

JOHNS CREEK HIGH SCHOOL

2009-10 STUDENT HANDBOOK

Working together, we will launch, grow, and maintain yet another amazingly successful Fulton County school. You are a part of a once-in-a-lifetime experience – the charter group of students and parents at Johns Creek High School!

Johns Creek High School Core Values:

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

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 handbook is also to be used as a day-planner for students and as an official hall pass anytime a student is in the halls during instructional time. Here's to a great year!

This handbook belongs to:

Student: _____

1st Period Teacher: _____

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

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

TABLE OF CONTENTS

TOPIC	PAGE
Attendance	5
Bell Schedule	4
Calendar	8/9
Computer Use	24
Curriculum	23
Discipline	15
Dress Code	14
Extracurricular Activities	13
Fund Raising / School Funds	27
Grading	10
Guidance and Counseling	19
Hallway Passport	32
Media Center	21
Schedule Changes	13
Staff	3
Parking	28
Transportation	8

Visitors / Volunteers

All visitors must sign-in in the front office and receive a visitor's name badge. This badge must be prominently displayed to all in the building once a visitor leaves the front office. All volunteering is coordinated through our PTSA Volunteer Coordinator.

Room Numbers

All room numbers are four digits: The first digit is the floor (1 or 2), the second digit is the "classroom block" or hallway, the third and fourth digit represent the exact room number and flow numerically along a hallway or within a classroom block.
Ex: 2137

ADMINISTRATORS

Mr. Buck Greene	Principal
Mr. Michael Inseher	Assistant Principal
	Assistant Principal
	Administrative Assistant

GUIDANCE COUNSELORS

Students served by first letters of last name:

	A – Hi
Willieneil French	Ho – M
	N – Z
	Graduation Coach

FACULTY / STAFF

Email is the preferred initial method of home to school contact.
Consult web site at: www.johnscreekhs.net/Staff.htm OR
Go to www.johnscreekhs.net and click "Faculty."

BELL SCHEDULE

Students should not plan to arrive before 8:00 unless they have a pre-arranged appointment with a teacher or are heading directly to the media center. Students must exit the building by 3:45 unless with a teacher.

Regular Schedule:

First Period	8:35 – 9:35	
Second Period	9:40 – 10:35	
Third Period	10:40 – 11:35	
Fourth Period A	11:40 – 12:35	Class
	12:40 – 1:25	Lunch
Fourth Period B	11:40 – 12:25	Lunch
	12:30 – 1:25	Class
Fifth Period	1:30 – 2:25	
Sixth Period	2:30 – 3:25	

With Advisement:

First Period	8:35 - 9:35	
Advisement	9:40 - 9:55	
Second Period	10:00 - 10:52	
Third Period	10:57 - 11:49	
Fourth Period A	11:54 - 12:46	Class
	12:51 - 1:31	Lunch
Fourth Period B	11:54 - 12:34	Lunch
	12:39 - 1:31	Class
Fifth Period	1:36 - 2:28	
Sixth Period	2:33 - 3:25	

ATTENDANCE

Anything less than perfect attendance may have a negative effect on the grade and learning for the semester.

ParentCONNECT is an effective resource for following the attendance record of students. The attendance window will open at 8:00 a.m. and close at 3:10 p.m. daily. Students must conduct all check-in, check-out, and tardy-to-class business at the attendance office window during attendance office hours. No check-outs will be processed after 3:10 p.m.

By law, students with excessive absence rates will be referred to the school social worker, assistant principal, and the State of Georgia. Additionally, excessive absences can 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.

Students may make up all work missed on an excused absence.

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.

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 5th unexcused absence.

Pre-arranged 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). The completed form (assistant principal signature, and each period's teacher 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 school year.

Checking in / Checking out

The attendance office window opens at 8:00 a.m. and closes at 3:10 p.m. daily. Students must bring a parent-signed check-out note to the attendance window **prior to school** 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 in order 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 check-in or check-out 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 sixth tardy to any and all classes, during**

any given semester, student parking privileges are suspended. Excessive tardies to school will result in a referral to the school social worker and assistant principal.

Tardiness to any class during any semester will result in the following disciplinary actions:

- First Tardy -warning to student
- Second Tardy -warning to student
- Third Tardy -warning to student
- Fourth Tardy -mandatory public detention
- Fifth Tardy -referral to administrator for one day Saturday School
- Sixth Tardy + -referral to administrator for more significant actions and suspension of parking privileges

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. This is a major discipline violation and will be addressed by an assistant principal. Be where you are supposed to be or have a hall pass.

