

“REACHING EXCELLENCE AND CLIMBING HIGHER”



LASSITER HIGH SCHOOL  
2023 - 2024

**ASE Schedule**

*(Monday/Wednesday/Thursday)*

8:15	Warning Bell
8:20 – 9:13	1 <sup>st</sup> Period
9:19 – 9:47	<b>ASE</b>
9:53 – 10:44	2 <sup>nd</sup> Period
10:50 – 11:41	3 <sup>rd</sup> Period
11:47 – 12:38	4 <sup>th</sup> Period
12:44 – 1:35	5 <sup>th</sup> Period
1:41 – 2:32	6 <sup>th</sup> Period
2:38 – 3:30	7 <sup>th</sup> Period

**Advisement Schedule**

*(Tuesday/Friday)*

8:15	Warning Bell
8:20 – 9:16	1 <sup>st</sup> Period
9:22 – 9:34	<b>ADVISEMENT</b>
9:40 – 10:33	2 <sup>nd</sup> Period
10:39 – 11:32	3 <sup>rd</sup> Period
11:38 – 12:31	4 <sup>th</sup> Period
12:37 – 1:30	5 <sup>th</sup> Period
1:36 – 2:29	6 <sup>th</sup> Period
2:35 – 3:30	7 <sup>th</sup> Period

# Student Handbook 2023-2024



**Lassiter High School**  
**A Tradition of**  
**Excellence**



**Main Office: 678-494-7863**  
**Guidance: 678-494-7866**  
**Attendance: 678-494-871**

**2601 Shallowford Road**  
**Marietta, GA 30066**  
**FAX: 678-494-7865**

**Web Site: [www.lassiterhigh.org](http://www.lassiterhigh.org)**

### **Lassiter High School Vision**

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**

"One Team, One Goal: Student Success."

### **Cobb County School District Mission Statement**

"Creating and Supporting Pathways for Success."

## **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 2023-24 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 Georgia School of Excellence and a Georgia Platinum Level School 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 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 regarding 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](http://www.cobbk12.org). For more information related to Lassiter High School, please go to our website: [Lassiter High School](#)

### Administrators

Dr. Chris Richie	Principal
Dr. Angelo Ruggiero	Assistant Principal
Carol Pizza	Assistant Principal
Julie Huffman	Assistant Principal
Joseph Horton	Assistant Principal
Scott Kelly	Assistant Principal

### Department Chairs

Career Tech	Sharlet Keilman
English	Hilary Minich
Fine Arts	Kim Snyder
World Language	Lynne McLaughlin
School Counseling	Liz Clark
Mathematics	Brian O'Dell
Physical Education	Jason Campbell
Science	Dayle Koester
Social Studies	Michelle Colasurdo

### Media Specialists

Christine Young  
Kristin Hunt

### Office Personnel

School Bookkeeper	Kelli Price
School Secretary	Sara Basler

### School Nurse

Susan Hynes

### Social Worker

Jacqueline Fross

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Please use the  
DIRECT DIAL PHONENUMBERS  
below for faster service:

School Counseling	678-494-7866
School Counseling Fax	678-494-7886
Attendance	678-494-7871
Attendance Fax	678-494-7868

Students are responsible for adhering to all [Cobb County School District Policies](#). Please review them in their entirety [here](#).

## Section 1 Student Information

### 1.1 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 Student Recognition

### 2.1 Renaissance Program

The purpose of the Renaissance 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.

### 2.2 Academic Awards and Recognition of Achievement

**Fall Renaissance Festival:** An annual festival is held each fall on the football field to honor student achievement.

**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.

**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, and World Language 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 organization's honor cord over their gowns during commencement.

**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. Students receiving this recognition will receive an invitation to a special evening ceremony 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 based on 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.

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.

## 2.3 STUDENT LEADERSHIP

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

**Lassiter Student Council:** Each year students are elected by their peers to serve as class representatives and class officers. Lassiter Student Council facilitates Homecoming week festivities as well as other activities throughout the year.

**Lassiter Ambassador:** A Student team made up of nominated upperclassmen with a focus on assisting with the transition for new students coming to Lassiter.

