

Student Agenda



NORTH SPRINGS CHARTER HIGH SCHOOL

7447 Roswell Road, Sandy Springs, GA 30328

Main Office – 770.551.2490

Attendance Office – 770.551.5885

Guidance Office – 770.551.5884

Main Office Fax – 770.551.2498

www.northspringshigh.com

School Hours

8:20am—3:30pm

The building is open to students at 7:30am

*Students are required to remain in the theatre, gym, or cafeteria
until 8:10am*

Pertinent Information

Check-Out Procedures: If you need to check out, please bring a note to the attendance office in the morning of check out.

ALL STUDENTS MUST CHECK IN OR OUT THROUGH THE ATTENDANCE OFFICE WHEN COMING TO OR LEAVING FROM SCHOOL.

Messages: Only messages from a *custodial* parent or guardian can be relayed to a student by the office. Because the delivery of messages interrupts classroom instruction, only messages of an emergency nature can be accepted.

Visitors: Student visitation by persons not enrolled at North Springs Charter High School *is not permitted* during the school day. Interested students can participate in a scheduled school tour or the Experience NSCHS Open House.

Parent-School Communication: All teacher email addresses are on the NSCHS website. *Please allow two business days for a response by email or phone.* Once contact has been established, parents may request a conference with the teacher. Escalation of academic concerns should progress from the student's teacher to the appropriate department chair then to an assistant principal if necessary.

THIS STUDENT PLANNER BELONGS TO:

Name _____ Grade _____

1st Period Teacher _____

Phone _____

Address _____

ADMINISTRATION

Dr. Eddie Ruiz	<i>Principal</i>
Mr. Eric Jones	<i>Assistant Principal</i>
Mrs. Adrianna Kimbrel	<i>Assistant Principal</i>
Dr. Ebony Potts	<i>Assistant Principal</i>
Dr. Theresa Skidmore	<i>Assistant Principal</i>

STUDENT SUPPORT

Steve Horton	<i>Athletic Director</i>
Carrie Carreras	<i>Administrative Assistant</i>
Gail Ritchie	<i>Administrative Assistant</i>
Genoulia Johnson	<i>Head Guidance Counselor</i>
Ava Butler	<i>Guidance Counselor</i>
Jamie McMahan	<i>Guidance Counselor</i>
Jalauna Wiley	<i>Guidance Counselor</i>
Maia Smith	<i>Social Worker</i>
Kira Willis	<i>Graduation Coach</i>
Officer Natalie Forbes	<i>School Resource Officer</i>
Officer Kenneth Houston	<i>School Resource Officer</i>
Julie Ferris	<i>World Language Department Chair</i>
Scott Greb	<i>CTL Department Chair</i>
James Landreau	<i>Visual Performing Arts Department Chair</i>
Stephen Moody	<i>Science Department Chair</i>
Eric Jones	<i>Math Department Chair</i>
Eric Smith	<i>Social Studies Department Chair</i>
Amanda Lee Williams	<i>English/Language Arts Department Chair</i>

FACULTY/STAFF

Email is the preferred initial method of home to school contact.

Visit our website at: www.northspringshigh.com and click on staff.

Welcome to North Springs Charter High School and our long tradition of academic excellence and history of attracting talented, diverse students and teachers, all proud to be called Spartans!

Our Mission

North Springs Charter High School is a community committed to providing Excellence, Equity, and Excitement in Education.

Our Vision

North Springs Charter High School is a school of higher learning, where our focus is on student achievement for all students.

Our Commitment

To ensure that all students succeed, we are committed to:

- Providing every student with a quality, well-rounded high school education.
- Creating a personalized course of instruction that best meets each student's individual interests.
- Creating multiple pathways to rigor and relevance based on a student's individual strengths.
- Recognizing all students, faculty, staff, and community members for their achievements.
- Using data to identify what is essential to know.
- Setting high expectations that hold students and adults accountable for improvement.
- Providing students with real-world application of skills and knowledge.
- Creating a curriculum framework that drives instruction.
- Providing sustained professional learning focused on improving instruction.
- Recognizing, hiring, and retaining experienced faculty with expertise in their field.
- Establishing and maintaining a safe and orderly school.

Find Yourself Here

Since 1963, North Springs has been committed to educating and preparing students for the world that awaits them. Accredited by the Georgia Department of Education and AdvanceEd, North Springs is an outstanding comprehensive, college-preparatory high school – the most diverse in the Fulton County School System.

We offer students the only dual arts and sciences magnet programs in Georgia and the choice of four Academies. The goal at North Springs is to ***Find Yourself Here***. We want students to discover and pursue their interests and passions through their core classes and elective choices; to become engaged, successful learners, while enjoying the fun of being a high school student. North Springs Charter High School offers countless clubs and activities, sports, leadership and community service opportunities, and requires students to be involved in at least two.

Parent Responsibilities:

- All families will donate ten (10) hours in volunteer time each year their child is enrolled at the school.
- All families will join the North Springs PTO.
- All families will attend any discipline conference as requested.
- All families will ensure their students participate in the dress code policy daily.
- All families will provide students an appropriate environment in which to do their daily homework.
- Families will participate in Governance Board elections.
- Families will participate in the 360 Review Process.

Student Responsibilities

- All students will attend school ready to learn.
- All students will adhere to the dress code policy.
- All students will complete their homework daily.
- All students will be respectful of adults, teachers, and students while on North Springs' campus.
- All students will participate in two clubs and/or activities.
- All students will attend SPARTA for enrichment and/or remediation.
- All students will participate in the 360 Review Process.
- All students will adhere to school rules.
- All students will have their ID badges on their person at all times.

Spartan Fight Song

Are you a Spartan?

Are you a Spartan?

Are you brave and bold defender of our name?

