



STUDENT HANDBOOK

All parents and students should understand the guidelines and expectations for all Johns Creek High School students. This handbook will provide information on those expectations as well as other valuable information to make the year productive and enjoyable. This hard-copy handbook, provided to all students, is also a day-planner and an official hall pass anytime a student is in the halls during instructional time. Here's to a great year!

For further information, also consult the school web site at: <http://www.johnscreekhs.net>

Address: 5575 State Bridge Road, Johns Creek, GA 30022

Main Office: (470) 254-2138 Fax: (470) 254-2139

Regular School Day Hours: 8:20 AM-3:30 PM

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Visitors / Volunteers

For security purposes, all visitors/volunteers are required to enter the building through the main entrance. A photo ID must be shown in order to be granted access. Upon entry, all visitors must sign in and receive clearance in the front office before a visitor's name badge can be generated. This badge must be prominently displayed at all times. All volunteering is coordinated through our PTSA Volunteer Coordinator. Please see the Fulton County website (www.fultonschools.org) to register as a volunteer.

ADMINISTRATORS

Mr. Chris Shearer	Principal
Ms. Ashley Agans	Assistant Principal
Mr. Carlton Harris	Assistant Principal
Ms. Caren Hudson	Assistant Principal
Mr. Patrick Martin	Assistant Principal
Mr. Jason Holcombe	Athletic Director
Ms. Bri Helms	Administrative Assistant
Mr. Matt McNamara	Administrative Assistant

GUIDANCE & COUNSELING STAFF

Counseling website: www.johnscreekhs.net/guidance

Ms. Toni Daniels	Counselor - A - CI
Mr. Daniel Hawes	Counselor – Hi - Le
Dr. Jeanette Higgins	Head Counselor – Po - SI
Ms. Samantha Latham	Counselor – Sm - Z
Ms. Bethany Maddox	Counselor – Li - PI
Ms. Fran Meredith	Counselor – Co - He
Ms. Maiko Noiri-Schoen	Social Worker
Ms. Allison Gifford	School Psychologist
Ms. Sandy Shin	Parent Liaison
Ms. Mary Waters	Instructional Support Teacher
Mr. Matt McNamara	504/SST Chairperson

Counselors are assigned by student last name, and are determined at the beginning of each school year, based on enrollment.

Department Chairs

Mr. Todd Hedden	Language Arts
Ms. Sara Willard	Science
Ms. MaryBeth Smiley	Social Studies
Ms. Roya Schweinbeck	World Languages
Ms. Leigh Ann Deisch	Mathematics
Mr. Steven Sweigart	Career Technology
Ms. Bonnie Lovell	Fine Arts
Ms. Stephanie Randolph	IRR Co-Chair
Ms. Katie Williams	IRR Co-Chair
Ms. Andree' Fitzpatrick	TAG
Ms. Mary Byrne	Health and PE

FACULTY / STAFF

Email is the preferred initial method of home to school contact.
Go to www.johnscreekhs.net and click "Faculty."

BELL SCHEDULE

Students should not plan to arrive before 8:00 a.m. unless they have a pre-arranged appointment with a teacher or head directly to the media center only. Students must exit the building by 3:30 p.m. unless they are with a teacher.

First Period	8:20	–	9:19
Second Period	9:24	–	10:16
Flex Period	10:21	-	10:45
Third Period	10:50	–	11:42
Fourth Period	11:47	–	12:39 4A Lunch or Class
	12:45	–	1:36 4B Lunch or Class
Fifth Period	1:41	–	2:33
Sixth Period	2:38	–	3:30

Students have class and lunch during 4th period by department.

Other special bell schedules will be posted in each classroom.

ATTENDANCE

Daily attendance is vital to students' learning and progression through the high school curriculum. The Campus Parent & Student Center (on Infinite Campus) is an effective resource for following the attendance record of students. The Attendance Office will open at 8:00 a.m. and close at 3:20 p.m. daily. Students must conduct all check-in, check-out, and tardy-to-class business at the Attendance Office window during those office hours. No check-outs will be processed after 3:20 p.m.

By law, students with five or more unexcused absences will be referred to the school social worker, assistant principal, and the State of Georgia. Additionally, excessive absences may prevent a student from receiving a Georgia Driver's License.

Excused Absences

The State Department of Education recognizes six unavoidable (and hence, excused) reasons for absence.

1) personal illness, 2) medical or court appointments, 3) death in the immediate family, 4) religious holidays, 5) working as a page in the GA legislature, and 6) official cancellations of school by the district.

After the fifth absence in any class period, a doctor's note may be required to excuse any further absence.

Upon returning to school following any absence, students are required to check in through the attendance office.

A note verifying one of the reasons above and signed by the parent or guardian must be received at the

attendance window within **three days** of a student's return to school or the absence remains officially unexcused, and the student is subject to disciplinary action under Fulton County Schools Disciplinary Guidelines and Procedures related to attendance.

Make-up Work

Students may make up all work missed on an excused and pre-approved absence. Work assigned during the absence must be returned to the teacher within the same number of days as the absence which was excused. (Being out two days means you have the two following days to return all missed work to the teacher.) Unexcused absences may result in grade reduction.

Unexcused Absences

Any absence for which a note from the parent/guardian is not submitted to the attendance office within three days of the student's return and for which an excused reason is not given will be recorded as unexcused. Make-up work may be penalized up to 10% of the maximum value of the graded assignment. Parking privileges may be suspended after the 5th unexcused absence in any class period.

