

# **NGHS**

# **Student Handbook**

# **2017-18**

**NORTH GWINNETT HIGH SCHOOL**

20 LEVEL CREEK ROAD, N.E.

SUWANEE. GEORGIA 30024

(770) 945-9558

(770) 271-5185 (FAX)

NGHS WEB SITE: <http://www.northgwinnett.com>

**NGHS ADMINISTRATION**

Mr. Nathan Ballantine . . . . .Principal

**ASSISTANT PRINCIPALS**

Dr. Jill Chalk. . . . . Director of Curriculum  
Mr. Brad Siegfried . . . . . Director of Student Services, 11 &12<sup>th</sup> Grade  
Dr. Matt Champitto. . . . . Athletic/Activities Director  
Mrs. Kirsten Baker. . . . . Student Leadership Coordinator  
Mr. Doug Britten. . . . . Attendance  
Ms. Krista Herron. . . . . Curriculum & Scheduling  
Mrs. Emily Lough. . . . . Testing Coordinator  
Mr. David Strickland. . . . . Community School Director  
Ms. Teresa Siebenbruner. . . . . Special Education Support  
Mrs. Lin Wilkins Thornton . . . . . Intervention Coordinator

**STUDENT SERVICES SUPPORT**

9<sup>th</sup> Grade A- L.....Doug Britten                      9<sup>th</sup> Grade M-Z.....Lin Thornton  
10<sup>th</sup> Grade A-L.....Teresa Siebenbruner              10<sup>th</sup> Grade M-Z.....Matt Champitto  
11<sup>th</sup> Grade all.....Brad Siegfried                      12<sup>th</sup> Grade all.....Brad Siegfried

**Counseling and Guidance**

Mr. Corban Cofer. . . . . A - Dd  
Mrs. Kim Russell. . . . . De - I  
Mrs. Michelle Bruzan. . . . . J - Mc  
Mrs. Kim Geer. . . . . Md - Sa  
Ms. Whitley Greene. . . . . Sb - Z  
Mrs. Ellie Burton. . . . . 9<sup>th</sup> grade Counselor  
Mrs. Kristin Gresham. . . . . Special Projects

**OFFICE PHONE NUMBERS**

Athletic Office	Dr. Matt Champitto	770-271-5140
Attendance	Mrs. Joni Baraban	770-271-5168
Bookkeeper	Mrs. Tammy McKendree	770-271-5176
Community School	Mr. John Mize	770-271-5179
Counseling Office	Mrs. Julie Blackwell/Diane Roland	770-271-5165
Curriculum Office	Mrs. Michelle McHugh/Mrs. Roxane Shimmin	770-271-5159
Main Desk	Mrs. Dotti Leamon	770-945-9558
CLC	Mrs. Patti Bramblett	770-271-5151
School Clinic	Mrs. Erin Dopp	770-271-5145
School Resource Officers	Mr. Warren Young	770-271-5186
	Mr. Nathan Ruiz	770-614-1905
Special Education Office	Mrs. Zena Crawford	770-271-5181
Student Services, 9 <sup>th</sup> Grade	Mrs. Carol Martin	770-271-5183
Student Services, 10 <sup>th</sup> - 12 <sup>th</sup> Grade	Mrs. Kathy Johnson	770-271-5140

**The Gwinnett County Public Schools Web Page address is:**

[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

### **GWINNETT COUNTY SCHOOL SYSTEM GOALS**

1. Gwinnett County Public Schools will ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
2. Gwinnett County Public Schools will ensure a safe, secure, and orderly environment for all.
3. Gwinnett County Public Schools will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
4. Gwinnett County Public Schools will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
5. Gwinnett County Public Schools will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
6. Gwinnett County Public Schools will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
7. Gwinnett County Public Schools will apply continuous quality improvement strategies and principles as the way the organization does business.