Are you a Spartan?

Are you a Spartan?

We will fight 'til victory's our claim

Oh we will go, oh we will fight

Oh we will win, victory is ours tonight

All you Spartan's, show your might

Are you a Spartan?

Are you a Spartan?

The greatest in the land!

ATTENDANCE

A note signed by a parent or legal guardian explaining the nature of the absence is required upon the student's return to school. Parents should notify the attendance office 770.551.5885 if their student is to be absent for more than one day. **STUDENTS CANNOT BE CHECKED OUT AFTER 3:00pm.**

The Attendance Office opens at 8:10 a.m. Students should allow ample time to conduct business prior to the start of class.

Compulsory Education OCGA 20-2-690.1

Every parent, guardian, or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that misses more than 5 unexcused absences*, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties: Fine – not less than \$25.00 and not greater than \$100.00; Imprisonment – not to exceed 30 days; Community Service – or any combination of such; penalties at the discretion of the courts; Each day absent after 5 unexcused absences will constitute a separate offense

**Additional information on unexcused absences and consequences are outlined on pages 19 and 33 in the Student Code of Conduct Handbook.*

Weather Emergencies

During periods of inclement weather when buses may have difficulty traveling or school may have to be closed, students and staff are encouraged to listen to Channel 2, 5, and 11 and/or radio stations 680 AM and 750 AM.

Attendance Procedures Regarding Absences

Students absent from school must present a note to the Attendance Office from a parent/guardian explaining the nature of the absence. The note should include parent/guardian signature and a daytime phone number. This should be done before school begins on the day of the student's return. Absences for which a student fails to submit a written excuse including reason, parent/guardian signature, and a daytime phone number **within three days of returning** will be counted as *unexcused*.

Students who are absent on exam days must have a parent/guardian contact the Attendance Office in order for the absence to be considered as excused. Please see the county list of what constitutes an excused absence.

Students must be present the preponderance of the day in order to participate in school sponsored activities.

Excused Absences

Fulton County School Board policy recognizes the following reasons for granting an *excused* absence: A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.

3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a cumulative total of six (6) days per year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
 - scholarship interviews/college visitations
 - travel opportunity with educational benefits
 - graduation or wedding of an immediate family member
 - specialized, supplemental or extracurricular experience
 - other circumstances that are mutually agreeable to the parent and principal
8. Individual or groups of students may be absent from a segment or period of the instructional day for school-sponsored, non-instructional activities as defined in Policy IED – Uninterrupted Instructional Time. The principal shall ensure that an accurate record of all such absences is maintained.
9. School days missed as a result of an assigned out-of-school suspension /expulsion of 20 days or less.
10. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in this policy. The final decision to excuse such an absence rests with the principal.

Unexcused Absences

All absences that do not qualify as *excused* and have not been properly pre-arranged and approved by the principal or designee are considered as unexcused. This includes absences for which a written excuse was not presented within three days of the student's return and for absences due to truancy or class cuts. Work missed due to unexcused absences may be made up; however, the student may be assessed a penalty per assignment.

Pre-Arranged Absences

A pre-arranged absence must be requested *ten days prior* to the absence; the request must be in writing from a parent/guardian and approved by the principal *prior* to the absence. The student should obtain an approval form from the Attendance Office to present to his/her teachers. Students may make-up all work assigned during a pre-arranged absence for full credit. Pre-arranged absences will not be granted during final exams except in cases of very unusual circumstances. Requests for pre-approved absences during exam days must be submitted in writing to the principal. Assignments missed during a pre-arranged absence should be turned in upon the student's return.

Truancy

Students are considered *truant* if they are absent from school without parental knowledge prior to the absence. Truancy is considered as a major attendance violation. Work missed due to truancy may be

made up; however, the student may be assessed a penalty in accordance to Fulton County Schools Board Policy.

Class Cuts

A class cut occurs when a student is absent from class for more than ten minutes without having permission from the teacher or authorization from the office to do so. Students who become ill or who need to see a counselor or administrator during a time he/she is assigned to be in class should report to class first, receive permission from the teacher to be excused, and obtain a written pass *before* seeking out the counselor or administrator.

Students who become ill and are not able to report to class must report directly to the **clinic**. If a student is too ill to report to the clinic, he/she should have another student or teacher notify a teacher or other faculty member at once so that appropriate attention can be given to the student.

Checking-In

All students arriving to school after 8:20am should report to the attendance office for a pass before reporting to class. All unexcused tardies will result in the appropriate consequence.

Students wishing an *excused* check-in pass must present a written note including the reason, signature of a parent/guardian, and daytime phone number. All notes must be verified.

Students who do not have a note from a parent/guardian will be checked-in as unexcused. All work missed will be graded as *unexcused* and the student will be considered *tardy to class/school* until a note is presented with approved reasons.

Checking-Out

Once students arrive on campus, they may not leave prior to dismissal without checking-out through the Attendance Office. This would include students who arrive and wish to leave campus prior to the first period tardy bell.

If a student must leave school prior to dismissal, he/she should present to the Attendance Office, ***before the school day begins***, a written note including the reason, signature of a parent/guardian, and daytime phone. The Attendance Office will issue a check-out pass stating when the student is authorized to leave campus. This pass must be presented to the teacher in order to be released from class. All requests must be verified before a student may check out.

STUDENTS MAY NOT CHECK OUT AFTER 3:00PM.

A student who becomes ill during the school day should obtain a written pass from his/her teacher, then report to the clinic. It is required by law that all students are properly checked-out before they can be released from campus.

Students are not to be on campus once they have checked-out. Students waiting to be picked-up may do so in the main lobby or under the bus canopy; students who later return to school must check-in.