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 Front Office. If a student is too ill to report to the office, he/she should have another student or teacher notify the office at once in order that appropriate attention can be given to the student.

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.

DRIVER'S LICENSE CERTIFICATE

Students may secure the Certificate of Attendance form required for a driver's license and permit at 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 when they are attempting to acquire their Certificate of Attendance.**

TRANSPORTATION

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

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.** If there are emergency situations, a parent must work that out personally with our system-level transportation supervisor at 770-667-2970.

2009-2010 STUDENT EVENT / TESTING CALENDAR

September 30	Georgia High School Writing Test, 11 th Grade
October 14	PSAT, 9 th -11 th Grade
October 24	Homecoming Dance
December 7-10	State End-of-Course Tests (selected courses)
December 14-18	Fall Semester Final Exams
March 15-19	Georgia High School Graduation Test, 11 th Grade
April 17	PROM
April 26-30	State End-of-Course Tests
May 3-14	Advanced Placement Exams

2009-2010 SCHOOL HOLIDAY/WORKDAY CALENDAR

August 10	First Day of Fall Semester
September 7	Labor Day Holiday
September 16	Students Released Early <i>Teacher Professional Development</i>
October 9	Student Holiday <i>Teacher Workday</i>
October 14	Students Released Early <i>Teacher Professional Development</i>
November 18	Students Released Early <i>Teacher Professional Development</i>
November 25-27	Thanksgiving Holidays
DEC 21 – JAN 1	Winter Holidays
January 4	Student Holiday <i>Teacher Workday</i>
January 5	First Day of Spring Semester
January 18	Martin Luther King, Jr. Holiday
February 12	Mid-Winter Holiday
February 15	Presidents' Day Holiday
February 24	Students Released Early <i>Teacher Professional Development</i>
March 12	Student Holiday <i>Teacher Workday</i>
March 24	Students Released Early <i>Teacher Professional Development</i>
April 5-9	Spring Break
May 21	Last Day of School
May 24-25	Teacher Post-planning

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

As of June 10, 2004, students enrolled in Honors, Advanced Placement and joint enrollment post-secondary option courses will receive seven additional points to their final passing grade on grade reports only.

Recovery Policy

Course grade recovery opportunities may be allowed if a student's performance indicates a significant decline in achievement or a failing cumulative average after multiple major assignments have been turned in and graded. **Students are responsible for contacting the teacher and initiating the request for recovery opportunities.** Teachers will establish a reasonable time for recovery work to be completed. All recovery work must be completed ten school days prior to the end of the semester.

1. Recovery is not for the student who has been failing for many weeks, then wishes to recover during the final days of a course. That is not the intent of the recovery policy. The policy is intended to make students communicate with teachers as a course grade declines significantly or falls below a 70 average.
2. Students must complete all required work before recovery can be initiated.
3. The student must demonstrate a legitimate effort to meet all course requirements including attendance.
4. Teachers may set maximum grades for recovery, may average recovery grades with original assignment grades, or

may change the original grade to passing upon successful completion of the recovery assignment.

Grade Reporting

Progress reports will be issued every six weeks and a report card at the end of each semester. Credits will be earned at the end of each semester. These reports are given to the student to take home for parental review. After the fourth week of any semester and until final exams begin, parents are encouraged to use **ParentCONNECT** to check their child's progress. Counselors and teachers will be glad 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 average. Final grades are received in each course at the end of each semester and are permanent on the transcript.

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, freshmen must have earned 5 credits, sophomores must have earned 10 credits, and juniors must have earned 16 credits. Students who do not complete high school within 4 years may be placed in an alternative school during their 5th year.

Honor Roll

Students who earn a 90 or higher cumulative average for any one semester are recognized as JCHS Honor Roll Students.

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 96 or higher 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.

Senior Final Exam Exemptions

During the spring semester of their senior year only, students may exempt the final exam in any class in which they meet the following criteria:

1. an average of **85 or higher** in the seventeenth week and maintained through the end of the semester
2. No Honor Code violations in that school year
3. no more than three (3) absences from the class (excluding field trips) – ISS, OSS, excused, pre-approved, college visits and unexcused are all considered absences from class
4. no more than three (3) tardies to the class
5. seniors must attend and participate in class until the official exam days (short days) begin