Pre-approved Absences

If it is known in advance that a student will be absent, a parent or guardian-signed note should be attached to a pre-approved absence form available from the Assistant Principals' Office. This form should be completed at least three days prior to any desired pre-approved absence. The completed form (including an assistant principal signature and each teacher's signature) is then submitted to the Attendance Office. Juniors and seniors may ask for no more than three pre-approved absences for college visits per semester. **Pre-approved absences are counted in total absences for final exam exemptions.**

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 Johns Creek High School are in effect during field trips. Prior to participating in a field trip, students *must* return the parental consent and teacher sign-off form to the sponsoring teacher before the stated deadline. Eligibility for participation in field trips may be based on the following criteria for each class to be missed:

- minimum average of 70 in each class
- no more than three tardies during the current grading period
- no more than four absences during the current grading period
- no assignments to in-school or out-of-school suspension during the current semester

Students who are ineligible for participation in field trips may regain eligibility at the start of the next semester. Eligibility exceptions will be considered for events such as music festivals, FBLA competitions, or Model UN when activities are deemed as required major functions of the curriculum.

Virtual Classes

Students taking virtual courses off-campus either at the beginning or end of their school day must check-in as they enter the building daily or check-out as they leave the building daily. This daily check-in and check-out for virtual classes must be completed officially through the attendance office.

For students taking virtual courses during the middle of the school day on-campus, there is an attendance requirement. If a student is absent more than three times in any semester for a non-school endorsed event, it may result in removal from the virtual course during the school day.

It is the responsibility of the student and parent to keep up with course absences in Infinite Campus.

Students are required to report to the Virtual Lab (room 293) for the entire semester unless an official schedule change is made and provided by the counseling office.

Driver's License Certificate of Attendance

Students may secure the Certificate of Attendance form required for a driver's license and permit at the Front Office. Complete the top portion of the form and leave that with the front office. The signed and notarized form may be picked up in the Front Office two days later. **It is important for students to allow at least 48 hours before returning to the Front Office to inquire about their Certificate of Attendance.** For \$1 you may receive an additional copy of your ADAP form.

Checking in /Checking out

The attendance office window opens at 8:00 a.m. and closes at 3:20 p.m. daily. Students must bring a parent-signed check-out note to the attendance window **prior to 8:15 a.m.** on the day of check-out. The Attendance Clerk will issue a check-out pass to the student stating when the student is authorized to leave campus. This pass must be presented to the teacher to be released from class.

If a student arrives at school after first period begins or checks out and returns, he/she must check-in through the Attendance Office **immediately** upon arriving on campus. Failure to report to the Attendance Office **immediately** upon arriving on campus constitutes a major attendance violation.

Once students arrive on the school campus, they may not leave prior to the end-of-the-day dismissal bell without checking out through the Attendance Office. Failure to follow these procedures constitutes a major attendance violation and results in referral to an administrator for appropriate action.

To be considered "in attendance" for a school day, a student must be present for at least four complete class periods. Students leaving school before meeting that requirement will be considered absent for the day.

SPECIAL NOTE: On all days immediately preceding a school holiday, a parent/guardian must come in person to the attendance window to check out any student. The check-out note should still be sent with the student that morning.

Tardiness to School or Class

Students arriving tardy to school are to check-in immediately through the attendance office before reporting to class. **On the occurrence of the fifth tardy to any and all classes, during any given semester, student parking privileges may be suspended.** Excessive tardies to school will result in a referral to the school social worker and assistant principal.

Tardiness to any class during each six-week period will result in the following disciplinary actions:

First Tardy	Warning to student
Second Tardy	Warning to student
Third Tardy	Teacher notification to parents
Fourth Tardy	Teacher intervention including, but not limited to, private detention
Fifth Tardy +	Administrative level intervention

Class Cuts / Skipping

A class cut occurs when a student is absent from class without having permission from the current class period's teacher or authorization from the office to do so. During instructional time, students should be in their assigned classrooms. If a student leaves his or her classroom during instructional time, a signed hall pass is required. A class cut is a discipline violation and will be addressed by an administrator.

Class cuts are considered unexcused absences and late work penalties may be applied to any missed assignments due to a class cut.

CLINIC

Students who become ill during a time they are assigned to be in class should report to class first to obtain permission and a written pass to be excused to the clinic. Students who become ill and are not able to report to class first 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 the clinic at once so that appropriate attention can be given to the student.

Failure to follow the above procedures may result in disciplinary action for a class cut (skipping class).

Unless there is a true medical emergency, students should not request a pass to the clinic during the last ten minutes of the class period. Students should report to their next class and request a pass from that teacher.

All prescription medications should be kept in the clinic with a signed doctor's authorization form and parental letter providing specific instructions. See the clinic aide with any questions about medications. All medications must be in the original labeled container.

If a student has been under the care of a doctor during any absence, he/she must check in with the clinic aide and counselor upon return to school. If a doctor's care is to continue after returning to school, a family meeting with the cluster nurse, clinic aide and counselor may be required.

TRANSPORTATION

Upon arrival, by automobile or school bus, students must come inside the courtyard or the building where adults are supervising.

Parents may drop off students at the front of the building only. Parents may not drop off students at the bus canopy in the back or at the cafeteria entrances on the west side.

Consult www.fultonschools.org for busing and bus stop information. **No student may ride a bus other**

than the one assigned to his or her home bus stop. No notes for changes will be accepted at the school or bus. If there are emergency situations, a parent must work that out personally with our system-level transportation supervisor at 770-667-2970.

2019-2020 STUDENT TESTING CALENDAR

October 16	PSAT, 9 th -11 th Grade students
December 9-13	GA Milestone EOC Assessment
December 18-20	Final Exams*
April 20- May 8	GA Milestone EOC Assessment
May 4-15	Advanced Placement Exams
May 20-22	Final Exams*

***Please note these testing days when scheduling appointments that require a student to be absent from school.**

2019-2020 SCHOOL CALENDAR

August 12	First Day of Fall Semester
September 2	Labor Day Holiday
October 10	RFF Day – student holiday
October 11	Teacher Workday – student holiday
October 14	Teacher/Student holiday
November 5	Teacher Workday – student holiday
November 25-29	Thanksgiving Holidays
December 18-20	Final Exams*
December 20	Last Day of Fall Semester
Dec 23-Jan 3	Winter Break
January 3	Teacher Workday – student holiday
January 6	First Day of Spring Semester
January 20	Martin Luther King, Jr. Holiday
February 14	RFF Day – Student holiday
February 17	Presidents’ Day Holiday
March 13	Prof. Development Day – student holiday
April 6-10	Spring Break
May 20-22	Final Exams*
May 22	Last Day of School

***Per Fulton County Board of Education policy, no final exams will be given early for absences during the final exam days at the end of each semester.**

GRADING

Grading Scale

Students will receive only numeric grades on report cards for each course taken. Transcripts will include a legend showing the grading scale. College admissions officers re-compute averages and can easily make the conversion using the legend provided.

