. The ATTENDANCE OFFICE must receive the note no later than 8:15 on the morning of the change. Approval of the change is contingent upon available seating space on the bus and phone verification of the written permission. The bus driver is under orders to direct the student to her/his regularly assigned bus if the ATTENDANCE OFFICE has not approved the written permission. We thank the parents and guardians in advance for your understanding and cooperation in keeping our students safe.
5. **Buses leave Lassiter PROMPTLY at 3:30 P.M. After buses are dismissed, NO STUDENT is allowed to board a bus. Students should go quickly to their buses at dismissal time. Questions? Concerns? Please call the Transportation Department of Cobb County Public Schools at 678-594-8000.**

6.3 Parking/Automobiles

Student parking on campus at Cobb County School District high schools is a privilege, not a "RIGHT." It is a reasonable expectation that students who receive the privilege to drive to school should demonstrate high levels of responsibility, self discipline, and maturity before, during and after the school day. At the end of first semester of the 2009-2010 school year, Juniors and Seniors must meet the

following criteria to be eligible to apply for student parking second semester, and each semester thereafter:

1. Students who drive to school must meet the following criteria to be eligible to apply for student parking:
 - a. No more than **seven (7)** days of unexcused absences during the previous semester.
 - b. No more than **five (5)** unexcused tardies to any individual class per semester.
 - c. **NO** out-of-school suspensions during the semester.

Any violation of items (a) through (c) may be grounds for the loss of parking privileges for forty-five (45) consecutive school days. Absences due to field trips, Advance Placement examinations, or other related official school business will not count against parking privileges.

2. All **seniors and minimum day students** will be parking in the front and satellite lot that is located in the front of the school. **Juniors** will be parking in the back lot.

3. **Sophomores may register for available parking spots after the first two weeks of school.**

4. Any vehicle entering this campus is subject to complete search by school authorities and law enforcement personnel assisting them. Such search may be conducted without warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.

Safe, orderly, and responsible operation and parking of vehicles on campus is essential to the welfare of all concerned. We earnestly seek your support of and compliance with all traffic-related Board of Education policies and regulations. In particular, we would like to call several items to your attention. IT IS UNDERSTOOD THAT::

1. We will assign all students parking on campus a parking decal. Students must park only in assigned areas. Park where you're not obstructing any other driver.
2. **STUDENTS PARKED IN THE FRONT STUDENT LOT ARE EXPECTED TO MOVE THEIR VEHICLES BY 3:30PM EVERYDAY FOR BAND PRACTICE. IF VEHICLE NOT MOVED, YOU WILL BE SUBJECT TO BEING TICKETED OR TOWED.**
3. Students may register ONLY a vehicle owned/leased by the student or his/her family and legally registered in Georgia. Students may NOT register a vehicle for another student. The penalty is voiding the permit. The school will not refund the cost of the permit.**
4. The School District retains all rights to all parking spaces. In selling a parking permit, the School District only grants permission for a student to park his/her REGISTERED vehicle. Students may NOT share, resell, trade, loan, or give away an assigned parking permit to anyone.

5. Failure to place the parking decal on the vehicle as required by the Board of Education policy and District regulations will result in voiding of the permit. The school will not refund the cost of the permit.** WE WILL GIVE NO FURTHER WARNING THAN EXISTING WRITTEN REGULATIONS.
6. A student using an automobile to store, transport, or conceal contraband (drugs, alcohol, tobacco, dangerous weapons, or anything else illegal under the laws of the State of Georgia or forbidden by Board of Education policy), on Board of Education property, or on any other property while the student or students are attending a SCHOOL-SPONSORED event, will result in the voiding of the parking permit.** Appropriate disciplinary action, including ISS, out-of-school suspension, or expulsion will be taken by school officials.
7. **Any student who is suspended out of school will have his/her parking permit voided for a minimum of 45 school days** with a maximum of time being for the remainder of the school year or possibly permanently. The school will not refund the cost of the permit.**
8. **At no time may students park in Visitors or Faculty Lot or in the No Parking areas on campus. The front drive and all concrete areas around the building (including the area outside the gym) are No Parking Zones. AT ALL TIMES, day or night, and on weekends, these areas must be kept clear for maintenance, emergency, and other authorized vehicles, 24 hours a day. The penalties for violation of this regulation are: 1st Offense – citation; 2nd Offense – voiding of permit and impounding of vehicle. Failure to respond to a citation is grounds for canceling permit. The school will not refund the cost of the permit.****

Students are not allowed to return to their cars during the school day unless written permission is obtained from an administrator.