### **GWINNETT COUNTY BOARD OF EDUCATION**

**CEO/Superintendent**      **Mr. J. Alvin Wilbanks**  
Board Member, District I    Mrs. Carole Boyce  
Board Member, District II   Mr. Dan Seckinger  
**Board Member, District III** **Dr. Mary Kay Murphy**  
Board Member, District IV   Dr. Robert McClure  
Board Member, District V   Mrs. Louise Radloff

### **STUDENT CODE OF ETHICS**

#### **As a North Gwinnett High School Student...**

1. I will be honest in my statements and actions.
2. I will respect myself, the school staff, and fellow students.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.
9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

**BELL SCHEDULE**  
**Regular Bell Schedule (Monday, Tuesday, Thursday, Friday)**

First Period	7:10 – 8:04
Second Period	8:12 – 9:04
Third Period	9:12 – 10:04
Fourth Period	10:12 – 11:04
Fifth Period	11:12 – 12:04
Sixth Period	12:12 – 1:04
Seventh Period	1:12 – 2:10

**Advisement/Mentoring Bell Schedule (Wednesday)**

First Period	7:10 - 7:57
Second Period	8:05 - 8:52
Third Period	9:00 - 9:47
<i>ADVISEMENT</i>	9:55 - 10:30
Fourth Period	10:38 - 11:25
Fifth Period	11:33 - 12:20
Sixth Period	12:28 - 1:15
Seventh Period	1:23 - 2:10

**Please note: The hour provided for lunch is to take care of school business (academic assistance, interventions, etc.) during the school day.**

**General Information**

***ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS***

See pages 17 for information in detail.

***ACT***

North Gwinnett HS is a testing site for the ACT. Please see your guidance counselor or [ACT/collegeboard.org](http://ACT/collegeboard.org) for specific information regarding registration and/or testing dates.

***ADAP CERTIFICATES***

Students who are enrolled in Health are taught the drug and alcohol awareness course by the Georgia State Patrol. Students must be present each of the four days the course is taught and present to take the test for the ADAP certificate. Those students who pass the test are issued an ADAP certificate by the State Patrol. If a certificate is lost, a replacement certificate will be issued within 24 hours for a cost of \$5.00. Please see Mrs. Leamon or Mrs. Baraban at the Front Desk.

***ADVISEMENT***

It is the goal of NGHS to provide an adult mentor for every NGHS student. The faculty and counselors work closely together to provide support to individual students. Time is built into the schedule for Advisement lessons once a week. Ninth grade students will have freshman mentors assigned to their advisement class. Grades 10-12 advisors are assigned by student interest.

***AFTER SCHOOL HOURS (Students on campus)***

Students are to be supervised in activities after school hours. After 2:30 p.m., students waiting on transportation are to do so in the front area of the school only OR in an area designated and supervised directly by students' sponsor or coach.

### ***AFTER SCHOOL PARTICIPATION***

Students missing more than 3 periods in a day need special permission from principal or designee to participate in or attend after school athletic/activities.

## ***ATTENDANCE PROCEDURES***

### **ABSENCES FROM SCHOOL**

When a student is absent from school, parents should attempt to notify the Attendance Office at (770)271-5168 between 7:00 A.M. and 10:00 A.M. **Students arriving on campus after 7:25 A.M. must sign in at the Attendance Office before proceeding to class.** Any student leaving campus after they have arrived on campus must check out in the Attendance Office. For an absence to be excused, the student must bring a signed note from a parent or guardian within 10 school days of returning to school from the absence, stating the reason for the absence. The note is to be brought to the Attendance Office and can only be written for the current semester. The absence can be classified "Excused" only if it is covered by one of the following areas as defined by Georgia Law: student illness, immediate family illness, government order (ex. jury duty, court date, military deployment of immediate family, etc.), medical/dental appointments, death in the immediate family, voter registration, weather conditions, and/or recognized religious holidays. No excuse note will be accepted after 10 school days. For an absence to be excused, parent and/or formal documentation (doctor note, court documentation, etc.) can be provided for the listed areas up to 15 total absences per school year; thereafter, for an absence to be excused, **ONLY** appropriate formal documentation will be accepted (doctor note, court documentation, etc.). **Please Note:** If a student is more than 20 minutes late for a class, the student is considered absent from that class.