Students (other than OSS students) who are absent from school but need to come on campus to pick up books, obtain homework, turn in assignments, take a test, etc., must check-in and check-out through the Attendance Office.

Failure to follow check-in or check-out procedures constitutes a major attendance violation. Students failing to adhere to the policy will be referred to their administrator for appropriate action.

Excessive Absences

Students who accumulate excessive absences are subject to withdrawal or may be required to submit a doctor's note in order to receive excused status. Administrators will refer excessively absent students to the Visiting Teacher and/or the Educational Support Team (EST) as deemed appropriate.

Hall Passes

Students who are out of class for any reason must be in possession of a Color Coded pass or teacher signed Student Planner Hall Pass. Students are not to be present at any location other than for which the pass was issued. Teachers may not issue a Color Coded pass or Student Planner Hall Pass during the first ten minutes or last ten minutes of class for any reason.

ACADEMIC INFORMATION

North Springs Charter High School, a part of the Fulton County School system, is a four-year comprehensive high school accredited by the Georgia Department of Education and the Southern Association of Colleges and Schools. Serving students of the Sandy Springs Community since 1963, North Springs offers a broad academic program and experiences that address interpersonal, social, physical, and academic needs of all students.

North Springs is proud to be the home of the only Arts & Sciences Magnet Program in the State of Georgia, one of the four magnet programs offered by the Fulton County School System. Since its inception of the science component in 1990, and the arts component in 1996, the magnet program has realized tremendous growth, currently attracting students from all areas of Fulton and surrounding counties.

2014-2015 Grade Reports

First Semester Second Semester

September 26, 2014

February 25, 2015

November 7, 2014

April 17, 2015

January 13, 2015*

May 29, 2015*

**mailed home*

Grading Scale

All grades will be recorded on transcripts and report cards as *numeric* grades.

A = 90 and above

B = 80 – 89

C = 70 – 79

F = 69 and below

Student progress can be monitored at any time using the FCS eSchool Parent Portal Home Access Center. If you are unable to connect to Home Access or view your NSCHS student information please call the main office at 770.551.2490.

Progress reports will be printed and distributed to students at 6 and 12 weeks each semester. A final grade report will be issued at the conclusion of each semester. These reports will be mailed to the home address in eSchool which can be verified in the parent portal. Changes in address must be made in person with an accompanying *affidavit of residence* with the records clerk located in the counseling office.

Recovery Policy

Opportunities designed to allow students to recover will be allowed. Course syllabi will outline the NSCHS recovery policy. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. **All recovery must be related to course objectives.**

Make-Up Work/Requested Work

Following an absence, it is the *student's* responsibility to contact his/her teachers to arrange for make-up work. The contact must be made *within one school day* of returning. If the teacher is absent, contact should be made upon the first day of the teacher's return. The student will be given the same number of days to complete make-up work as he/she was absent, not including the day of return. For instance, if a student is absent two days, he/she will have two days (not including the day of return) to complete the assignments. The teacher will establish a reasonable schedule for completing tests, labs, etc. that can not be done independently by the student.

Assignments made prior to the absence, including tests/quizzes scheduled for the day of return, are due upon the student's return. Students who are present for any portion of the school day are expected to turn in all assignments due on that day in order to receive full credit for the assignments.

Failure to complete make-up work within the designated time frame may result in a grade reduction or loss of credit for the assignment. Assignments missed due to pre-arranged absences are due upon the student's return unless the teacher has approved other arrangements *in advance*.

- Students are allowed to make up work due to an unexcused absence.

Assignments may also be requested for students who are absent due to suspension. Because suspended students are not to be on campus, assignments must be picked-up up by a parent, sibling, or other designee **OR** can be requested by email from the teacher. Requested assignments are due upon the student's return unless the teacher has stated otherwise.

Making up Missed Exams

Make-up work does not include exams. In the event of an illness preventing a student from attending on an exam day, a parent/guardian must call the attendance office at 770.551.5885 in order for the absence to be considered as excused. *Pre-arranged absences will not be granted during final exams except in cases of very unusual circumstances.* Requests for pre-approved absences during exam days must be submitted in writing, at least ten days in advance, to the principal. **No final exams will be administered early.**

If a student is absent from a final exam, the teacher will calculate the final grade counting the exam as a zero. Upon make-up of the exam, the teacher will calculate and submit a revised grade. Incompletes will not be given.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

As a NSCHS Student, I will:

1. Create and maintain a safe environment for ALL students.
2. Be prepared to learn on a daily basis.
3. Respect the learning environment by only using electronic devices as specified by school rules.
4. Dress appropriately to represent myself, my family, and my school in a positive manner.
5. Follow ALL School Rules and be a positive influence on your fellow students.

North Springs Charter High School supports the **Fulton County Office of Student Discipline's** philosophical belief to provide advice, resources and advocacy to ensure that our ever growing school district has a unified focus in providing a safe, nurturing and well-disciplined environment for all of our

students and employees.

STUDENT RESPONSIBILITY CYCLE

When a discipline infraction occurs, the teacher should adhere to the Fulton County Code of Conduct and Discipline Handbook to determine whether the infraction is Tier I, II, or III

<p>Tier I Teacher Intervention</p>	<p>Failure to follow school or classroom rules Excessive talking Less than four classroom tardies in a nine (9) week cycle Less than three classroom cuts Distracting Behavior Defiance</p>
<p>Tier IA Teacher Intervention Supported by Administration</p>	<p>Cell Phones during School Hours Cheating Class cuts Class tardies Dress code violations Presence in an unauthorized area Unauthorized items</p>
<p>Tier II Teacher and Administrator Intervention</p>	<p>Alcohol/Drugs/Paraphernalia (Criminal charges may apply) Bullying Bus interference False fire alarm Fight Gang activity (Criminal charges may also apply) Harassment Inappropriate internet use Insubordination Sexual misconduct Theft and Vandalism Trespassing Verbal abuse of an employee</p>
<p>Tier III Immediate Administrator Intervention and Possible removal from Fulton County Schools</p>	<p>Assault, threaten to cause harm, or verbally abuse a school employee Weapons Battery of a school employee (Criminal charges may also apply) Group Fight (Criminal charges may also apply) Off campus misconduct Sexual molestation</p>

All Tier II infractions should result in an immediate referral to the school administration.