## 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 .5 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. Please see our school website for more details about our school's instructional program.

### 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.

### 3.2 Cheating

The following indicate scholastic dishonesty in any evaluation situation (homework, quizzes, tests, presentations, labs, etc.): (a) taking unauthorized information of any form into a test situation;

(b) plagiarism; (c) taking test questions to aid 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 deciding, the teacher will notify the student, parents, and the administrator and the student will be appropriately disciplined.

### 3.3 Testing

**A. Comprehensive final exams** are given at the end of each semester in every class. These exams count 10% of the final course grade unless it is an EOC required course. In EOC required courses, the EOC will act as the final exam and count 20% of the final course grade.

\*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."

**B. Georgia End-of-Course** exams are given in the courses listed below. EOCs will count 20% of the final course grade. Please see website for specific information.

### 3.4 Students need the following units for promotion:

Sophomore-5 units-Must include 1 Credit each of Math, Science and English Junior-11 Units- Must include 2 Credits each of Math, Science and English

Senior-16 Units- Must include 3 Credits each of Math, Science and English Graduation-23 Units- Must include 4 credits each of Math, Science and English

### 3.5 Grading System/Incomplete Grades

Please refer to CCSD's policy on grades.

### 3.6 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. Student Progress Reports are uploaded as PDFs in StudentVue/ParentVue.

### 3.7 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 checking CTLs and communicating with teachers for the make-up work. The student will receive full credit for work made up in the allowed time. **No make-up work is provided for students who have skipped classes.** Students who are not physically present for any reason will be marked absent. **\*Field trip make-up work:** Students who are absent due to a field trip or a school-sponsored activity will be counted as and excused absent but will be allowed to make up all work missed as per the make-up policy.

### 3.8 ASE

The Academic Support and Enrichment (ASE) program provides students additional assistance for their coursework and high-stakes standardized testing. As an aid to support student success, ASE classes meet three times a week for thirty minutes during the school year. Teachers will recommend an ASE course based on students' academic profile.

### 3.9 Minimum Day

Seniors who have at least 17 1/2 units (for first semester) and at least 19 1/2 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. 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/ASE taught. Each teacher is also responsible for establishing the conditions for making up the instruction missed during an excused absence.

The Attendance Office is located on the left in the entrance hall of the main building. Attendance related matters are handled in this office. A parent should notify the Attendance Office when her/his child will be absent from school for any extended period. Cobb County School Board policy JBD requires that parents furnish the school with a doctor's statement verifying an illness for each absence after ten (10) or more school days have been missed. 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 attendance office within three days of the absence.

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

### Other reasons for absences are classified as unexcused

Students with an **excused** absence are responsible for make-up work in accordance with the school's make-up policy.

**4.4 Unexcused Absences:** 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, 4.3.) Any student who has an unexcused absence may not be allowed to make up the work missed.

**4.5 Excessive Absences (Administrative Rule JB):** If a student has been absent from school ten (10) or more 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. Students and/or parents are encouraged to contact Lassiter at 678-494-7863.

**4.6 Attendance Policy:** The primary goal of this attendance protocol is to address unexcused absences for students ages six to sixteen. Absences stemming from out of school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

**Three (3)** unexcused absences: Teachers will communicate with parents regarding student attendance via e-mail, phone, parent conference or postcard. Documentation should be kept by teachers throughout the school year. Teachers will utilize International Welcome Center translators to assist in communicating with parents who do not speak their primary language.

**Five (5)** unexcused absences: Each school will utilize a CSIS generated letter in order to communicate with parents.

**Seven (7)** unexcused absences: A School Social Work referral will be generated by principal or principal designee listing specific school-based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral. Please refer to CCSD Board Policy JB-R Regarding Student Attendance.

### 4.7 Tardy Policy

- A. Tardies to School: Any student entering the school after 8:20 A.M., the start for first period, is TARDY to school. If the note cannot be verified, the tardy will be marked UNEXCUSED. Tardies to school will result in an administrative consequence.
- B. Teachers will monitor tardies to class and ASE. Teachers will administer consequences as outlined in their syllabi. Failure to serve teacher consequence will result in an administrative referral.