Daily parking permits are available for students who have an emergency reason to park on campus. These are purchased in Room 251 **the day before needed**; you must have your driver's license and student ID with you. Cost - \$1.00. Spaces are in front of tennis courts, right side of lane, spaces 271-275. These spaces can be purchased between 7:45 and 8:15 each morning in Room 251. Vehicles illegally parked will receive a citation starting at a minimum of \$10 for the first, \$20 for the second, and \$30 for the third. Subsequent tickets will result in the vehicle being impounded at a cost of over \$100. Automobiles may be parked on campus in compliance with Board of Education and local school policies, rules, and regulations.

The driver/owner of any vehicle will be responsible for the use of her/his vehicle while on campus and subsequently, for any violation of the rules and regulations by persons other than her/himself if the offense is committed with or in his vehicle. Violation of any of the applicable policies will result in loss of permit and possibly other consequences. Cobb County Board of Education shall not be responsible for losses or damages to the property of users of its facilities, including loss due to bodily injury. Proof of insurance, a valid class C or D Georgia Driver's license, as required by the state law, your student ID card with photo, and

the vehicle tag registration shall be required prior to the assignment of a parking space. All vehicles on campus are subject to periodic searches as a condition of being allowed to have the vehicle on school property.

Leaving campus, attempting to leave campus, or transporting another person without following proper procedures will result in the loss of parking privileges for a minimum of 45 school days. If a student has unexcused tardies when he/she purchases a permit, those tardies count toward the six tardies.

6.4 Operation of Vehicles on Campus

The campus speed limit is 10 MPH. Speed violations and/or reckless driving will result in citations, voiding of permit (We will not refund the cost of the permit.), citation to State Court, and/or other appropriate action. We encourage students to drive safely.

Section 7 First Aid and Medical Attention

7.1 First Aid or Illness at School

The School Nurse is located in Room 110. If a student becomes ill after arriving at school, he/she should ask her/his teacher for a pass to the Clinic. If necessary, a call will be placed to your parent/guardian. **Please inform the school nurse if you have any special medical needs or concerns. (Ext. 275)**

Section 8 Media Center/Computer Use

8.1 Media Specialists:

The media center staff encourages use of the media center by students and faculty for research and for leisure reading, using books, periodicals, and electronic databases. The media center staff also handles distribution of audiovisual materials and equipment. An elevator with access to all levels of the main building is available for disabled persons and for the transportation of audiovisual equipment.

8.2 Hours – 7:45 a.m. to 3:45 p.m.

The Media Center has a stated policy of “Providing access to information and instruction that supports the curriculum and educational goals of our school.” Flexible scheduling of the Media Center demands that we have the most possible time available to classes for guided instructional time. Individual access to the Media Center is obtained one of two ways:

- Come the first 5 minutes of your lunch period to get a lunch pass
- You may only get a pass for yourself
- No food or drink is allowed, so eat lunch in the cafeteria before you come to use the Media Center
- When you come to the Media Center you must enter through Skylight Hall. The back doors to the Media Center will **not** be open.
- Once in the Media Center, go to the staff member at the entrance desk to turn in your pass and sign in on the laptop
- It is the student’s responsibility to turn pass in and sign in
- Depending on classes signed up in the Media Center, an individual lunch student is not guaranteed computer usage during lunch period
- Students using computers during lunch periods will abide by the Cobb County School District’s Acceptable Use Policy (IJNDB)
- The availability of lunch passes per lunch period is based on daily use of the Media Center by classes and presence of Media Staff
- The Media Center pass is strictly for going **from** the cafeteria **to** the Media Center – it may not be used to go to your locker, a classroom, Guidance, the nurse, the front office, PPO, vending machines or restroom (all of these things must be attended to before you come to the Media Center)
- Students may exit the Media Center out the back doors and go back to the cafeteria. If they exit, they may not come back to the Media Center as they have already used their pass. So complete all work before leaving.