All Tier III infractions should result in an immediate intervention by school administration and a school resource officer.

North Springs Progressive Discipline

	Action Taken by the Teacher
1	Speak to the student individually about the inappropriate behavior; issue a documented warning
2	If the misbehavior continues, contact the parent/guardian via telephone and assign a teacher detention.
3	If the misbehavior continues, contact the parent/guardian via telephone and refer student to the appropriate administrator.

Student Tardies – Student will owe time; it must be paid it back.

Offense	Action
1 st	Warning
2 nd	Teacher Consequence
3 rd	Lunch Detention
4 th	Administrative Detention
5 th	1 session of Saturday School
6 th	2 sessions of Saturday School, ISS, OSS as appropriate

Class Cuts – Student will owe time. It must be paid it back.

Offense	Action
1 st	Lunch Detention
2 nd	Administrative Detention
3 rd	1 day of ISS
4 th	1 session of Saturday School
5 th	2 sessions of Saturday School, ISS, OSS as appropriate

Listening Devices and Technology

Listening devices such as iPods and phones are strictly prohibited during instructional and testing time. Students may use their listening devices before school, during lunch, or after school.

If at any moment a student's listening device is seen or heard by a faculty member, the listening device may be confiscated. Failure to relinquish a cell phone to a faculty member will result in insubordination.

Cell phones, I-Pods, Portable Gaming Devices, and any other personal listening devices that are brought to school will be at the student's own risk, and school administration will rarely pursue any investigation of lost or stolen devices.

Cell Phones

- Students will put phones away during class changes.
- Students may use phones and electronic devices during class *at teacher discretion*.
- Under no circumstance shall students be allowed to use their cell phone for voice calls, photographing and video recording in the school building from 8:00am—4:00pm
- Students who use their cell phone or whose cell phone rings and/or vibrates during instructional or testing time will have their phone confiscated by an administrator.
- Confiscated cell phones can be picked up after school in the assistant principals' office.

Offense	Action
1 st	Student can pick up cell phone/listening device at the end of the day.
2 nd	Parent Contact Parents may pick up cell phone/listening device at the end of the day.
3 rd	Parent Contact Parents may pick up cell phone/listening device at the end of the day. 1-2 day(s) Administrative Detention
4 th	Parent Contact Parents may pick up cell phone/listening device at the end of the day. 1-2 day(s) ISS
5 th	Parent Contact Parents may pick up cell phone/listening device at the end of the day. 1-2 day(s) Saturday School

DRESS CODE FOR STUDENTS

Everyone at North Springs Charter High School is expected to dress and be groomed in accordance with acceptable community standards of cleanliness, good taste, and appropriateness. It is not our intent to thwart self-expression; however current trends seem to favor certain modes of dress which are inappropriate for school, cause distractions to the learning environment, and sometimes put the students in situations not best for them. All staff members are expected to assist in monitoring student dress. Students wearing inappropriate clothing items are not to be admitted to class. The dress standard is as follows:

ITEM	ACCEPTABLE	UNACCEPTABLE
Pants	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch • Properly hemmed, cuffed, or stitched • End at or above the floor • Leggings and Yoga pants are fine as long as they are completely opaque 	<ul style="list-style-type: none"> • Oversized, baggy, or saggy • Large legged • Ripped, torn, frayed, cut off above mid-thigh • Overly tight
Shorts	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch • Reaching mid thigh (e.g. two inches below fingertips) 	<ul style="list-style-type: none"> • Oversized, baggy, or saggy • Ripped, torn, frayed, cut off above mid thigh • Spandex, nylon, stretch-type materials • Athletic Shorts (e.g. Nike, Sofies) • Shorter than mid thigh (e.g. two inches or less above fingertips)
Skirts, Skorts, Jumpers, Dresses	<ul style="list-style-type: none"> • Worn at waist, fitted at crotch (skort) • No shorter than mid thigh 	<ul style="list-style-type: none"> • Overly short or tight • Slits over 2” in side, front, or back • Jersey dresses
Shirts	<ul style="list-style-type: none"> • Shirt straps should be 4 fingers wide at the shoulder. • Shirts should cover midriff when arms are raised above the head. 	<ul style="list-style-type: none"> • Oversized shirts, sweaters, sweatshirts • Tight fitting, low-cut, exposing the midriff when arms are raised. • See-through or revealing midriff, halter, or tube tops • Tops that are narrower than 4 fingers
Shoes	<ul style="list-style-type: none"> • Soled footwear 	<ul style="list-style-type: none"> • House shoes, Bedroom slippers • Any shoes with wheels (heelies)
Head attire	<ul style="list-style-type: none"> • No hats or hair accessories are acceptable unless worn for religious reasons 	<ul style="list-style-type: none"> • Skull caps, doo-rags, bandanas • Hats, caps, hoods in the building • Headbands, head scarves, beanies, berets, wrap-tie, or anything that covers the head
Other	<p>THESE ITEMS ARE NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Pajamas, blankets, pillows, robes, visible underwear • Chains hanging from clothing, spikes • Lack of cleanliness in person or dress • Any item that advocates or advertises any of the following: <ul style="list-style-type: none"> ○ Tobacco products, Alcoholic beverages, Drugs, Illegal substances, Violence, Racist organizations, Gangs, Obscenities, or Nudity 	

Dress Code will be addressed through the PLASCO system

Offense	Action
1 st	Correct the Dress Code Offense /Change, zip tie, and/or shirt from school closet*
2 nd	Correct the Dress Code Offense /Administrative Detention & Parent Contact*
3 rd	Correct the Dress Code Offense Saturday School*
4 th	Correct the Dress Code Offense 1-2 day(s) of ISS*
5 th	Correct the Dress Code Offense 3-5 days of ISS*
	*If dress code violation cannot be immediately and visibly corrected by the student, s/he will report to ISS until it can be corrected.

