



2011 -2012

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!

Students will receive an orientation through their class during the first days of the school year to further reinforce understanding of the expectations and rules outlined in these pages.

For further information, also consult the school web site at:

<http://www.johnscreekhs.net>

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

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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

digits represent the exact room number and flow numerically along a hallway or within a classroom block. Ex: 2137

ADMINISTRATORS

Mr. Buck Greene	Principal
Ms. Caren Hudson	Assistant Principal
Mr. Michael Inseher	Assistant Principal
Mr. Patrick Martin	Assistant Principal
Not known at printing	Assistant Principal

GUIDANCE COUNSELORS

Mr. Willieneil French	Department Chair
Ms. Allison Edwards	Counselor
Mr. Patrick Greenaway	Counselor
Mr. Jay Mercer	Counselor
Not known at printing	Counselor
Not known at printing	Graduation Coach

FACULTY / STAFF

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

Consult web site at: www.johnscreekhs.net/Staff OR

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	8:30 – 9:35
Second Period	9:40 – 10:35
Third Period	10:40 – 11:35
Fourth Period	11:40 – 12:35 4A Class
	11:40 – 12:20 Lunch for those with B Class
	12:25 – 1:20 4B Class
	12:40 – 1:20 Lunch for those with A Class
Fifth Period	1:25 – 2:20
Sixth Period	2:25 – 3:20

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

Other special bell schedules will be posted in each classroom.

ATTENDANCE

Anything less than perfect attendance may have a negative effect on the grade and learning for the semester. Our parental portal software 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 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 tenth absence in any class period, a doctor's note may be required to excuse any further absence.

Students may make up all work missed on an excused absence. Work assigned during the excused 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.)

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.

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 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 (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 semester. **Pre-approved absences are counted in total absences for spring semester for final exam exemptions for seniors.**

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 3:10 p.m. daily. Students must bring a parent-signed check-out note to the attendance window **prior to 8:20 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 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 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 are suspended.** Excessive tardies to school will result in a referral to the school social worker and assistant principal.

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

- First Tardy -warning to student
- Second Tardy -warning to student
- Third Tardy -one day of Saturday School
- Fourth Tardy -one day of ISS –recorded in student discipline record
- Fifth 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. During instructional time, students should be nowhere in the building beyond their assigned classroom or anywhere on campus without a signed hall pass. A class cut 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.

Work missed during a class cut may be penalized 10% off the maximum value of the graded assignment.

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 in order

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 upon return to school. If a doctor's care is to continue after returning to school, a family meeting with the school nurse 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.

2011-2012 STUDENT TESTING CALENDAR

September 27	Georgia High School Writing Test, 11 th Grade
October 12	PSAT, 9 th -11 th Grade students
December 12-15	State End-of-Course Tests (selected courses)
December 20-22	Final Exams*
March 19-23	Georgia High School Graduation Test, 11 th Grade
April 30-May 4	State End-of-Course Tests
May 7-18	Advanced Placement Exams
May 16-18	Final Exams*

***Please note these required testing days when making family absence plans.**

2011-2012 SCHOOL CALENDAR

August 15	First Day of Fall Semester
September 5	Labor Day Holiday
October 17	Teacher Workday –student holiday
November 23-25	Thanksgiving Holidays
December 20, 21, 22	Final Exams*
December 22	Last Day of Fall Semester
DEC 23 thru JAN 3	Winter Break
January 4	Teacher Workday –student holiday
January 5	First Day of Spring Semester
January 16	Martin Luther King, Jr. Holiday
February 17 and 20	Presidents' Day Holiday
March 9	Teacher Workday –student holiday
April 2-6	Spring Break
May 16, 17, 18	Final Exams*
May 18	Last Day of School

***Please note this school year calendar when making family absence plans. Do not plan absences during final exams 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

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.

Students in Advanced Placement courses and courses with a state end-of-course test will continue meaningful course-related activities through the normally-scheduled final exam day. Seniors who meet criteria may still exempt, but they participate in class up until the scheduled final exam day.