8.3 Circulation Books are checked out for a three-week period. At the end of this period, books should either be returned or renewed. Magazines may be checked out for five days. Overdue charges are \$.10 per book or magazine per school day. Overdue fee for late check-in of reference materials or magazines is \$.25 per item per school day. Students will not be allowed to check out additional materials until all books are returned and fines paid. Reference books, such as encyclopedias, may be checked out for overnight or over a weekend.

8.4 Lost Materials Media center items are covered by the same policy as textbooks. Replacement costs will be charged for all lost items.

8.5 Media Center Traffic Patterns The Lassiter Media Center employs a book detection system that sounds an alarm when a book that has not been checked out passes through the security gate. All students must exit the media center through these turnstile gates.

Section 9 Communication

9.1 Advisement

The advisement period is important for communication with students. Students should be punctual to advisement and should not leave before the period is over. The advisement teacher will help the student with academic planning. In most cases the student will have the same adviser each year.

9.2 Announcements

Announcements are broadcast daily on the television located throughout the building. Students should also listen attentively to announcements over the P.A. System which are for student information about school operations and activities. A teacher and an administrator should approve announcements for clubs, organizations, and teams. Classes will be interrupted for announcements only for an emergency.

9.3 Posters, Signs, Flyers

All signs posted within the building and/or on the school campus must have the approval of the Principal or his designee. Personal messages, such as for birthdays, are not permitted. No signs are allowed on glass, doors, light fixtures, or painted sheetrock walls. Signs should be posted in "Trojan Times" areas only. Signs must be 8½" x 11" only. No signs on lockers. All election and homecoming posters will be limited to THREE 8½" x 11" per candidate which will be posted ONLY in the cafeteria.

9.4 Messages

Messages cannot be delivered to students unless the message is an emergency. Please state when you call that the message is of an emergency nature. Please be specific. We cannot interrupt instructional time for any other messages.

9.5 Deliveries No deliveries of any kind are allowed at school.

Section 10 Student Discipline

10.2 Electronic Devices

Students should bring to school **ONLY** personal property that is **necessary** for participation in class and extracurricular activities. Items, such as the above, can disrupt teaching, learning, and/or school procedures and are high theft items. The school and staff are NOT responsible for lost or stolen items. Students are not allowed to use cellular telephones, communication beepers, other electronic communication devices, including all "look alikes," at school during the regular school day. Violation of this policy can result in disciplinary consequences.

10.2A Cell Phone Use

Only in an extreme emergency will students be called from class to the telephone. Students may use the phone in the attendance office or clinic to contact home. **The use of cell phones during the school day is prohibited. The school day is defined as once a student enters the school building and until the dismissal bell. All phones must be stored in student's vehicle, locker, or bookbag. Disciplinary consequences will be assigned to students whose cellular phones are seen or heard during the school day, as follows: Students must give a teacher their phone for the duration of the class period upon request of**

the teacher. This is designed to prevent further disruption of the classroom. The student may request the phone back at the end of the class period but may also face additional consequences for violating the cell phone policy.

1st offense – Saturday School

2nd offense – 2 days Saturday School

3rd offense – 3 days ISS

10.2B Personal Laptops

Students may only use a personal laptop with special permission from a teacher or administrator in the classroom. **Laptop use at any other time is prohibited.**

10.3 Visitation of Other Schools

The unauthorized presence of a Lassiter student on another school campus during school hours will automatically result in suspension.

10.4 Restricted Areas

The parking lots, playing fields, wooded areas, and adjacent properties are off limits during the day unless students are with a teacher. Students should leave their cars immediately upon arrival at school. **A student found in a car after arrival at school will be placed in ISS.** Faculty workrooms, restrooms, and the faculty dining area are restricted to faculty use only. Students may not loiter in any hall outside a class that is in session. Also, students are not allowed to go in the gym or locker rooms unless they have a class there. Students must have a written pass signed by a school authority when leaving an approved area. Consequences range from Saturday School to suspension.