DETENTIONS

Students who ride the bus must make their own arrangements for transportation and students on work programs must make arrangements with their employers to serve any assigned detentions. There will be no special arrangements made for detention.

Administrative Detention

The administration assigns public detention to students who have violated school rules. Administrative Detention is a 90-minute, silent study period held after school. Public detention is held from 3:45 to 5:15 p.m. in a designated classroom. Students who arrive after 3:45 will not be admitted. Students who disrupt detention will be sent out, will not be given credit for that day, and will be referred to an administrator. Students are notified as to the date(s), time, and location of detention at the time of assignment.

Private Teacher Detention

Teachers have the authority to assign private (teacher held) detention for failure to follow classroom rules and procedures. Private detention, including reason, time, and location, is assigned solely at the discretion of the teacher. Students will be given a private detention form as proof of teacher documentation. Failure to serve teacher assigned detentions will result in referral to the office.

Field Trips

Field Trips are an extension of classroom and/or student organization activities; therefore, all policies and procedures of the Fulton County School System and North Springs Charter High School are in effect during field trips. Prior to participating in a field trip, students *must* return the parental consent form to the sponsoring teacher. Although the decision to participate in a field trip is that of the student and his/her parent, all affected teachers must sign the field trip consent form *prior* to the parent's completion of said form.

GUIDANCE AND COUNSELING INFORMATION

Counselors are available to assist students and parents in making educational decisions including course selection, College and Career Pathways, Academy selections, and college applications. Counselors also provide guidance and referrals for personal decisions. Students should feel free to drop by the Guidance Office before school or after school to schedule an appointment.

The North Springs Counseling Office provides the following services:

Student enrollment/withdrawal; maintain permanent records; process transcript requests; process changes of student information i.e., address, phone, email; process work permits;

College and Career Information is maintained by the counseling office in conjunction with our bi-lingual community liaison and PTO volunteers and is located in room E107. Information about colleges, admission and scholarships can be found here and students are invited to drop in during published hours when a volunteer will be happy to work with you.

Summer School

Summer school is an extension of the previous school year; therefore, summer courses count towards promotion. Students will receive information regarding summer school and recovery through their counselors in the event that they are unsuccessful in their academics the first time around.

Release of Records

In accordance with the Family Education Rights and Privacy Act, school records may be released only with permission from a custodial parent if the student is under 18 years of age except in cases where the records are required by an educational agency in which the student seeks to enroll. If the student is 18 or older, he/she may grant permission for the release. *No student records will be sent until all financial obligations are cleared.*

Students should adhere to the following procedures whenever s/he wishes to see a counselor:

Students should complete a request for an appointment and expect to be called by their counselor within 3 school days. *Note: The first 10 days of a semester may extend to 6 or more days but all students will be seen or addressed concerning schedule change requests during this time.*

Except in a crisis or true emergency situation, a student should never be out of class without permission from his/her teacher.

Change of Address or Phone Number

The Counseling Office must be informed *immediately*, in writing, if a student changes his/her address and/or phone number. Change of address requires an updated Affidavit of Residency. This is essential in order for school information and grade reports to reach the student's home in a timely manner. Failure to keep current phone numbers on file with the school could create a possibly life threatening emergency.

Transcripts

Transcripts are to be requested through the Guidance Office. The cost of a transcript is \$3.00.

Work Permits

The necessary forms and information for obtaining a work permit are available in the Guidance Office (main office during the summer). Students must complete the applicable information *and have the employer* complete the required application information *before* the school can issue a work permit.

Schedule Changes

Requests for schedule changes should be made in compliance with FCS Board Policy IHA:

Students are expected to complete courses for which they are enrolled. If changes are necessary, they should be requested in writing by the parent/guardian within the first ten (10) school days of the course.

All course changes must meet the following criteria:

- an FTE-eligible course is available for the student
- space is available in an already scheduled course
- the student's graduation requirements can be met within four years
- be approved by the curriculum assistant principal or designee.

Requests for changes of a class period or teacher will not be honored. North Springs reserves the right to make adjustments to schedules to balance class sizes.

Withdrawal From School

A student withdrawing from school must notify his/her counselor immediately, as it is necessary that all records be brought up to date before the student leaves school. Students withdrawing from school should have a parent/guardian contact the Guidance Office *prior* to the withdrawal.

No student, regardless of age, will be withdrawn until parental contact is made with the Guidance Office or an administrator. The student will be given a withdrawal form to circulate among his/her teachers as well as other school personnel on the last full day of attendance. Each teacher will sign, indicating a current course grade and if any money or property is owed to the school. *No student records will be sent until next school attended information is verified and all financial obligations are cleared.* The completed withdrawal form should be returned to the Guidance Office.

Students withdrawn *by the school* for non-attendance are expected to return all school property and clear all financial obligations before records will be released.