90 - 100	A
80 - 89	B
70 - 79	C
0 - 69	F

Certain Courses Carry More Weight

Students enrolled in Honors, Advanced Placement and dual enrollment post-secondary option courses will receive seven additional points to their final passing grade on grade reports only.

A current course grade always follows a student through any mid-semester course change. The new course grade will pick up with the former course's current cumulative average.

Recovery Policy

Students may initiate recovery on **summative assessments or projects** when their cumulative average is a 75 or below and they have made a legitimate effort to meet all course requirements including attendance. Attendance is considered a course requirement and unexcused absences may disqualify students for recovery opportunities. Students may be asked to complete recovery work including attending help sessions as a precursor to the recovery assessment. The recovery assessment may be in a different format from the original assessment. So, that students stay focused on the content at hand and don't become overwhelmed and fall too far behind, they should initiate recovery on a **major assessment** within 10 days of being informed of the grade on that assessment. After successful completion of the recovery assessment, the teacher may replace the original assessment grade with the recovery assessment grade up to an 80 (75 for AP/Honors). A recovery assessment grade that is lower than the original assessment grade will not replace the original assessment grade.

Intersession

Intersession is a program for students who have fallen short of passing a class, despite consistent effort and diligence on their part, to have a second opportunity to demonstrate mastery of course standards. In order to qualify for intersession: a student must have made a consistent effort to meet course requirements, including attendance, turning in homework, and participating in class; a student must have sought out extra help and recovery throughout the semester; a student must have an end of the semester average between 65-69. The student will be assigned work and an exam with a set deadline date set by the Administration. Extensions are not granted for Intersession. Registration for Intersession is made available for students who meet the above criteria through their Counselor.

Grade Reporting

Progress reports can be viewed through Infinite Campus every six weeks. A year end grade report will be issued at the end of the year. Credits will be earned at the end of each semester. After the fourth week of any semester and until final exams begin, parents are encouraged to use Infinite Campus Parent & Student portal to check their child's progress. Counselors and teachers are available by appointment to discuss with parents the placement and progress of a student. The student transcript reflects all courses attempted in high school as well as grades, credit received, and cumulative numeric average. Final grades are received in each course at the end of each semester and are permanent on the transcript.

Parent Grade/Classroom Performance Inquiries

If a parent has an inquiry regarding any class work or grade of his or her son or daughter, the following steps should be followed:

- The request should first be made to the teacher. (Teacher email addresses may be obtained on the school web site or by calling the front office.)
- After an email correspondence or telephone call to the teacher, a parent-teacher conference may be necessary. The teacher will confirm those meetings directly with the parents. Parent appointments cannot be promised on the day of the inquiry, but all will work together to find a mutually agreed upon time.
- After meeting directly with the teacher concerned, if questions remain, the parent should correspond with the department chairperson.
- If further assistance is needed following all steps outlined above, the parent may inquire to the counselor and/or the curriculum assistant principal.

Grade Level

A student entering high school in Fulton County is assigned a graduation year. Students are guaranteed to stay assigned with their class for their freshman year only. Assignments beyond the freshman year will be determined by the number of credits the student earns. To be promoted to the next level homeroom:

- freshmen must have earned 5 credits
- sophomores must have earned 11 credits
- juniors must have earned 17 credits.

Students who do not complete high school within 4 years may be placed in an alternative school during their 5th year.

Promotion to the next grade level is only granted at the end of the school year, except for juniors who can graduate at the end of the current (May) school year. Students will not be promoted in the middle (December or later) of a school year.

Honor Roll

Students who earn a 90 or higher average for any one semester are recognized as JCHS Honor Roll Students. Rounding up is not used in computing the average. (i.e. a student with an 89.99 would not qualify).

Honor Graduate

Graduates who have achieved a cumulative average of 88 or above are recognized at the graduation ceremony as Fulton County Honor Graduates; this is a system policy, not local. JCHS further recognizes honor graduates with a 100 or higher cumulative average as Summa Cum Laude and 96 to 99 cumulative average as Magna Cum Laude. Rounding up is not used in computing the average (i.e. a student with an 87.95 would not qualify). The honor graduate list is established at the end of the first semester of the senior year.

Final Exams

Final exams are given in the last week of each semester. **Attendance during final exams is mandatory.** Please keep this in mind as medical/dental appointments and family plans are confirmed.

Students will not be allowed to take final exams early under any circumstances. Exceptions to take final exams late will not be granted except in very unique circumstances. A written explanation from a parent/guardian **at least two weeks prior to the final exam is required.** If a student is absent during final exams due to illness, he/she must provide a note from a doctor to the administration within three school days. The student must also notify the curriculum assistant principal prior to the start of the exam.

Note: To meet timeline requirements, missing a final exam may impact a student's transcript and jeopardize HOPE or other scholarship opportunities.

Students in Advanced Placement courses and courses with a GA Milestone EOC Assessment will continue meaningful course-related activities through the normally-scheduled final exam day. Students who meet criteria may still exempt, but they participate in class until the scheduled final exam day.

Final Exam Exemptions

Seniors may exempt fall semester only classes except for AP Government, AP Micro/Macro and AP Comparative Government provided they meet the following criteria. Seniors may also exempt their spring semester final exam day assessment in all classes provided they meet the criteria below. Teachers will communicate exemption eligibility to the students.