Joint Enrollment Program with Colleges

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

Honor Code Against Academic Dishonesty

Remember our JCHS Core Value: INTEGRITY FIRST
Student assignments turned in for grading should be the sole work of that individual student. To prevent plagiarism, students may not collaborate or work with other students or adults on their assignments unless the teacher has given specific instructions to do so. This includes the sharing of information via personal electronic devices, in person, or by any other method. In an effort to encourage good study habits, fair competition, and positive development in the area of academics, the Johns Creek faculty supports a strong policy against cheating. Students found guilty of cheating will receive a grade of "0" on the assignment or test and will not be eligible to recover the grade. The assignment may not be made up (students having zero's are not eligible for recovery in that course). Membership in honor clubs could be jeopardized. **Students receiving an honor code violation will be assigned two days of Saturday School as a minimum.**

SCHEDULE CHANGES

Requests for schedule changes may only be considered for:

- a student who has failed a required course
- a student who fails to enroll in a required course
- inappropriate placement

Schedule changes will not be made after the second week of any semester. After the tenth day of any semester, students who sign up for an AP or Honors course are committed for the length of the course. When a schedule change occurs, any grade earned in the current course will follow the student to the new course.

Requests to change classes will not be granted for electives, switching lunch periods, or perceived teacher personality conflicts. Parents having concerns regarding student progress in a course should first contact the teacher of the course, the department chair, then counselor.

EXTRACURRICULAR ACTIVITIES

Membership announcements are made and posters go up throughout the year. Below are possible opportunities:

Arts	Gymnastics	Debate Team
Marching Band	Lacrosse	Equestrian Club
Jazz Band	Soccer	FBLA
Color Guard	Softball	Fencing
Drama	Swimming and	Hockey Club
Cultural Arts	Diving	Math Team
Programs	Tennis	National Honor
	Track	Society
Athletics	Volleyball	Newspaper/ Annual Staff
Baseball	Wrestling	Peer Diversity Group
Basketball		Red Cross Club
Cheerleading	Organizations	Student Council
Cross Country	Academic Bowl	
Football	Architect Club	
Golf	Beta Club	

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.
- Skirts/Dresses/Shorts must be as long as the student's longest finger when hands are held at sides, even if leggings are worn.
- No holes may be in clothing, even if leggings are worn.
- Tops must not be low-cut to the point of being revealing.
- No undergarments should be visible at any time. Pants must be worn at waist.
- No head gear, including, but not limited to, hats, hoods, athletic head bands, grooming aides, or sunglasses, may be worn in the building from arrival on campus in the morning until the dismissal bell.
- No bandanas will be worn/displayed at any time on campus.
- No personal listening devices may be worn/used except inside the cafeteria and in the courtyard – from arrival on campus in the morning through the dismissal bell.
- No clothing that resembles pajamas, lounge wear, or lingerie will be worn; this includes sheer clothing.
- No shoes resembling bedroom slippers may be worn.
- No depiction of alcohol, drugs, tobacco, weapons, gangs, or derogatory, inciteful, or sexually suggestive words, pictures, or symbols may be on, or a part of, any clothing or accessory.

A JCHS administrator will have absolute authority to enforce the spirit of these expectations. The decision of the administrator that this dress code has been violated is final.

A dress code ticket or personal listening device ticket may be written at anytime around the building when a dress code infraction or personal listening device infraction is noted.

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 a school-endorsed event
- 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. Show respect for others, yourself, and your school building.
5. 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.
6. Students may not leave campus once they have arrived unless they have checked out through the Attendance Office.
7. Students may not leave class for any reason without a pass/agenda that includes the student's name, the date, time, destination, and the teacher's signature indicating permission.
8. 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.

9. Students may only use personal listening devices during their lunch periods, before school, after school, and ONLY inside the cafeteria or in the courtyard.

10. Students who are serving Out of School Suspension are restricted from representing the school in the extracurricular activities of that day. Students serving In-School Suspension are restricted from extracurricular activities until the ISS term is complete.

11. Students are responsible for damage to or loss of their textbooks. Students are responsible for damage to school property.

Special Must-Read Discipline Policy Reminders

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: **Per Mr. Greene, any student found guilty of bullying or harassment will face elevated consequences on our JCHS discipline cycle.** 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

Per Mr. Greene: 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 face an automatic 10 day out-of-school suspension. We do not desire aggressive behavior under our roof or on our campus or at any school event at any time. Therefore, if it happens, the suspension time away from our campus is a mandate.

Personal Listening Devices

No personal listening devices may be worn/used except inside the cafeteria and in the courtyard and only at allowed times.

Cell Phone Policy

Cell Phones must be turned off and stored completely out of sight from arrival on school grounds and until the dismissal bell sounds. This is clear and simple.

If you chose to violate this simple rule, you must hand your cell phone over to any JCHS adult who makes that request. Confiscated cell phones may be picked up by the student in the Assistant Principals' Office after school between 3:25 and 3:45 p.m. on the day the phone was taken up. Any student who does not relinquish his or her cell phone to a requesting JCHS adult will be assigned two days of In-School Suspension.