**\* Students may be withdrawn for nonattendance after 10 consecutive unexcused absences.**

### **PREARRANGED ABSENCES**

If a student and parent know in advance of an upcoming absence, you are encouraged to notify the attendance office and contact the student's individual teachers.

### **CHECK IN/CHECK OUT**

**Any student who needs to leave campus during the day for any reason must check out in the Attendance Office.**

Failure to check out through the Attendance Office may be considered an AWOL and failure to follow written directions. If you know you will be checking out during the school day, drop off a note in the Attendance Office prior to 7:10 A.M. with a parent contact number to verify the note. Contact with a parent or guardian will be required. A clinic card, complete with parent contact information and persons designated by parent to pick up student, must be on file before a student is allowed to check out. Anyone checking a student out should be prepared to provide picture identification at the time of check out. Students will only be permitted to check out with/through persons who are listed on contact information on file with the school. There are no check outs after 1:30 p.m.

### **TARDY TO CLASS**

At NGHS a student is considered tardy to class if he/she arrives after the tardy bell. If the tardy bell has rung, students should report to the tardy kiosks located outside 801 and the Front Desk. Tardies will be addressed in accordance with the NGHS Tardy Policy. If a student arrives to class after the tardy bell, we consider this to be a classroom disruption. **Please Note:** If a student is more than 20 minutes late for a class, the student is considered absent from that class..

### **TARDY/UNEXCUSED CHECK-IN POLICY – (CUMULATIVE PER SEMESTER)**

- (1-6) Warning with Documentation
- (7-9) 1 Day Restricted Lunch (Per Tardy)
- (10-12) 5 Days Restricted Lunch (Per Tardy)
- (13-15) 4 hour Saturday School (Per Tardy)
- (16+) Referral to Administration for OSS (Per Tardy)

### **TRUANCY (AWOL)**

Students who skip a class, leave campus without checking out, or who have an unexcused absence that has not been prearranged will be considered truant and be subject to disciplinary measures. Once a student leaves home to go to school, the student is considered to be at school and must obtain administrative permission in order to leave campus, even if classes have not begun. Students found in unauthorized areas will be regarded as truant. Contrary to popular belief, there are no approved "skip days."

**BEHAVIOR / DISCIPLINE**

**APPLICATION OF GCPS BOARD OF EDUCATION STUDENT CONDUCT BEHAVIOR POLICY**

The following rules apply when a student(s) is (are):

1. On the school grounds at any time
2. Off school grounds at a school bus stop, on a school bus, at a school activity/function/event;
3. When either the alleged perpetrator or the alleged victim is en route to and from school or school function/activity/event;
4. Off school grounds when the behavior could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process; (O.C.G.A. 20-2-751.5)
5. Off school grounds while the student is participating in or attending school-sponsored or school-related activities such as field trips, conference or athletic events; or is otherwise subject to the jurisdiction of school authorities;
6. Off the school grounds when the misconduct is directed at a school student or employee and is related to the victim's school affiliation, or when the off-campus conduct directly affects the safety and welfare of the school community or the orderly mission and function of the school; and
7. Off the school ground and when a student leaves without permission (AWOL) of a school official or any Time Rule 10 would apply.

**CONSEQUENCES OF STUDENT MISCONDUCT**

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, but is not limited to, a student conference, parent conference, before or after school or lunch detention, in-school suspension, Saturday school, out-of-school suspension up to nine days, or a referral to a Student Discipline Hearing, which may result in a long-term suspension or expulsion. Depending upon severity of the offense, Safety and Security Department may be contacted for referral to law enforcement officials. Please refer to, and review carefully, the GCPS Student/Parent Handbook distributed at beginning of school year for additional information.