**\*\* 6<sup>th</sup> unexcused tardy to school will result in loss of parking privileges, per CCSD policy.**

### 4.8 Late Bus Arrivals

Students who arrive on a late bus are not counted tardy.

### 4.9 Checking Out of School Before 3:30 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. 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 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

Attendance 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.**

### 4.10 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 without parent permission
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.

### 4.11 Attendance/Driver's License

The Department of Driver Services (DDS) will not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless that individual is enrolled in and not under suspension from school. The State Department of Education will forward student enrollment, suspension, and expulsion information from the statewide student information system to DDS, which will issue licenses when its records indicate that applicants are enrolled in school

and not under suspension or expulsion. DDS shall notify such minor of his or her ineligibility for an instruction permit or driver's license at the time of such application. (O.C.G.A. § 40-5-22)

#### 4.12 Students on Campus Before/After 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 must wait at the front entrance of 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. Leaving campus without permission is a disciplinary offense.

**ALL STUDENTS MUST VACATE THE CAMPUS BY 4:00 UNLESS ACCOMPANIED BY A STAFF MEMBER FOR AN ACTIVITY.**

## Section 5 School Counseling

### 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 offers a variety of services to students, parents, and teachers including the following:

- » Social and Academic Support
- » Classroom guidance activities
- » Assistance with school wide testing
- » Information and applications for the Scholastic Aptitude Test (SAT) and American College Test (ACT)
- » Individual Academic Advisement program
- » Student academic records and graduation requirements
- » Post-secondary information and applications
- » Counseling Career Center
- » Student Enrollment/Withdrawal

### 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 clerk.

**Students are assigned to counselors/administrators alphabetically.**

Students' Last Name	Counselor	
A-C	Lindsey Johnson	x034
D-H	Brittany Hughes	x054
I-M	Ann Rives	x086
N-Sr	Meghan Ben	x032
St-Z	Liz Clark (Dept. Chair)	x060

### 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 counseling clerk when visiting a counselor.**

### 5.4 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 Records Management 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 distributed in homeroom. Students may request transcripts to be mailed to a designated college or institution from the Records Clerk. Transcripts are **\$2.00** per copy including the first transcript. Upon graduation, students may order one final transcript at no cost. **All financial obligations (media center fines, lost/damaged book fees, parking fees, etc.) must be met before a transcript will be sent.**

### 5.5 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 10 (F)**. After registration students will not be allowed to change a course. Please select your course carefully during registration.

### 5.6 Standardized Testing

Counselors assist with administration and interpretation of the Standardized Testing Program.

#### **PSAT (Practice Scholastic Aptitude Test)**

PSAT- is a standardized test that measures knowledge and skills in reading, writing, and math that students learn in the classroom- the same knowledge and skills needed to succeed in college and career. This test is excellent practice for the upcoming SAT, shows progress on the road to college, showing what AP (Advanced Placement) exams the student is ready for and for 11<sup>th</sup> graders is the qualifying test for the National Merit Scholarship. The PSAT is offered at school yearly once in October.

#### **Advanced Placement (AP) Exam Schedule**

Can be found at <http://apcentral.collegeboard.com>. These exams are traditionally administered for a period of two weeks in May.

### 5.7 Post-Secondary Options (Dual Enrollment)

Juniors and Seniors may participate in Dual Enrollment with local area colleges and technical schools. Students must meet the post-secondary admission criteria at the institution they wish to attend. Cobb County has set deadlines for students to participate in Dual Enrollment. Students must have applied and submitted all paperwork by May 1<sup>st</sup> for participation during Fall and Summer semesters and Nov 1<sup>st</sup> for participation during Spring semester. Each Spring Lassiter School Counselors host a mandatory parent/student meeting for those interested in Dual Enrollment. Please see the counseling department website for more detailed information.

## 5.8 Career Center and Scholarships

The Career Center is located adjacent to the counseling office and contains a wealth of information. Computer stations are available for students and parents to access College and financial aid information. Numerous other publications and resources are stored in the center for student/parent use as well. Additionally, scholarship information is posted regularly with all senior advisement/homerooms. This information is also posted on our website at 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 sub buses, will park in the same slots for departure.