10.5 Dress Code

1. All students of the Cobb County School District shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.
2. All students of The Cobb County School District are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.
3. Administrators and teachers shall enforce the dress code policy, and **the principal or his designee shall be the final judge** as to the appropriateness, neatness, and cleanliness of the wearing apparel. Students in violation of the dress code are subject to disciplinary action.
4. The MINIMUM standard of dress for students shall be as follows:
 - a. Shoes shall be worn. No bedroom slippers will be allowed.
 - b. Caps, hats, scarves, kerchiefs, bandanas, headbands, or other head apparel are NOT to be worn IN THE SCHOOL BUILDING during the school day unless approved by the administration.
 - c. Clothing or ornamentation displaying or advertising substances that are illegal for minors is prohibited. Suggestive phrases, designs, marking, or profanities are also prohibited.
 - d. Clothing or paraphernalia which in any way could be used as a

- weapon is prohibited. Ex: wallets with chains, spiked jewelry, spiked clothing, etc.
- e. Clothing or ornamentation advocating, promoting, or suggesting illegal activity is prohibited.
 - f. Displaying or wearing gang articles, paraphernalia, or clothing is prohibited.
 - g. Low-cut tops, midriff tops, or see-through garments that expose the stomach or waistline are not permitted.
 - h. Any clothing that exposes cleavage is **NOT** permitted.
 - i. Appropriate undergarments are required. Exposed undergarments are not permitted.
 - j. Spaghetti straps or garments without straps are not permitted.
 - k. Tank tops/muscle shirts are not permitted.
 - l. Short shorts or skirts (garments must fall at least halfway down the length of the thigh)
 - m. **If in doubt, do not wear the outfit.**
- Consequences will result if students do not abide by the dress code.

Section 11 Behavioral Consequences

11.2 Administrative Detention

When an administrator assigns a student administrative detention, the student will receive written notification with the rules and the date, time, and place of the detention. Administrative detention will be held from **3:40 to 4:40 P.M. on Tuesdays and Thursdays. No one will be admitted after 3:40 P.M. If a student fails to serve assigned detentions, he/she will be assigned Saturday school.**

*Note: Individual teacher and departments may also hold teacher assigned detentions. Students are required to serve this detention, also. Failure to serve teacher or department detention will result in administrative referral.

11.3 Saturday School

Saturday School is a form of in-school detention. It is to be used as an alternative disciplinary action. An administrator who assigns Saturday School will give the student a form with the dates, times, and rules. Parents must sign this form, and students take a copy to Saturday School. Students should meet at the front door of the school PROMPTLY at 8:00 A.M. and will remain in the program for four (4)

hours per Saturday (8:00 A.M. – 12:00 P.M.). **Failure to serve Saturday School will result in further disciplinary action and loss of parking for 45 school days.**

11.4 In-School Suspension (ISS)

The purpose of the in-school suspension program is to provide an alternative to the standard practice of out-of-school suspension (OSS) when it becomes necessary to suspend a student from regular school activities. OSS is still sometimes necessary and required for some disciplinary infractions. The ISS program provides supervised study of regular classroom assignments while the student is removed from regular classes and school activities. The ISS environment is strictly controlled with specific behavior guidelines that are stringently enforced. Students who are disruptive in ISS will be assigned additional penalty hours or will serve her/his remaining time in Out of School Suspension. **Removal from ISS will result in loss of opportunity to make up assigned work as well as revocation of parking for 45 school days.** In addition to regular class assignments, students participate in counseling activities and other behavior modification lessons. ISS students are counted present for the school day, but absent from individual classes. Students may NOT participate in ANY extracurricular activities while assigned to ISS. Students assigned to ISS receive written notification, rules, and an assignment sheet. Students are responsible for taking home this information, getting parent signatures, and for getting assignments from their classroom teachers BEFORE attending ISS. They are also responsible for turning in all work to the ISS teacher.

11.5 Out-of-School Suspension

Certain cases of misbehavior can result in out-of-school suspension. Students may not be on the school campus at any time during the period of the suspension. They may not participate in any school activities during the suspension. This includes athletics, band, clubs, etc. Class work missed during short-term and long-term suspension will be accepted. Students under short-term suspension (1-10) days may make up the missed work, but **parents are responsible for picking up the assignments, and students must turn in all of the work on the day that they return from the suspension. Failure to return work at this time will result in loss of the privilege to make up work with resulting zeros.** Students are responsible for scheduling make-up evaluations that were completed in class during the suspension. If a student is suspended over 30 days total for the year, no more work can be made up. Class work missed during long-term suspension will be accepted up to 20 days, with a 30-day annual limit for both short and long-term suspension. A grade of zero will be earned on all graded work missed beyond the 20-day long-term suspension or expulsion.