Fines

Students are responsible for damage to, or loss of their books, sports uniforms, unsold or unreturned fundraising items, or any other school property. All school records will be held, including report cards, if restitution is not made. Seniors who owe monies will be kept from walking in the graduation ceremony. *Money owed for fines, lost books, damaged equipment, etc., must be paid by cash, or money order; **personal checks will not be accepted.***

TRANSPORTATION

Bus Information

Students must ride on assigned busses as well as board and depart at their designated stop. Any exception to this rule must be requested *in writing* by a parent/guardian. Requests for changes involving one or two days may be requested through the student's administrator. Any changes spanning more than two days *must* be approved *in advance* by the transportation department (North Fulton: 770.552.6350/South Fulton: 770.969.6060).

Students are expected to conduct themselves properly while riding a school bus. The bus driver has the same authority as a teacher in a classroom. Students referred to the office for discipline violations that occur on a bus are subject to losing the privilege of bus transportation *in addition to* appropriate disciplinary actions.

Students riding a school bus that arrives **after 8:15 a.m.** will be issued a *Late Bus Pass* before leaving the bus. ***It is the student's responsibility to obtain a pass from the driver.*** Late bus students are to report *directly* to the attendance office to have their bus passes validated. Students will be given five (5) minutes from the stamped time of validation to report to class. *Only validated passes will be accepted for class admittance.*

Students arriving on Fulton County School Buses will IMMEDIATELY enter the building. Students will NOT be allowed off campus for any reason. Failure to follow these guidelines will result in Disciplinary Action.

Motor Vehicles

Students parking privileges are based on attendance. Students who drive to school must:

- Be a licensed and insured driver.
- Accept the responsibility to be on time; realize that absences or tardies due to flat tires, car trouble, traffic tickets, etc., are considered as *unexcused*.
- understand that it is recommended that students ride the bus in case of inclement weather.
- A parking permit must be purchased at a cost of \$100.00 per year and displayed over the rear view mirror of his/her car and park in the assigned space.
- Understand that student vehicles are subject to search if it is suspected that drugs, alcohol, stolen property, or other contraband might be present in a particular vehicle.

The following rules are in effect at all times:

- All automobiles parked on the school grounds must be registered and the parking permit must be displayed in the left corner of the rear window of his/her car.
- *Lost, removed or stolen permits must be repurchased at the full cost.*
- Parking for students is limited strictly to the assigned student parking space. Students who park in another space will lose privileges/and or get their car booted.
- All student drivers must possess proof of valid insurance coverage.
- The school is not responsible for the automobile or its contents.
- There is to be no loitering in the parking lot. Students may not go to their cars during school hours.
- There is to be no reckless driving or speeding on school grounds.
- Leaving campus without proper permission during the day will result in revocation of parking permit.

- Students with more than five unexcused absences per semester or 20 cumulative tardies to class, including first period, will have parking passes revoked.
- No individual may drive a motor vehicle on campus that *is not* registered to the student or his/her parents.
- Passengers *are not permitted on motorcycles*. Drivers *must* wear a helmet while on school property. Mopeds are governed by motorcycle regulations.
- When parking privileges are suspended, the suspension applies to all vehicles and for the entire semester.

It is a privilege to park on school grounds. Suspension of driving privileges and/or suspension from school may occur when violations of these regulations occur. The parking lots will be checked periodically and violators' vehicles will be booted. A fee of \$25.00 will be charged to remove the boot for the first infraction, \$50.00 for the second infraction. The car will be towed at the owner's expense on the third infraction.

CAFETERIA

The cafeteria is operated for the benefit of those who use it. Menus are published on the FCS website. The North Springs cafeteria serves a balanced lunch as well as a la carte items, salads, and a variety of beverages. The breakfast and lunch programs operate under the *State Hot Lunch Division of the Georgia Department of Education*. Students may choose to bring their lunch and purchase milk and/or other items from the cafeteria.

Note: This rule does not apply to approved classroom or organization activities involving special supervised events.

Meal rates for 2014-15 are as follows:

The cost for student meals are: \$1.20 for breakfast and \$2.45 for lunch.

The cost for adult meals are: \$1.55 for breakfast and \$3.15 for lunch.

Food and/or drinks are to be consumed ***only*** in the cafeteria. Consumption of food and/or drink is not permitted in any other areas of the building. After the school day ends, students may consume food and/or drink in the concession area or front canopy. *Note: This rule does not apply to approved classroom or organization activities involving special supervised events.*

No student may cut or allow others to cut in cafeteria lines. Violation constitutes a disciplinary offense.

Students are reminded that ***everyone*** is expected to clean-up their own trash in the cafeteria. Trays and utensils *must* be returned to the proper area. Failure to fulfill this responsibility is considered as a disciplinary infraction.

Lunch in Courtyard

Seniors, with valid ID or who can identify themselves as seniors, are permitted to enjoy their lunch in the courtyard. Underclassmen are not permitted in the courtyard during lunch; this is a Senior only privilege.

MEDIA CENTER

The North Springs Media Center exists not only to provide materials, services, and equipment to students, faculty, and parents, but also to assist in the production, organization, and effective use of instructional materials. The Media Center maintains a collection that exceeds 20,000 books, videotapes and DVDs, and a large number of magazine subscriptions. Thirty computers are available for school-related internet research. Online databases are offered for research.

Media Center Hours, Usage, and Policies

Students may visit the Media Center for individual reading, browsing, research, and study groups Monday through Friday from 7:30 a.m. to 4:00 p.m. A pass is required to visit the Media Center at anytime during the school day, *including lunch. Lunch passes can be obtained at the Media Center daily.* A pass is *not needed* before or after school; however space is limited, and pre-arranged classes take priority.

The Media Center is a place for quiet, individual work. *This atmosphere must be maintained at all times.* Students who misbehave and are disruptive in the Media Center will be asked to leave. The media center does not allow any ***food or drink of any kind*** in the Media Center.