Exemption Criteria:

- No Friday/Saturday School or OSS during that semester (this includes seniors in violation of leaving campus)
 - No Honor Code violations in that school year
 - An average of **95 or higher** in the seventeenth week and maintained through the end of the semester. (No attendance requirements)
- OR**
- An average of **85 or higher** in the seventeenth week and maintained through the end of the semester
 - **AND** no more than five (5) absences from the class in that semester (excluding field trips). Excused, pre-approved, college visits and unexcused are all considered absences from class.
 - **AND** no more than five (5) tardies to the class

Notes:

- Seniors must attend and participate in class until the official exam days begin.
- Students who qualify for an exemption may attempt the final exam day assessment; but they will not be penalized if results of that assessment lower their final course grade.
- Seniors in an AP class may be required to take a final assessment before the AP exam so what they will exempt is the final exam day assessment.
- Seniors in an EOC course will be required to take the EOC which serves as their final exam so what they will exempt is the final exam day assessment.

Seniors who have already taken a comprehensive exam, either an AP Exam or an EOC exam, may be excused from taking an additional assessment during senior final exam days.

If a student needs additional work to help them with their final grade the teacher may deem it necessary for the student to engage in additional activities designed to give the student an alternative opportunity to show mastery of the course standards. These additional activities may take place during senior final exam days and/or regularly scheduled Johns Creek final exam days.

Dual Enrollment Program with Colleges

Most colleges, universities, and technical schools in this area have joint enrollment agreements with Fulton County Schools. Under these arrangements, high school students may combine years of high school with college or vocational-technical classes while earning their high school diplomas. Students should see a counselor for details.

Students are responsible for meeting all requirements of the institution in which they are enrolled. Those unable to successfully satisfy course requirements will be subject to placement in available courses at the discretion of their home school. Students are also responsible for obtaining all required high school information as a dually enrolled student and provide the high school with updates as it pertains to registration and course work.

Honor Code

Integrity is a Johns Creek High School core value. Johns Creek students are expected to demonstrate honesty and integrity in all work submitted to a teacher. The honor code ensures the validity of student work which guides instruction. All JCHS students are bound by the Johns Creek Honor Code.

All work must be completed in accordance with the guidelines of the endeavor. Unless directly stipulated by the teacher, collaboration on class work, assignments, homework, tests, papers, and projects is not acceptable. Copying the work of another student is not acceptable. This includes, but is not limited to, sharing work in writing, electronically, or in person and/or having work proofread. Students who willingly provide other students with access to their work are in violation of the JCHS honor code.

Students should not use any information on assignments/projects unless explicitly allowed by their teacher. This includes, but is not limited to, cheat sheets, notes, books, calculators, cell phones, communication with other students, online sources, etc. Students must not share the contents of assessments with other students. Use of any unauthorized testing aids and/or the sharing of an assessment's contents will result in an honor code violation.

No electronic device (cell phone, iPod, etc.) may be displayed (visible in any way) during any assessment without the explicit direction from the teacher. Violating this requirement will result in an automatic honor code violation.

Plagiarism is a serious academic offense. Dictionary.com defines plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work". If students access sources to complete an assignment they must use proper documentation. The act of copying, cutting and pasting (even with minor revisions) from any source without proper documentation is plagiarism and will be considered an honor code violation. Even if properly documented, you are not to turn in someone else's work as a substitute for your independent work. Students should never present someone else's work as their own. This includes the work of other students as well as web-based or print sources. JCHS uses turnitin.com to detect plagiarism. You may be required to submit assignments and assessments to turnitin.com.

JCHS students enrolled in on-line courses with non-JCHS institutions are subject to the JCHS Honor Code policy as well as those policies of the on-line institution. JCHS has no control over the decisions of the non-JCHS institution.

Violations of the honor code may result in a zero for the assignment, project, or assessment. The zero may not be made up or recovered. Mastery of the content may be required and another grade may be entered. Additionally, an honor code violation form may be filed with the administration and become part

of a student's disciplinary record for any summative assessment or projects. **Students may face disciplinary action beginning with two days of Saturday School.**

Honor code violations may jeopardize membership in honor societies and any honors recognitions as well as a student's ability to represent Johns Creek High School.

SCHEDULE CHANGES

Requests for course changes will be considered only during the first 10 days of each semester for the following reasons:

- The student has failed a required course and must repeat the course.
- The student has failed a pre-requisite and is not eligible to continue in the sequence.
- The student has failed to enroll in a course required for graduation.
- The student is retaking a failed class and has been assigned the same teacher for the exact class he/she has failed and another teacher is available.
- The student demonstrates poor achievement in a prerequisite course and is advised by both the teacher and counselor or administrator not to enroll in a more advanced course.
- There is a scheduling conflict or a course has been cancelled.
- Peer facilitation may not be used to complete a student schedule. It is a program developed for seniors who, after applying in the spring before the upcoming school year, have been recommended for this elective. The course has designated assignments including service hours in addition to responsibilities with teachers, counselors and the front office. This course does not earn a senior exemption due to the tasks required at the end of each semester.

Requests for changes of lunch/class period or teacher will not be honored.

If a class is designated as a year-long class, the students must commit to the class for the entire year.

Class Leveling

There will be times when leveling a class is necessary due to the limitations placed upon specific courses (teacher to student ratios as required by the State, available resources in those particular classes, uneven distribution of students, or classes that are created or closed).

When this occurs, the scheduling team will use the following protocol:

- Ensure classes required for graduation are kept for each student
- Utilize a blind selection process when splitting classes to new teachers
- Determine the fewest changes to a student's schedule
- Attempt to maintain same teachers when possible

EXTRACURRICULAR ACTIVITIES

A wide range of extracurricular opportunities exist at Johns Creek High School. A "club fair" is held during lunches on one of the first Fridays of the school year. Membership announcements are made and membership drive posters go up throughout the year. Extracurricular activities are available in academics, the arts, and athletics. Applications for new clubs will only be approved fall semester. See the school web site for announcements with more details.