Section 12 General Information

12.1 Building Hours/Use

The building will be open by 7:30 A.M. for students who need to arrive at school early unless other arrangements are made by a coach/club sponsor. The school day officially begins for students when they arrive on campus. If students arrive early for detention, make-up work, extra help, etc., they are expected to stay on campus at all times until their school day officially ends, or until they check out

through the ATTENDANCE OFFICE. Students should only be on school property after school hours (3:30) when supervised by a school appointed authority.

Students should not be on school property BEFORE or AFTER school hours unless directly supervised by a Lassiter staff member. Students waiting for transportation after school must wait at the front entrance to the school.

12.2 Lockers

Lockers will be assigned by the advisement teacher. It is not necessary for students to share lockers and this practice is strictly forbidden. STUDENTS ARE RESPONSIBLE FOR MAINTAINING THE CONFIDENTIALITY OF THEIR LOCKER COMBINATIONS. Check to be sure that locker is locked to ensure safety of items inside. Never leave items in a locker that will not lock. Do not leave items of personal value in a locker. Any items, personal or school property, lost or stolen from lockers is the sole responsibility of the student. Students should refrain from decorating or affixing anything to the outside of the locker. Each student is responsible for any item in the locker or any defacement of the locker. Students will be charged for the defacement of lockers. The school reserves the right to enter and search any school locker at any time. Students who have difficulty with a locker should see a custodian or go to the front office. If you forget your combination, please see your advisement teacher. In all physical education courses, students are issued a locker and a combination lock. The confidentiality of the combination lock is essential in maintaining security. NEVER leave valuable items in locker rooms!

12.3 Lost and Found

Found items, except for textbooks, should be turned in to the front office. Lost textbooks should be taken to the Media Center circulation desk.

12.4 Elevators

The school elevator in the main building is located near the center of the building in the skylight hall near the Media Center. Another elevator is located at the entrance of the science building. Both elevators are used for freight and for students who are unable to use the stairs. Students who will temporarily use the main building elevator need to deposit \$5.00 with the book keeper for a key. When the key is returned, the fee will be reimbursed.

12.5 Visitors

All visitors must register with a picture ID in the Front Office and pick up a visitor's pass. Students are not allowed to bring visitors to school, and prospective students are not allowed to "shadow" current students.

12.6 Hall Passes

At **any time** it is necessary to be out of class, a student **MUST** request a hall pass from his/her teacher. ****Students must use the space available at the back of**

this planner and include the following information: the student's name and destination, the date and time student left class, and the departing teacher's signature. Students found out of class or lunch without a pass will be subject to disciplinary action. It is the STUDENT'S responsibility to get a pass before leaving class. Unauthorized possession and/or use of any school passes, forms, or documents will result in disciplinary action.

12.7 PTSA

Our PTSA is very supportive of our students, faculty, and community. Please join us in our efforts to achieve 100% membership.

12.8 Student ID's

Students are expected to have their ID's with them at all times, including all school events. Replacements will be made in the Media Center every **Tuesday during lunches. A \$10.00 fee** will be charged for the replacement. **Students who cannot present school ID cards will face consequences.**

12.9 Textbooks/School Equipment

Textbooks will be issued by using the student ID card. Each student should write her/his name, semester, and school year inside every book that is issued to her/him. Each student is responsible for returning the book with a Lassiter bar code number that was issued to her/him. Books lost or stolen and/or textbooks or calculators with mutilation or destruction of the Lassiter bar code number will be the sole responsibility of the student to whom they are issued and will result in the full replacement cost. Please do not leave books unattended. Textbooks, band uniforms, athletic equipment, PE locks, and any school equipment issued to students are the property of Lassiter High School, Cobb County Board of Education, and/or the State of Georgia. Damaged, lost, or stolen materials will be charged to the student. Refusal or failure to clear these fines will result in the holding of textbooks or other instructional materials for the next semester.

Fines for lost textbooks and media center books may be paid in the Media Center. Refunds will be granted with the return of the book and the original receipt.