Checking out books: Students may check out books for two weeks and they may be renewed for an additional two weeks, if needed. *Reference books may be checked out with media center staff approval for one night. Students may not check out magazines, videotapes, or DVDs.*

Overdue, damaged, and lost books: Students who receive overdue notices will not be allowed to check out any materials until all obligations are cleared with the Media Center; damaged and lost books should be reported *immediately*; the student is responsible for damaged or lost books checked out in his/her name; overdue books charge- five cents per day.

Other Media Center charges include: Photocopies - ten cents per copy; Printing from computer: ten cents per copy.

TECHNOLOGY AND COMPUTERS

Bring Your Own Technology

Bring Your Own Device (BYOT) is a policy that allows students to bring and use their own personal electronic devices at school.

Policies for Technology Usage in Learning

- The use of technology by a student at school or school-related is solely at the discretion of the teacher or administrator.
- Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE) which can be found which can be found in the Policies and Procedures of the Fulton County School Board on the Fulton County Schools website.
- The school/district is not responsible for the loss, damage, theft, or any other mishap occurring to the device.
- Students are responsible for management, trouble shooting, and technical support of their personal devices.
- The school/district is not responsible for technical support of or repairs to the personal devices and will not provide access for printing or scanning from such devices.
- The technology may not be used in violation of any classroom, school, or district policy, such as but not limited to cheating, plagiarism, non-educational personal use, or reproduction of inappropriate materials unless authorized by the teacher or administration.
- The technology may not be used to record, transmit or post photographic images or videos of a person, or persons on campus during any school-related activities and/or hours unless authorized by the teacher or administration.

Acceptable	Unacceptable
Lap top, Tablet/Netbook, Kindle, Cell phones, Smart Phones	Portable Play Station, Gaming devices

LOCKERS

All lockers and other storage areas provided for student use on school premises remain the property of the school district and are provided for the use and convenience of the students. Under state law, students do not have any expectation of privacy in their locker or its contents. All hall lockers contain built-in locks. Private locks **are not** to be placed on hall lockers. All locks used on physical education lockers or storage areas are to be provided or approved by the school. Unauthorized locks will be removed and destroyed.

- Hall lockers are available to rent during pre-registration, open house, during lunch the first week of school and in the main office throughout the year for \$10.00.
- Physical education locks may be rented for \$2.00 *per semester*. Students should obtain physical education locks through their PE teacher.

North Springs Charter High School is not responsible for items lost or stolen during classes. Students are strongly advised to purchase a locker to keep their personal items safe.

Use caution when closing a locker to prevent jams. Jammed lockers are to be reported to the main office for custodial support. Lockers should not be forced open; any cost to repair a damaged locker will be the responsibility of the student.

Student lockers are intended for *individual use* only by the student who paid and registered for the locker. **Due to security issues, students should not share or trade lockers.** *Sharing or trading of lockers is at the risk of the student to whom the locker is registered.*

ATHLETIC ORGANIZATIONS

Mission

The North Springs Athletic Program's mission is to ensure "Equity, Excellence, and Excitement." Through athletics, our students will develop personal growth through competitive experiences, teamwork, sportsmanship, and loyalty. As a staff, we will provide physical, intellectual, emotional and social well-being of our athletes. Together as an organization, we will develop student athletes with life skills so they will become a productive representative of their community.

North Springs Charter High School offers opportunities to participate in varsity, junior varsity, 9th grade and club sports using GHSA rules of play. The athletic director uses GHSA and FCS policies and procedures to manage coach and player expectations for all teams. If you have questions concerning athletics please contact the athletic director.

North Springs Drug/Alcohol/Tobacco Extra-Curricular Activity Policy

A student, regardless of quantity, shall not:

- Buy, be in possession of, or use a beverage containing alcohol
- Be in possession of or use tobacco on campus or at a school function use, consume, possess, buy, sell, or distribute any controlled substance

Athletic coaches and cheerleading sponsors *may discipline* students for off-campus tobacco use. Students are responsible for off-season and out-of-school behavior. These rules apply to a student's entire career at North Springs Charter High School.

It is not a violation for a student to be in possession of a controlled substance *specifically prescribed* for the student's personal use by his/her doctor.

Penalties for violation include:

First Violation: After confirmation of the first violation, the student will lose a minimum of 20% or up to a maximum of 100% of his/her remaining competitions/event. The determination of the penalty is at the discretion of the local school. The student may be prohibited from ever representing his/her school in inter-scholastic activities at any time in the future. Violations of a chronic nature, or a violation of state law, may be referred to a disciplinary tribunal.

Second Violation: After confirmation of a second violation, the student will lose 100% of his/her season schedule. The student may be prohibited from ever representing his/her school in inter-scholastic activities at any time in the future.

Any misconduct, misrepresentation of the school, or any other act deemed detrimental to North Springs Charter High School will be referred to the disciplinary committee for action. The act may or may not occur in school, in transit to or from a school activity, or during a school activity.

Accident Insurance

Students must be covered by private medical insurance or insurance purchased through North Springs in order to participate in school activities. The Equitable is the school insurance carrier. The premium will be collected in early September from those wishing to enroll. Any student who wishes to file a claim for insurance is responsible for providing a complete insurance claim form to his/her

administrator as soon as possible after the accident. Claim forms are available from the Attendance Office. North Springs and the Fulton County School system do not provide student insurance of any kind; we offer a service only- insurance is between the student and company.

Fall Sports – Contact Athletic Director for specific sport dates

Cheerleading

Tryouts are held in the spring and at the end of school for the following year for all Cheerleading squads, including Varsity, Junior Varsity, and Freshman Squads.

Cross Country

A summer conditioning program is offered.

Football

Summer practice begins in early June; football camp is held in early August.

Fast-Pitch Softball

Squad selections and practices begin in August.

Volleyball

Squad selections and practices begin in early August.