DRESS CODE

It is vital that no form of dress be distracting to the educational process. Students are expected to dress

and groom to reflect neatness, cleanliness, and modesty, as well as a sense of pride in themselves and in JCHS. The following expectations must be met by all JCHS students:

- Shoulders must be entirely covered at all times.
- Clothing may not be revealing – Some examples include: holes above the knee, low-cut tops, bare midriffs, exposed backs or shoulders, sheer clothing, tight-fitting clothing and excessively short skirts/dresses/shorts.
- No undergarments should be visible at any time. Pants must be worn at waist.
- No bandanas will be worn/displayed at any time on campus.
- No clothing that resembles pajamas, lounge wear, or lingerie will be worn; this includes sheer clothing.
- No depiction of alcohol, drugs, tobacco, weapons, gangs, or derogatory, inciting, or sexually suggestive words, pictures, or symbols may be on, or a part of, any clothing or accessory.
- Team uniforms must all consistently follow guidelines set by the head coach.

Any JCHS staff member will have authority to enforce the spirit of these expectations and may further involve the administration if needed.

Dress code violations may be issued at any time on school property when an infraction is noted.

Teams may wear their uniforms to school on game days if they decide as a group to: 1. wear an identical wardrobe including footwear, 2. the agreed-upon outfit meets dress code, and 3. the coach approves.

Students who violate the dress code may be required to remain in the administrative office until appropriate clothing for school is obtained.

BEHAVIOR EXPECTATIONS / DISCIPLINE

Johns Creek High School CORE VALUES:

- INTEGRITY FIRST
- SERVICE BEFORE SELF
- EXCELLENCE IN ALL WE DO

The authority of JCHS personnel to enforce behavior expectations and address violations is in effect when any JCHS student is:

- on school grounds at any time
- off school grounds at any time at a school-endorsed event or activity such as ball games, dances, internships, peer facilitation, field trips, etc.
- traveling to or from school grounds or a school event

Johns Creek High School students are expected to conduct themselves in a manner that exemplifies good citizenship and respect for others, themselves, and our school. We expect that no student will create a negative disturbance or distraction that interferes with our educational environment. The following are general guidelines and are not intended as an exhaustive list. Behave as a role-model high school student and no discipline issues should ever arise.

1. Keep your hands to yourself.
2. Always follow the directions of any JCHS adult personnel – this includes throughout the school day, before school, after school, and during all emergency drills and evacuations
3. Keep your voice at a normal conversation volume.
4. Inappropriate public displays of affection are not permitted.
5. Show respect for others, yourself, and your school building.
6. Disruptive behavior is not tolerated. Disruptive behavior is defined as any behavior that interferes with the educational process, event, or with the flow of traffic in public areas.
7. Students may not leave campus once they have arrived unless they have checked out through the Attendance Office.
8. Students may not leave class for any reason without a hall pass.
9. Students are not permitted to remain in parked cars before or during school hours. Once they leave their cars, students must receive permission from office personnel to return to their cars.
10. Permission to use personal technology devices in a classroom is at the sole discretion of the teacher in each classroom. Follow all teacher direction regarding technology use or disciplinary actions may result.
11. Students who are serving all school-based discipline, excluding private and public detention, are restricted from extracurricular activities for that day.
12. Students are responsible for damage to or loss of textbooks, surfaces and other school property.

NO Bullying or Perceived Bullying

All students must feel safe and comfortable on the Johns Creek High School campus. Involvement, fulfillment, and achievement in the entire high school experience depends on comfort in the classroom and on all parts of our campus. If a student chooses to infringe on the safety or comfort of another student, he or she must understand this: **Any student found guilty of bullying or harassment will face elevated consequences on our JCHS discipline cycle and is subject to a system-level disciplinary hearing. Any student found guilty of bullying three times by a hearing officer will be assigned to alternative school.** Respect the comfort and safety of all others on campus and this will never be an issue for you. If you have any doubt that a statement or action would be perceived as harassing or bullying, simply do not make that statement or take that action.

Fighting

If you touch someone else in an aggressive or threatening manner, it may be defined as fighting, no matter how much you plead that it was in jest. **Do not touch anyone in an aggressive manner. The atmosphere of safety and comfort on the Johns Creek High School campus is a priority. Therefore, never make any bodily contact with anyone else in an aggressive or threatening manner, not even with a finger, because that can be officially defined as a fight on our JCHS discipline cycle. Students found guilty of fighting may face an automatic 10 day out-of-school suspension.**

Cell Phones and Personal Technology Devices

Johns Creek High School supports the use of technology for academic pursuits. This includes cell phones, tablets, and laptops. Surfaces are provided by FCS for all students who complete a Digital Citizenship course and obtain parental signature on the FCS Device Use Agreement. Students may choose to provide their own devices. The use and type of technology in a classroom is at the sole discretion of the teacher. All technology must be turned off and put away upon entering each classroom. Permission to use technology in a classroom will be explicitly stated by the teacher. Students may possess technology for personal use outside of classrooms in common areas. All devices must remain in

silent mode, and students should use headphones when listening to sound. Students are responsible for the safety and security of their own devices and are not required to possess personal technology for instruction. In the case of an emergency, all technology should be turned off and put away as not to interfere with administrative emergency procedures. This will allow the students to focus attention on all emergency instructions.

Personal Valuables at School

IMPORTANT: Do not bring any personal valuables to school. Please realize that loss or theft of personal items not necessary for the instructional day will not be routinely investigated. The school cannot be responsible for lost or stolen personal valuables. Personal items are brought at your own risk.