Johns Creek High School Recovery Policy

All students and parents are strongly encouraged to sign up for the web-based program for monitoring grades: Home Access Center. Students should check their averages frequently and see their teachers if they become concerned with their academic performance.

Recovery is an additional opportunity for students to demonstrate mastery of content standards. If a student's cumulative course average falls below a 75, the student may be eligible for recovery. Students who successfully demonstrate mastery will not only improve their cumulative average but will be more prepared to succeed in the course.

1. Recovery is for students who, despite a conscientious effort and communication with their teachers, have failed

to demonstrate satisfactory understanding of course goals as measured by a major assessment. It is not for the student who has been failing for many weeks and then wishes to recover during the final days of the course.

2. Students may initiate recovery on major assessments starting with the second major assessment of the semester as long as they have made a legitimate effort to meet all course requirements including attendance. Unexcused absences may prevent this opportunity.
3. So that students stay focused on the content at hand and don't become overwhelmed and fall too far behind, they must initiate recovery on a major assessment within five school days of being informed of the grade on that assessment.
4. To best prepare students for the recovery assignment and set them up for success, students will be required to complete all assignments for the unit (even if they do not receive credit). They may also be required to attend a morning or afterschool help session or complete re-teaching activities before the recovery assignment is given. The format of the recovery assignment may be different from the format of the original assessment.
5. The effect the recovery assignment will have on the student's course grade will be determined by each department and will be stated in the course syllabus. After successful completion of the recovery assignment, options for grading may include setting a maximum grade for recovery, averaging the recovery grade with the original assignment, or changing the original grade to passing.
6. If an honor code violation is the reason why a student's average has dropped below a 75, the student is not eligible for recovery. A zero assigned for an honor code violation may never be recovered.
7. All recovery work must be completed 10 days before the end of the semester.

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 our parent portal software 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.

Parent Grade/Classroom Performance Inquiries

When parents have an inquiry regarding any class work or grade of their son or daughter, the request should first be made to the teacher concerned. Teacher email addresses may be obtained on the school web site or by calling the front office. The next step after an email correspondence or telephone call to the teacher is to arrange a parent-teacher conference for further understanding; the teacher may confirm those meeting appointments directly with parents or the front office or counseling may assist with that scheduling. After meeting directly with the teacher concerned, if questions remain, the parent should correspond with the department chairperson. If further assistance is needed, the parent escalates the inquiry to the counselor and then 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, and 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 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 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. 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 that the curriculum assistant principal must approve after receiving a written explanation from a parent/guardian at least two weeks prior to the final exam. If a student is absent during final exams due to illness, he/she must provide a note from a doctor and notify the teacher prior to the exam beginning. Senior exemptions are only for Spring Semester. Final exam dates are listed in the testing calendar and school calendar in this publication.

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. Students who qualify for an exemption may attempt the final exam, but will not be penalized if results of the final exam lower the final course grade.

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 in that semester (excluding field trips) – excused, pre-approved, college visits and unexcused are all considered absences from class
4. no more than three (3) tardies to the class
5. no ISS or OSS during that spring semester
6. seniors must attend and participate in class until the official exam days (short days) begin

Dual 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

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 during any assessment without the explicit direction from the teacher. Violating this requirement may 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. 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. Additionally, an honor code violation form may be filed with the administrator and become part of a student's disciplinary record. Students may face disciplinary action beginning with two days of Saturday School. For one calendar year from the date of the incident, 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 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

Student requested schedule changes will not be made after the first 15 days 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, then the department chair, then the counselor.

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. See the school web site for 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.
- Skirts/Dresses/Shorts must be as long as the student's longest finger when hands are held at sides, even if leggings are worn. If leggings are worn alone with a top, your top must meet the fingertip rule.
- Clothing may not be revealing – Some examples include: holes above the knee, low-cut tops, bare midriffs, exposed backs or shoulders, sheer clothing
- 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 the beginning of first period until the dismissal bell.
- 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, inciteful, 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

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

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

Simply possessing a “cover-up” does not excuse the dress code violation and does not forgive the dress code ticket.