Students caught using or having a cell phone visible will be given the following disciplinary consequences:

First offense-	1 day detention
Second offense-	1 day Saturday Opportunity School and phone call to parent
Third offense-	2 days Saturday Opportunity School, parent conference, and phone returned to parent only
Fourth offense-	1 day In-School Suspension and further parent conferencing

If a student allows another student to use his or her cell phone during school hours, then both students will serve Saturday Opportunity School at a minimum.

Personal Valuables at School

Do not bring any personal valuables to school. Loss or theft of personal items not necessary for the instructional day will not be routinely investigated. You bring personal valuables at your own risk.

No balloons will be delivered to students or allowed in the school building.

Fulton County BOE selected 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

Counselors provide the following services:

1. enrollment
2. testing
3. advisement concerning course selections
4. confidential counseling for personal issues
5. assistance in making personal and educational decisions
6. assistance with study skills improvement
7. provision of names of tutors
8. provision of college/career information and guidance

Counselors are assigned to students based on the first letter(s) of their last name:

A – Hi

Ho – M Willieneil French

O – Z

Graduation Coach

A graduation coach is 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:

1. Except in emergency situations, students should make an appointment to see a counselor. Students may schedule an appointment in the Counseling Office before school begins, during their lunch period, or after school is dismissed.
2. 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.
3. 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 College and Career Center is an integral part of the counseling services offered to all students. The goal of the center is to assist students in exploring career options and mapping a route to achievement via further education or training. Students explore careers, college and technical school options and military programs here.

Transcripts

There is a \$2 charge for each official transcript request. Students may also purchase an official transcript, envelope, and stamps for \$5. Inquire through the Counseling Office.

Graduation Participation and GHS GT

Students will not be able to march at the graduation ceremony if they have not passed all five sections of the GHS GT and all required courses. This is a system policy.

GHS GT Waivers and Variances

On December 7, 2005, the State Board of Education passed a new rule relating to waivers and variances of the Georgia High School Graduation Tests and the Georgia High School Writing Test. The state has added the opportunity to request a "waiver" which means that they will not apply all or part of the requirements of the GHS GT/GHS GTW or a "variance" which means that they will modify all or part of the literal requirements of the GHS GT/GHS GTW rule. Interested parents may gather additional information from this website: <http://public.doe.k12.ga.us> or contact the Student Testing Office at 404-763-5600 ext. 143. Parents may contact their student's counselor first to discuss possible eligibility. Then the official application process begins when parents send a formal request to the Superintendent's office. Deadlines exist.

MEDIA CENTER

The Media Center is open, as a minimum, from 8:00 a.m. – 4:00 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, drinking, using cell phones, listening devices, and playing games are not permitted in the media center, regardless of the hour of the day.

Visiting the media center

Students are welcome in the Media Center before 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** school pass (their **own** agenda, or the official school 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 must pre-arrange for a lunch period pass. To visit during lunch periods, students may pick up a daily lunch pass between 8:00 a.m. and the school start bell or use an official school hall pass signed by their teacher prior to their lunch period. Once students are signed into the Media Center, they are expected to remain there unless they are returning to the cafeteria for lunch. Students are not allowed to leave for the restroom or to go to the academic floors during lunch.

Computers in the Media Center

Students must have a signed “acceptable use agreement” form on file to use school computers. One student per computer is permitted; grouping around computers is not permitted.

Book check-out

Books may be checked out for two weeks, and may be renewed once. 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 used 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.

At the end of each semester, students must return all Media Center materials and clear all fines. Reminder notices of fines or overdue materials are distributed to students periodically throughout the semester. 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.

CURRICULUM- For Class of 2010 and 2011:

College Preparatory Seal of Endorsement

College Preparatory students must take four years of mathematics, including at least one each of algebra and geometry. Two units in one language are required to satisfy the foreign language requirement. **College Preparatory with Distinction** will be awarded to all college preparatory students who earn a total of 24 units with the two additional units in the "state core" (language arts, math, science, social studies, world language, fine arts) and who maintain an 80 cumulative average in the "core."

College Preparatory – Credits needed

Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Health & Physical Ed.	1
World Language	2
Two years of the same language	
Fine Arts and/or Career/Technology and/or	
Level III or above World Language	1
Electives	4
TOTAL	22

Career Technology Seal of Endorsement

Four units must be earned in occupational programs, at least three of which must be earned in one area from among the following offered at JCHS: business, family and consumer science, pre-engineering, drafting, information technology, broadcast video production, and sports/event marketing.