Deliveries to Students

- Non-essential, non-academic classroom deliveries will not be made to students during the school day.
- Deliveries may never be made to students at the side cafeteria doors or bus canopy doors.
- All school deliveries must be made through the front office. Students may stop by the front office during non-instructional time to pick up pre-arranged deliveries.
- Non-academic/non-essential school deliveries are left for pick-up at your own risk.
- No balloons, flowers or food will be delivered to students during the school day. Balloons may not be carried around the building during the school day.
- No take-out food deliveries will be accepted anywhere.

Selected Fulton County Board policies regarding discipline:

KNIVES Fulton County Schools policy prohibits the possession of any type of knife on the school campus. If the blade of the knife is less than two inches, the incident can be handled through the local school administration. If the knife blade is more than two inches in length, the knife is considered to be a weapon under the law and possible expulsion and/or arrest will result. Any type of switchblade knife is considered a weapon.

CODE SECTION 16-11-127/1 CARRYING A WEAPON AT SCHOOL OR SCHOOL

FUNCTIONS It is a felony to be in possession of a weapon on school property or within a school safety zone. It is a designated felony for a juvenile (under 17 years of age) found guilty under this statute. A designated felony calls for a mandatory five-year sentence and the juvenile will automatically serve a minimum of twelve months in the juvenile detention facility and serve the remainder of the sentence on probation.

CODE SECTION 20-12-1180 LOITERING AT OR DISRUPTING SCHOOLS Under this law, it is illegal to remain upon a campus or within a school safety zone when there is no legitimate need or cause to remain. Smoking, "hanging out" with friends, and other related activities are not considered legitimate needs under the law. Violation of this law is a misdemeanor of a high and aggravated nature and will be strictly enforced at Fulton County Schools.

CODE SECTIONS 20-2-751.4 BULLYING AT SCHOOL OR SCHOOL FUNCTION This law is

applicable to students in grades 6 through 12. It prohibits bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that school system. Local board policies shall require that, upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

GUIDANCE AND COUNSELING

Department Website: www.johnscreekguidance.com

Counselors provide the following services:

- enrollment
- testing
- advisement concerning course selections
- confidential counseling for personal issues
- assistance in making personal and educational decisions
- assistance with study skills improvement
- provision of names of tutors
- provision of college/career information and guidance

Student support personnel may be provided to work with students who are not currently on track for graduation.

Students should adhere to the following procedures whenever they wish to see a guidance counselor, school social worker, and school psychologist:

- Except in emergency situations, students should make an appointment to see their counselor. Students may schedule an appointment in the Counseling Office before school begins, during their lunch period, or after school is dismissed.
- A student should never be absent from class for the purpose of making an appointment or to visit the Counseling Office unless he/she has permission and a written pass from the teacher whose class he/she is missing.
- The student should complete the entire appointment request form in the Counseling Office for the appropriate counselor. The counselor will send for him/her as soon as possible.

Teacher- Parent Conferences:

Parents may arrange individual teacher-parent conferences with the appropriate teachers through e-mail correspondence. However, if a parent is requesting a conference with more than one teacher, and/or needs assistance making an appointment for a conference, the student's counselor can help coordinate the meeting.

College and Career Center:

The Johns Creek High School Wellness Center is an integral part of the counseling services offered to all students and can be found in the counseling suite. The goal of the center is to assist students in personal and education decisions. Outside counseling services such as Pathway 2 Life and Summit Counseling may provide service to our students, after obtaining parental permission, in the Wellness Center or in our building.

Transcripts

Transcript requests are available through Parchment. This can be found through www.parchment.com. Unofficial transcripts are free and can be viewed and downloaded through Infinite Campus. Inquire in the counseling office for more information.

Graduation Participation

Students will not be able to march at the graduation ceremony if they have not met the requirements of the Georgia Department of Education including standardized testing and course completion. This is also Board policy.

High School Terminology

Academic Numeric Average – The sum of the numeric grade a student earns in any English, Math, Science, Social Studies or World Language course. The Fulton County School system does not calculate academic numerical average.

Accelerated program – faster paced classes; more material covered in the same amount of time

Advanced Placement Program – college-level classes in various subjects, usually for juniors and seniors, taken to prepare for Advanced Placement (AP) examinations; AP exams are administered by the College Board. Fulton County School pays for the exam for any student registered for and passing the class at the time of ordering the exams (February). Students who fail to sit for the AP exam will incur a \$15 fee for each test untaken.

Credit – Recognition of attendance or performance in a course or program that can be applied by a student toward the requirements for a degree, diploma, certificate, or other formal award; each class is awarded .5 credits each term. 1 credit = 1 year

Course Catalog – a listing and description of classes offered at the school

Elective – class that is not required by the school or institution, but is chosen by the student; Thus, an elective can be Accelerated Pre-calculus, Botany, or Advanced Rec Games.

Grade-point average (GPA) – The Fulton County School System does not calculate GPA, a numeric grade average is calculated. See below.

Honors Points- 7 additional points are awarded to Honors, AP, and College Courses on the transcript after successful completion of the course

Cumulative Numeric Grade Average- The sum of the numeric grade a student earns in a class divided by the number of courses taken.

Post-secondary Enrollment Options program (Dual Enrollment) - the opportunity for a high school junior or senior to take classes at a public or private college, on campus or through distance education; The student must qualify under the particular college's requirements. Some or all of tuition may be paid for by the state.

Prerequisite – In education, a prerequisite is a class or condition that is necessary before a class may be taken.

Transcript – A record of all courses taken and grades earned in high school; including failed courses.

MEDIA CENTER

The Media Center is open from 7:45 a.m. – 3:45 p.m. each school day. The media specialist and media paraprofessionals are available throughout the school day to assist students. The media center is an active learning environment where appropriate student activity includes checking out books, studying, researching, reading, and browsing the shelves for materials. **Eating and drinking are not permitted in the media center.**

Visiting the Media Center

Students are welcome in the Media Center before, during lunch and after school as long as capacity is available. Between the school start bell and dismissal bell, each student who visits the Media Center without a teacher must have an **official** hall pass from their teacher for that class period. Students must always check-in at the information desk immediately upon entering the Media Center during the instructional day. Because both formal and informal instruction occurs simultaneously throughout the day, students are expected to show respect for others and Media Center resources.