#### 1. Routes

a. Bus routes are available online at <http://www.cobbk12.org/centraloffice/transportation/busroutes.aspx>

#### 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 students arrive on a late bus, they should report to the attendance office for a pass.
  - b. Absences resulting from missing a bus will be unexcused.
  - c. Students on a late bus will not be counted as tardy 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. A bus pass with then be issued. The bus driver is under orders to direct the student to her/his regularly assigned bus if the ATTENDANCE OFFICE has not issued a bus pass. We thank the parents and guardians in advance for your understanding and cooperation in keeping our students safe.

#### 5. Bus Departure

Busses leave Lassiter PROMPTLY at 3:35 P.M. After buses are dismissed, NO STUDENT can 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 Operation of Vehicles on Campus

1. The campus speed limit is 10 MPH. Speedviolations 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
2. Students must purchase a numbered decal for parking on campus. Students must park only in assigned lots. Park where you're not obstructing any other driver. All cars parked on campus must have a decal.
3. Students can only register a car owned/leased by them or their family and that is legally registered in Georgia. Students may NOT register a car for another student using their name. The penalty is voiding the permit. The school will not refund the cost of the permit.
4. Students MAY NOT share, resell, trade, loan or give away an assigned parking permit to anyone-this will result in the voiding of the parking permit (with no refund given). Appropriate disciplinary action, including ISS, OSS, or expulsion will be taken by school officials.
5. For safety purposes, any vehicle entering campus is subject to search by school authorities with assistance from law enforcement personnel (if necessary). Such search may be conducted without warning for any reasonable purpose. Following the search, the vehicle will not be permitted to leave the premises without permission.
6. Any student who illegally leaves, or attempts to leave, campus will be given ISS or OSS and your parking permit (or parking privileges) may be revoked for a minimum of 45 school days, **even if you are a passenger in the car.** In addition, any student who illegally transports another student off campus without following proper procedures will be given ISS or OSS and your parking permit (or parking privileges) may be revoked for a minimum of 45 school days.

## Section 7 School Safety

### 7.1 First Aid or Medication at School

**-Prescription Medication** is not to be carried by students at any time. The only exceptions are diabetic, asthma, or emergency epinephrine medications, which need "Authorization to Carry" form, and a care plan on file with the nurse. If your child needs prescription medicine during the school day, **a parent must bring the medicine**, in the original pharmacy labeled container, to the clinic. Proper authorization forms must be filled out by the parent. Parent



volunteers and student aides may not accept or deliver any medication to students at school.

**-Over the Counter medication**, which may be purchased without a prescription, may be carried by students, in the original container. This should be a small personal supply of medicine and may not be shared with other students.

Students are responsible for knowing the proper dosage and use of these medicines. If the parent prefers, they may bring these medicines to the clinic, and the nurse will dispense the medicine with the proper forms completed. **THE SCHOOL NURSE DOES NOT DISPENSE ANY MEDICATION TO A STUDENT, UNLESS THAT MEDICATION IS SUPPLIED BY THE PARENT FOR THAT INDIVIDUAL STUDENT.** Administrative consequences will result for students violating these policies. If you have questions regarding our child's medication, please contact the clinic at extension 075.

## 7.2 – Illness at School

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/clinic (School Nurse Room #110). 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. Please inform the school nurse if you have any special medical needs or concerns. (Ext. 075). In the event your student needs to leave school due to an illness, your student must be checked-out through the attendance office.

## 7.3 - Emergency Drills

LHS conducts Safety Drills, Fire Drills, and Duck/Cover Drills regularly per State and CCSD laws and policies. Evacuation routes and other school safety information is posted in each classroom. Students should always follow instructions from their teacher when exiting the building, books should be left in classrooms and students should exit in an orderly, quiet manner. After exiting, students should check with their 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 a drill may receive disciplinary consequences.

# 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 website can be accessed from the Lassiter High School home page under the Academics heading. Our card catalog and all databases are accessible through this link. Please get password information for these resources in the Media Center.

**8.2 Policy:** 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. Following is the procedure for individual access to the -Media Center during lunch periods.