Winter Sports – Contact Athletic Director for specific sport dates

Basketball

Squad selections are made and practice begins in mid-October continuing each day after school on a rotating schedule utilizing the two North Springs gymnasiums.

Wrestling

Practice begins mid-October and continues every day after school for the duration of the season.

Swimming

Practices begins mid-October and continues through February.

Spring Sports – Contact Athletic Director for specific sport dates

Baseball

Squad selections begin in mid-January.

Golf

Tryouts begin in mid-February.

Soccer

Practices begin during late January and continue everyday after school.

Tennis

Practice begins the third week in February and continues everyday after school until season's end.

Track

Practices begin in early February.

Lacrosse

This season starts in late January and coincides with all spring sports.

Eligibility for Interscholastic Competition

Participants in interscholastic competition must fulfill all eligibility requirements, including the "no pass, no play" academic requirements of the Georgia High School Athletic Association and be on-track for graduation as prescribed by the Fulton County Board of Education.

Requirements for Interscholastic Competition Eligibility

Students participating in competitive interscholastic activities must pass five (5) classes during the previous semester. These subjects must carry credit towards graduation or grade promotion. Summer school is an extension of the second semester, and will count towards eligibility for the first semester of the following school year. Students not meeting this requirement are not eligible until they complete this requirement at the end of a subsequent semester *and* are on-track for graduation. All students participating in interscholastic activity *must* take seven classes during the semester of participation.

Students in grades 10 – 12 *must also be* on track for graduation as follows:

- Promotion to 10th grade & earned 5 credits towards graduation
- Promotion to 11th grade & earned 11 credits towards graduation
- Promotion to 12th grade & earned 17 credits towards graduation

Ineligible students *may not* try out for a team or program even if the team or program will not be in operation until the following semester. A ninth grade student must pass five (5) courses during spring of his/her eighth grade year to be eligible for sports during the first semester. Subjects completed in summer school may count towards eligibility.

No teacher may require or influence a student to participate in a summer camp. Any administrator or teacher who knowingly permits an ineligible student to participate in an activity is subject to revocation of his/her certification.

Notification of Title IX Grievance Procedure for Students

It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. If you believe that you have been discriminated against on the basis of sex, you may file a grievance within ten (10) school days of the alleged act by contacting your school principal who can provide a copy of the grievance procedure.

If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance procedures, or to obtain help in filing a grievance, contact the Office of Affirmative Action/EEO, 3121 Norman Berry Drive, East Point, GA, 30344, 404.669.8155.

Athletic and other Extra –Curricular Regulations and Policies

Students must be present for *at least* four (4) classes to participate in a sport that day. Suspended students (ISS or OSS) *may not* participate in any school activity until the day they return to class. This includes weekend activities if a student is serving suspension on a Friday.

Each student must return *all* equipment or pay for the replacement of any item not returned. Student records and transcripts will be held until all equipment obligations have been cleared. In order to earn an award, a student athlete must remain on the squad in which he/she is participating until the entire schedule has been completed or until he/she has been released by the coach.

RECOGNITIONS

Honors and Awards

North Springs Charter High School is proud to support many students who excel in the areas of scholarship, citizenship, fine arts, and athletics. Annual awards ceremonies and banquets are hosted by various school organizations and booster clubs. In addition to the numerous local, regional, and national honors received by our students, the North Springs community and staff sponsor the following awards:

Contio Laureata: An Assembly of Honored Scholars

Annual *Honors Celebrations* during which time students are recognized for outstanding academic achievement. Held in the spring, the highlight of this event is the announcement of various coveted local, regional, and national awards. A reception for the honorees and guests follows the ceremony.

VIP Night

North Springs hosts a reception honoring those students who have made positive contributions to the school climate. Teachers, coaches, and sponsors nominate students for the VIP award. Students who obtain VIP status will: be honored during the annual VIP reception; receive a VIP ribbon and Award Certificate.

Honor Roll

Students who earn an overall semester average of 88 or higher will be named to the Honor Roll. Students must earn credit in seven (7) classes to qualify for Honor Roll status. Qualifying students will be recognized by the principal.

Principal's List

Students who earn an overall semester average of 93 or higher will be named to the Super Honor Roll. Students must earn credit in seven classes to qualify for Super Honor Roll status. Qualifying students will be recognized by the principal.

SENIOR RECOGNITIONS AND AWARDS

Valedictorian

This title is bestowed upon the student who is academically ranked (as of the end of 1st Semester) as the number one student in the graduating class rankings. In the event of a tie, more than one student will be named as Valedictorian. Recipients must be four-year graduates and have completed at least three semesters prior to graduation at North Springs.

Salutatorian

This title is bestowed upon the student who is academically ranked (as of the end of 1st Semester) as the number two student in the graduating class rankings. In the event of a tie, more than one student will be named as Salutatorian. Recipients must be four-year graduates and have completed at least three semesters prior to graduation at North Springs.

Star Student

The senior having the highest SAT score of all graduates. He or she names a Star teacher, as well.

Spartan Leadership Award

The award is presented by the principal and goes to seniors who are in a leadership capacity and contribute positively to the school in one form or fashion. The students have to stand out and be seen as a true leader on campus.

Faculty Cup

The Faculty Cup recipient is selected by the entire North Springs Faculty. The student chosen to receive the Faculty Cup has demonstrated social and academic growth while contributing positively to the school climate.

AJC Journal Cup

A most coveted award, the Journal Cup is presented at graduation to the student who has been selected by the entire North Springs Faculty as the best all-around member of the senior class. Sponsored by the Atlanta Journal-Constitution, recipients are featured in this nationally read newspaper.

PTO Cup

The PTO cup is awarded to a senior who has demonstrated exemplary achievement in academics, athletics, or extra-curricular activities.