Lunch period visits to Media Center

Students may utilize the Media Center during their lunch periods. They must sign in upon arrival. Once students are signed into the Media Center, they are expected to remain there. Students are not allowed to leave for the restroom or to go to the academic floors during lunch.

Computers in the Media Center

It is expected that each student will be familiar with the Johns Creek High School technology use policy and the Fulton County Schools policy regarding the use of computers on campus. In brief, students may only access educationally appropriate websites and refrain from using personal email or social networks. Accessing email briefly in order to send academic information home is allowed. One student per computer is permitted; grouping around computers is not permitted.

Book check-out

Up to three items may be checked out at any time for two weeks, and may be renewed once. There is no limit to the frequency of exchanging materials. Reference books may be checked out overnight, **after school**, only. Teachers may place materials on special reserve during research projects. Check-out of these materials may be restricted. Current issues of magazines may be enjoyed in the Media Center and back issues may be checked out.

Media Center fines

Fines are .05 cents per day for non-reference books. Fines are .75 cents per day for reference books. Students will not be charged fines if they are absent and can produce an admit slip showing that the absence has been excused.

Printing from a computer resource is .10 cents per page for black and white prints and .25 cents per page for color prints. Students are responsible for all pages printed and all prints must be paid for when picked up at the information desk.

Graduation Requirement Guidelines:

Credits needed by Discipline

English	4
Mathematics	4
Science	4
Social Studies	3
Health/Physical Education	1
World Language and/or	
Fine Arts and/or Career Tech	3
<u>Electives</u>	<u>4</u>
Total	23

*Please see the counselors for detailed information regarding graduation requirements

COMPUTER USE

Devices

Fulton County provides Surface devices to all students at Johns Creek High School. Students may also bring their own device to school so long as they follow the terms and conditions of acceptable Network and Internet use outlined below. In order for a student to receive a device from the school, the student must complete and pass a Digital Citizenship course (provided by the school electronically) AND both students and their parent/guardian must sign a Fulton County Device User Agreement (sent out by the school for electronic signature prior to Information Day). Devices must be returned to the school at the end of the school year. The use of devices provided by Fulton County Schools is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school. Students must pay for the device and any ancillary issued accessories if the device is lost, stolen or damaged. Fines for devices are listed below. Students who misuse or are irresponsible with a district-issued device will be subject to disciplinary and/or legal action. Please refer to the Device User Agreement or an Administrator for further questions or concerns.

Device Fines for Microsoft Surface 3

Lost/stolen	<ul style="list-style-type: none"> • 1st offense \$250 • 2nd and subsequent offense(s): full replacement cost \$885*
Damaged	<ul style="list-style-type: none"> • 1st offense: \$100 • 2nd and subsequent offense(s): \$300
Accessories – Lost or damaged	<ul style="list-style-type: none"> • Keyboard - \$130 each • Pen – \$60 each • Case – \$40 each • Power Brick – \$20 each

	<ul style="list-style-type: none"> • Power cord (USB) – \$20 each
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**Full replacement cost for devices includes the device, all accessories, software licenses and setup.*

Acceptable Use Policy for Network and Internet Access

The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. The computers communicate with the same protocol and have an established Internet address. Selection of Internet resources is decided by the end user. The user carries the responsibility of selecting appropriate items to view. This policy describes user behavior and identifies prohibited actions.

Terms and Conditions for Network and Internet Access

The computers and its systems are for the use of the students, faculty, and staff of Johns Creek High School. Fulton County School System’s Electronic Network (EN) is to be used solely in support of the school system’s educational mission. All use of the computer network must be curriculum related or teacher-approved. All other uses are strictly prohibited. Transmission of any material in violation of any U.S. or state regulation is prohibited. Use for commercial activities is prohibited.

Unauthorized use of the computer network or any failure to comply with the local and system wide provisions will be grounds for loss of EN access and other disciplinary and/or legal action.

Students are prohibited from the following:

- 1) Unauthorized access to the EN;
- 2) Unsupervised use of the computer;
- 3) Giving his/her school assigned password to another person;
- 4) Logging in or attempting to log in using another person’s password;
- 5) Using the computer for non-curriculum related activities;
- 6) Adding software of any kind to a computer or to the network;
- 7) Abusing copyright rules;
- 8) Intentionally wasting limited resources such as paper and printer ink;
- 9) Accessing unauthorized files;
- 10) Downloading games, video, or audio (including music) unless for a curriculum related activity and supervised by a faculty member;
- 11) Accessing inappropriate material from the EN;
- 12) Participating in unauthorized Internet “chat” rooms;
- 13) Posting personal information on the web;
- 14) Computer vandalism, creating/spreading viruses, interfering with the performance of the system, harming or attempting to harm or cause damage to the EN, hardware, software, or data;
- 15) Employing the network for financial gain;
- 16) Circumventing or attempting to circumvent the filtering system.

Consequences

The Electronic Network, all computer hardware, and all software are the property of the Fulton County Board of Education. **Use of this property is a privilege that may be discontinued at any time.** All infractions will be reported to the appropriate administrator and consequences can include suspension and criminal prosecution. Security is a high priority. Notify the System Administrator of any breach in security. Attempts to log in as the System Administrator will result in immediate termination of user privileges.

Vandalism will result in immediate termination of privileges; disciplinary action will be taken and may result in school suspension.

Vandalism is defined as any malicious attempt to harm or destroy computerized data of another user, data stored on school servers, computer hardware, or other networks connected to the system. This includes the uploading of computer viruses. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the EN. **Violation of this policy constitutes a major disciplinary infraction.**

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, 16-9-93, and 16-9-93.1 as well as United States Public Law 106-554, known as the Children's Internet Protection Act.