Students who violate the dress code may be placed in ISS 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. 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 not use cell phones or any personal listening devices from the first period tardy bell until the end-of-day dismissal bell. Between those bells those items must be turned off and stored completely out of sight.**

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: **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.

If a student chooses to participate in any social networking site outside of school, the school has no disciplinary authority over this use unless there is a violation of state or federal law.

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.

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.

Cell Phones and Personal Listening Devices

Students may not use cell phones or any personal listening devices from the first period tardy bell until the end-of-day dismissal bell. Between those bells those items must be turned off and stored completely out of sight. If these items are seen at all by a JCHS staff member during the school day, you have violated this very clear rule. These items may be used on campus prior to the first period tardy bell and after the dismissal bell.

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 a parent only, on the following school day, in the Front Office after school between 3:45 and 4:00 p.m. daily. A confiscated cell phone may only be released to a parent. A confiscated cell phone will be held by the school until the following school day at 3:45 p.m. The second offense and subsequent offenses will result in the school holding the cell phone for five school days. Repeat offenders will be assigned Saturday School, In-School Suspension, or further discipline at the discretion of the administrator. **Any student who does not relinquish his or her cell phone to a requesting JCHS adult will be assigned three days Out-of-School Suspension – it escalates to insubordination versus a cell phone violation.**

If a student allows another student to use his or her cell phone during school hours, then both students will suffer consequences.

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. You bring non-instructional personal valuables at your own risk.

Deliveries to Students

Non-essential, non-academic 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 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.

No balloons will be delivered to students during the school day. Balloons may not be carried around the building during the school day.

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

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 grade level and/or the first letter(s) of their last name:

Mr. Willieneil French	Counselor
Ms. Allison Edwards	Counselor
Mr. Patrick Greenaway	Counselor
Mr. Jay Mercer	Counselor
Not known at printing	Counselor
Not known at printing	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 their 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, 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 \$5 charge for each official transcript request. Unofficial transcripts are free. Inquire in the counseling office for more information.

Copies of Enrollment Documents

Guidance and Counseling will provide copies of documents in the student enrollment record. The cost for this service is \$1.00 per item.

Graduation Participation and GHS GT/EOCT

Students will not be able to march at the graduation ceremony if they have not passed all five sections of the GHS GT OR the possibly required EOCT and all required courses. This is a system policy. This policy is transitioning over the next four school years and counselors will educate students on these graduation requirements regarding the GHS GT and EOCTs.

GHSGT 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 GHSGT/GHSGTW or a "variance" which means that they will modify all or part of the literal requirements of the GHSGT/GHSGTW 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 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, drinking, using cell phones, portable 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, 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** 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 7:45 a.m. and the school start bell at 8:25 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. It is expected that each student will be familiar with 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.

At the end of each school year, 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 year. 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 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.

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 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 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

*Absences are all-day absences. Missing 4 or more periods a day constitutes an all-day absence.

The second basis for the extension of the parking privilege at Johns Creek High School is a student's discipline record. Students who have received out-of-school suspension during the previous semester will be denied the JCHS parking privilege. However, a written appeal can be filed for the parking committee to review. To be sure of parking eligibility, a student should never receive out-of-school suspension.

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

Requesting Parking Exemptions

A parking hardship committee will review exemption requests from the priority rankings. Students may request absence exemptions for documented extended medical situations. 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, school activities or death in the immediate family are not considered in calculating the parking rankings. It is not necessary to petition the hardship committee concerning religious holidays or death in the family 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 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.

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.

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. **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 in 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, booting and/or towing.
4. 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.**
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 feet of the school grounds, are subject to disciplinary action and/or loss of parking permit.
7. 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.
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, which could include an interruption of parking privileges.

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. This rule includes temporary permits.
10. 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.
11. The parking fee must be paid when the parking permit is issued. **A student may NOT drive to school until displaying a valid permit.**
12. 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 or booting at **owner's expense**.