12.10 Food Service

Lunch is considered a class period; please report to the cafeteria **promptly**. Students may not go in the halls to run errands, go to lockers, etc. An administrator must sign any pass to grant permission for a student to leave the cafeteria. **Food and drinks may NOT be taken out of the cafeteria.** Horseplay and action games are **NOT** permitted. Any inappropriate behavior will result in disciplinary consequences. Prepayment monies may be placed on account and drawn from as needed. This offers the convenience of not having to carry cash daily. The price of the high school value meal is \$1.85. The prices of a la carte items vary. Students should not share their ID #'s with others since these are their account numbers. Cafeteria charges and food deliveries from outside restaurants are not permitted. Free and reduced-price lunches are available for those who qualify and complete the Federal application process. All applications are confidential. Applications are provided to students at the beginning of the school year and are available for the café manager throughout the year.

Menus are available at www.cobbk12.org/~foodsvcs and click on "Other Links." Then click on "Menus"; next, click on "High School."

12.11 Field Trips

Permission for students to take a field trip must be submitted, in writing, signed by a parent/guardian, and filed with the teacher prior to departure. A student is given an excused absence in the class he/she misses. Any student who has demonstrated that he/she is a discipline problem can be denied permission to attend field trips. Because field trips include performances, educational trips, and competitions, students should be selective when choosing their trips. Field trips are available to all students regardless of the ability or willingness of parents to donate funds in support of the field trip; however, field trips may be canceled if enough money is not donated to cover the cost.

12.12 Work Permits - available in Front Office for students under 18

12.13 Sportsmanship

Good sportsmanship is important to the Lassiter High School athletic program. As spectators, students represent the school as much as the athletes do and are responsible for much of the school's reputation. Please support your team enthusiastically, but with consideration of the other team and their fans; applaud fine play and good sportsmanship by both teams. We can take much pride in our tradition of excelling in competition and in showing good sportsmanship.

12.14 Emergency Drills

Evacuation routes are posted in each classroom. Students should follow instructions from the teacher at all times for duck/cover or evacuation. Books should be left in the classrooms. Students should exit the building in an orderly, quiet manner, check with teacher for roll call, and remain clear of the building until the signal is given to return to class. A student who is present in the building but does not stay with her/his teacher during the drill will receive disciplinary consequences.

12.15 School Store Policy

Hours of Operation:

7:45 – 8:15 each morning

3rd, 4th, 5th & 6th period lunches

Visiting the school store is a privilege. In order to maintain this privilege, students should adhere to the following policies:

There is a Maximum Capacity of 10 people in the store at one time (including staff). Please limit the store visit to the time needed to make a purchase, Please refrain from loitering, No shoplifting, Please refrain from using vulgar or inappropriate language, Please avoid rambunctious and / or disorderly activity, Abstain from using any electronic device while in the store, Avoid the unnecessarily handling of store merchandise, Please be polite and respectful of staff and other students.

The House of Troy Manager and the Lassiter High School Administration will adhere to the Cobb County School District's Code of Conduct policies.

The House of Troy Discipline Offense Consequences:

A student's choice to not follow the House of Troy store policies will result in disciplinary action with a minimum of a verbal warning and a maximum of ISS/OSS/Saturday School and the loss of school store privileges

Section 13 Student Activities

Lassiter High School offers a wide variety of clubs and activities. Club and activity sponsors and officers must be aware of and adhere to Cobb County Board of Education policy and local school directives in coordinating club business, social activities, and fund-raising activities. These policies are in effect for all students at any school-sponsored activity, on and off campus.

13.1 Athletic and Extra Curricular Activities Code of Conduct

Lassiter High School follows and enforces the Cobb County Code of Conduct for extracurricular participation found in the J policies at www.Cobbk12.org.

13.2 Clubs and Organizations

Lassiter offers a variety of organizations to students. Each student is encouraged to belong to one or more groups and share her/his talents and interests. A description of the purpose of each club offered at Lassiter including information regarding past and future activities can be located on the Lassiter web site at www.cobbk12.org/~Lassiter.

13.3 Conduct at school sponsored events

All Standards of conduct will apply during school hours and at any school sponsored event regardless of time or location. In addition the athletic code of conduct applies to all students participating on district athletic teams including cheerleading, dance, etc.

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