Conditions of Use and Account Management

Students who access the electronic network agree to abide by the restrictions outlined in Fulton County Schools' policy for acceptable use. The specific conditions and services being offered may change from time to time. Fulton County Schools makes no warranties with respect to Internet service or content. Parents and students should be aware that Fulton County Schools does not have control of the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

Johns Creek High School students will be assigned a unique network account name and password. Passwords should not be shared with anyone. With this account, students will have an assigned folder on the school's server to store work. Students may store only needed files and should clean out their folder on a regular basis.

Students and their parent or guardian will be asked to sign the Johns Creek High School Computer/Network/Internet Acceptable Use Agreement. If the agreement is not signed by both student and parent, the student's network access will be disabled.

Fulton County Schools believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Our goal in providing this service to students is to promote educational excellence.

FUNDRAISING AND SCHOOL FUNDS PROCEDURES

Student Activity Funds

All must follow FCBOE policies and procedures for handling school funds. This information is available from the bookkeeping office or the club sponsor. Do not make a purchase or commit school funds without prior approval from the principal.

- Requisitions for a school check **must be completed prior to purchases or ordering**. The requisition must be approved by the School Sponsor and the Principal.
- Requisition and deposit forms are available on-line, in the bookkeepers office, and mailroom cabinets.
- Reimbursements will be made only with prior written approval. Complete the requisition for a school check prior to making any purchase.
- All funds collected must be deposited to the school account as is. **Do not** purchase anything with cash from a deposit.
- All transactions should run through the bookkeeping office so that all monies are accounted for on the correct ledger account.
- Any Fund Raiser or Charity Collection must have prior written approval – Fill out the Fund Raising application **30 days prior to activity**.
- Clubs must have sponsor (Fulton County employee) and principal's signatures.
- Athletics must have head coach (Fulton County employee) and principal's signature. The Gladiator Athletic Association Spirit Wear committee must sign the application if a school logo is being used for spirit wear items.
- All Participation Fees must be deposited to the appropriate school account. Fundraising money for sports should be deposited to the Booster Club account.

Booster/Parent Organizations

Please check with the school bookkeeper, your sponsor, director, or coach for your organization before collecting funds or purchasing items so that proper policies and procedures are followed. The principal must be informed through the school bookkeeper if your organization is interested in opening an individual checking Booster/Parent Organization account. Copies of your organization's budget may be requested periodically for review by the principal. General policies and procedures are on the Fulton County website.

PARKING

Parking spaces will be issued to students on a yearly basis to those who qualify. Due to limited availability, JCHS is offering parking privileges to seniors first. A lottery will be provided to juniors who meet all requirements. A wait list will be kept for all juniors who have not received a space. When spaces open, students on the list will be offered a space based on a lottery from the wait list. Students must provide all required information listed on the application and submit it by the deadline to be eligible. Applications must be accompanied by a legible photocopy of the student's driver license and valid auto insurance.

It is the student's responsibility to apply for a parking permit.

Please see the JCHS website for the application and directions for applying for a parking space.

Requirements for eligible students for a parking permit:

- Complete a permit application form by deadline
- Legible copy of applicant's driver's license and liability insurance
- \$100.00 due through on-line purchase, cash or check
- Students who have received out-of-school suspension during the previous semester may be denied the JCHS parking privilege
- Students with excessive disciplinary actions (5 days or more) during the previous semester may be denied the JCHS parking privilege

- Students with excessive absences may be denied the parking privilege

Parking applications for students registering after the deadline will be processed on a "space available" basis after those applications turned in on time, but students still must meet all requirements.

Reasons for Revocation of Parking Privileges

During a semester, student drivers who receive a 6th tardy in the semester, a 6th unexcused absence in the semester, leave campus without permission, selling/transferring parking decals, or violate any parking or attendance regulation may be subject to permanent loss of parking privileges for the remainder of the semester. Refunds will not be issued.

Since school buses provide transportation, access to the school parking lot is a privilege. School officials have the authority to regulate the operation of motor vehicles on and within 1000 feet of school property. Violation of the rules may result in the revocation of a student's parking permit, disciplinary action, and reporting of infractions to local police. **Johns Creek High School reserves the right to revoke the parking permit of any vehicle that is used during a disciplinary violation.** This includes, but is not limited to, leaving campus without permission, truancy, and unauthorized presence in a restricted area. If the parking privilege is revoked for any disciplinary infraction, there will be **NO REFUND** of the parking fee.

JCHS PARKING REGULATIONS

1. All automobiles parked on the school grounds must be registered. The parking decal must be displayed in the front left driver's windshield. **Vehicles that do not display a current parking permit, will be booted at owner's expense.**
2. **If you are using another car owned by your family that is not registered at JCHS, you MUST report this to the Assistant Principals' Office immediately upon arrival to school. Failure to do so could result in your car being booted or towed.**
3. Students are not to park in any space marked FACULTY, HANDICAPPED, or VISITOR. Illegal parking will result in loss of permit and/or booting.
4. Students who drive to school must accept responsibility of being on time to school.
5. All students must be covered by liability insurance. The school is not responsible for the automobile or its contents. No student may drive a motor vehicle on school property that is not registered to that student or his/her parent/guardian.
6. Students will observe the posted speed limit while on school grounds. Students who drive recklessly on school grounds, or within 1,000 ft. of the school, are subject to disciplinary action and/or loss of parking permit.
7. Student vehicles are subject to search if there are reasonable grounds to search. Failure to comply with a vehicle search will result in permanent forfeiture of parking privileges and the notification of local police if school officials believe a crime has occurred.
8. All passengers including the driver MUST have a seat belt on before leaving the student parking lot. Failure to adhere to this law will result in disciplinary action.
9. Parking permits are non-transferable. Students found buying, selling, exchanging, altering, or counterfeiting permits will have their parking privileges permanently revoked and will be subject to suspension with no parking fees refunded.
10. The parking fee must be paid when the parking permit is issued. **A student may NOT drive to school until displaying a valid permit.**