- Come before the tardy bell 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.
- Once in the Media Center, turn in your pass at the circulation desk -A computer will be assigned if available
- Depending on classes signed up in the Media Center, an individual student is not guaranteed computer usage
- 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

**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. 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.

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

# 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.

**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. This includes, but is not limited to, Uber Eats, Grubhub, DoorDash, pizza companies or any other food delivery services.**

## Section 10 Student Discipline

### 10.1 Electronic Devices

Personal Electronic Devices should not be used during class and instructional time per individual teacher policy.

### 10.2 Visitation of Other Schools

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

### 10.3 Restricted/Unauthorized 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. 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. No more than one student in each bathroom stall. Students must have a written pass signed by a school authority when leaving an approved area. Consequences range from Saturday School to out of school suspension.

### 10.4 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. **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.

**If in doubt, do not wear the outfit**

## Section 11 Behavioral Consequences

### 11.1 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 AM. -12:00 P.M.). **Failure to serve Saturday School will result in further disciplinary action and could result in a loss of parking permit/privileges.**

### 11.2 In-School Suspension (ISS)

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.** 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. They are responsible for turning in all work to the ISS teacher.

### 11.3 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. Students are responsible for checking CTLs and communicating with teachers for all assignments. Students must turn in all work on the day they return to school. Students are responsible for scheduling make-up evaluations that were completed in class during the suspension.

### 11.4 Long-Term Suspension

## Section 12 Internet Acceptable Use

IFBG-R Internet Acceptable Use (From CCSD Board Policy Manual) 7/25/16 RATIONALE/OBJECTIVE:

The Cobb County School District (District) believes that technology and its utilization enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The community of technology users must understand that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. The District believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which shall be used to block or filter access to inappropriate information and material on the Internet, in electronic mail or other forms of electronic communications. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, the District considers access to the Internet and technology resources a privilege, not a right. Therefore, users violating Board of Education Policies or District Administrative Rules may be subject to revocation of these privileges, potential disciplinary action, and possible referral to any appropriate authority, including law enforcement. Users should have no expectation of privacy regarding their use of District technology, and the superintendent or designee may record or monitor User's use of District technology.

## Section 13 General Information

### 13.1 Building Hours/Use

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 (4:00) when supervised by a teacher. 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 of the school.**

### 13.2 Lockers

Lockers are available upon request through the Attendance Office. The school reserves the right to enter and search any school locker at any time.. The confidentiality of the combination lock is essential in maintaining security. **NEVER leave valuable items in locker rooms!**

### 13.3 Lost and Found

Found items should be turned in to the front office.

### 13.4 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.

### 13.5 Laptops/Textbooks/School Equipment

Laptops/Textbooks will be issued by using the digital student ID card. Laptops/Textbooks, uniforms, athletic equipment, PE 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. Textbook fines are paid to the textbook coordinator. Refunds will be granted with the return of the book and the original receipt.

### 13.6 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. Horseplay and action games are **NOT** permitted. Any inappropriate behavior will result in disciplinary consequences. 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 from the cafe manager throughout the year.

### 13.7 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 not enough money is donated to cover the cost.

**13.8 Work Permits** - available in Front Office for students 15 and under. For more information, see school website.

### 13.9 Certificates of Enrollment for Prospective Drivers

Certificate of Enrollment when applying for a driving permit and driver's license. Certificates are available in the Attendance Office. There is a **1-day waiting period** for these certificates and should plan accordingly. Cobb County Schools collect a **\$2.00 notary fee** for each certificate. During school holidays, please plan ahead and make sure you give the Attendance Office time to process your certificate as no one is available to process these over breaks. Certificate of attendance obtained the last week of school, will be honored by the Department of Motor Vehicles all summer.

### 13.10 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 take pride in our tradition of excelling in competition and in showing good sportsmanship.

## Section 14 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.

**14.1 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](http://www.Cobbk12.org).

### 14.2 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.lassiterhigh.org](http://www.lassiterhigh.org). If a parent does not want their child to participate in a club or organization, they may opt their child out through ParentVUE.

### 14.3 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.

Students are responsible for adhering to all [Cobb County School District Policies](#). Please review them in their entirety [here](#).