Career/Technology – Credits needed

Language Arts	4
Mathematics	3
Science	3
Social Studies	3 (continued next page)

Health & Physical Ed	1
Career Technology	4
Career/Technology Core	3
Selectives	1
Fine Arts and/or Career/Technology and/or	
Level III or above Foreign Language	1
Electives	3
TOTAL	22

Curriculum – For Class of 2012 and beyond:

One diploma - Credits needed

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

COMPUTER USE

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 computer work must be curriculum related. 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.

FUND RAISING 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 signed by the School Sponsor and the Principal.
- Reimbursements will be made only with prior written approval. Fill out the requisition for a school check prior to making any purchase.
- Deposits should be made as collected-Nothing paid for with cash from a deposit
- All transactions should run through the bookkeeping office so that all monies are accounted for on the ledger for the club.

- 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 signature
 - 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.

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 semester basis to those who qualify. 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.

It is the student's responsibility to apply for a parking permit. **Early release students, work study, and those on hardship or open enrollment do not have priority or guaranteed status and must meet all the requirements for parking.** Parking is based on the student's grade level, attendance and discipline record from the previous semester. Parking permits will be issued to seniors, and then juniors who qualify and have submitted an application prior to the deadline. Students who fail to meet application deadlines and/or complete necessary paperwork may not be considered for a parking permit.

Requirements for eligible students for a semester parking permit:

- Complete a permit application form
- Legible copy of applicant's driver's license
- \$50.00 Check made payable to Johns Creek High School or cash on the permit issue date

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

Student drivers who receive a 6th tardy in the semester, a 6th unexcused absence in a semester, leave campus without permission, 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.

Students enrolled in an early release or work study program who do not meet set application deadlines or requirements will not be eligible for a parking permit.

Parking permits will be issued based initially on the previous semester's attendance ranking, as follows:

1. Seniors with perfect attendance
2. Seniors with 1 absence
3. Seniors with 2 absences
4. Seniors with 3 absences
5. Seniors with 4 absences
6. Seniors with 5 absences
7. Juniors with perfect attendance
8. Juniors with 1 absence...and similar

The second basis for the extension of the parking privilege at Johns Creek High School is a student's discipline record. Students who participate in any activity that results in out-of-school suspension for the previous semester may be denied the JCHS parking privilege. To be sure of parking eligibility, a student should never receive out-of-school suspension.

A parking hardship committee will review exemption requests from the priority rankings. Students may request absence exemptions for documented extended medical situations or death in the immediate family. Requests including appropriate documentation must be submitted in writing with the application. Hardship requests that do not have complete documentation or are not received prior to published deadlines will not be considered.

Absences due to religious holidays are not considered in calculating the parking rankings. It is not necessary for a student to petition the hardship committee concerning religious holidays if a note signed by a parent/guardian was presented to the Attendance Office upon the student's return.

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 1,000 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, truancy, and unauthorized presence in a restricted area.

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 towed or booted at owner's expense.**
2. Students are not to park in any space marked FACULTY, HANDICAPPED, or VISITOR. Illegal parking will result in loss of permit, booting and/or towing.
3. Students who drive to school must accept responsibility of being on time to school. If a situation occurs that requires a student, who holds a valid parking permit, to drive a car to school other than the JCHS registered vehicle, the student must obtain a temporary permit from the front office. Late passes will not be issued to students who are requesting temporary permits. The sixth tardy may jeopardize all parking privileges for an entire semester – no refunds.
4. 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.

5. Students will observe a 10 mile per hour speed limit while on school grounds. Students, who drive recklessly on school grounds, or within 1,000 feet of the school grounds, are subject to disciplinary action and/or loss of parking permit.
6. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, another student's property, or contraband might be present in the vehicle. The school will conduct regular drug dog checks of the parking lots and exterior of cars. Failure to comply with a vehicle search may result in permanent forfeiture of parking privileges and the notification of local police if school officials believe a crime has occurred.
7. 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, which could include an interruption of parking privileges.
8. 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. This rule includes temporary permits.
9. Parking is assigned on a semester basis. Obtaining a permit for the first semester in no way implies that the student will be eligible for a second semester permit.
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.** The exception to this rule will be our opening year, fall 2009. We will conduct the parking permit application process at the start of school.
11. Students receiving parking permits accept responsibility for following all parking rules and regulations. Suspension of driving privileges, towing, booting, and/or suspension from school may occur when violation of these rules occurs or when defined attendance standards are not met. Any car that is parked illegally is subject to towing by A-Tow (770-475-1810) or booting at **owner's expense**.