**STATEMENT OF STUDENT MISCONDUCT**

These rules are designed to notify students of the types and ranges of behaviors that are unacceptable; nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

- |         |  |
|---------|--|
| RULE 1  | DISRUPTION AND/OR INTERFERENCE WITH SCHOOL                                       |
| RULE 2  | DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY, ABUSE, THREATS AND INTIMIDATION        |
| RULE 3  | DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY  |
| RULE 4  | ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE  |
| RULE 5  | ABUSE, ASSAULT OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON |
| RULE 6  | WEAPONS, DANGEROUS INSTRUMENTS AND/OR EXPLOSIVE, IMPLOSIVE DEVICES               |
| RULE 7  | DRUGS, ALCOHOL AND TOBACCO   |
| RULE 8  | DISREGARD OF DIRECTIONS OR COMMANDS  |
| RULE 9  | INDECENCY/SEXUAL MISCONDUCT  |
| RULE 10 | UNEXCUSED ABSENCES   |
| RULE 11 | OTHER CONDUCT, WHICH IS SUBVERSIVE TO GOOD ORDER                                 |
| RULE 12 | REPEATED VIOLATIONS OR MISBEHAVIOR   |
| RULE 13 | BUS DISCIPLINE   |

*Description of rule violations are listed for informational purposes only. For detailed information please refer to the GCPS Student/Parent Handbook.*

### ***BUS LANE***

For campus safety and security, the bus lane is not open to outside traffic at all.

### ***BUS TRANSPORTATION***

Students who need to know what bus route to ride need to go to the Front Desk **before the end of the school day**. Contact Missy Griner at 678-482-1048 with any additional questions or specific concerns. Behavior at school bus stops falls under the jurisdiction of GCPS rules for student conduct and is subject to school disciplinary actions. School Bus Safety Procedures are posted on all GCPS school buses and printed in all GCPS Student/Parent handbooks. Students must have a bus note signed by the front desk staff before 7:10 of the same day they are requesting permission to ride a bus other than their assigned bus.

### ***CAFETERIA***

Please see Mrs. Perry, the cafeteria manager, to receive an application for free and reduced lunches. School breakfasts cost \$1.50 and lunches cost \$2.50. Students are encouraged to set up a meal pay account at [www.mealpay.com](http://www.mealpay.com). Please note lunches cannot be charged.

### ***CAREER CENTER***

Students are encouraged to visit the Career Center in the Counseling and Curriculum Office before and after school or during lunch.

### ***CELL PHONES/ELECTRONIC DEVICES***

**NGHS students are repeatedly told the phone policy during announcements and lunch lecture series.**

Cell phones, iPods and the like may be used:

- (1) As educational tools as directed by teacher
- (2) Between classes but must be **TURNED OFF** and put away as soon as they enter a classroom
- (3) During lunch except during presentations
- (4) Before/After school

Under no circumstances, are students to take pictures and/or video footage of students/staff without express permission given by all the subjects in the picture/video. Cell phones and/or any devices with photo/video/internet capabilities may never be on student's person during any assessment. If a student violates these rules, there will be a discipline referral and loss of electronic privileges on campus.

Student's leaving class during instructional time are expected to leave cell phones with the teacher.

**North Gwinnett High School is not responsible for items that may be lost or stolen on campus. It is the responsibility of students to secure these items of value.**

Other electronic devices may be approved on an individual basis. See grade level administrator.

*Any electronic device being used inappropriately during class will be confiscated and turned over to grade level administrative office. Appropriate consequences will apply and result in disciplinary actions.*

**Parents may pick up confiscated items the next school day in the Front Office AFTER 2:30.**

### ***CHOICE BOOK***

Students and parents should refer to the Gwinnett County High School's *Choice Book*, a preparation and planning guide for students and parents, for detailed information on academic matters and graduation requirements. This resource is available at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us).

### ***CLASS CHANGE***

This time is provided to transition from class to class or for locker/restroom visits. This is not a time to be loitering; students need to be moving toward THEIR next period classroom.

### ***CLASS RANK***

Class rank is based on cumulative grade point average (GPA). The student class rank is listed on the bottom of his/her transcript. For graduation purposes, the grade point average after completion of the fall semester of the senior year will be used to determine class rank.

### ***CLC (formerly known as Media Center)***

#### **Hours:**

Monday-Thursday 6:00 a.m. – 2:45 p.m.

Friday 6:00 a.m. – 2:30 p.m.

An authorized hall pass is required except during lunch when media center is open.

No food, drink, or gum is allowed. Students are to return to classroom five minutes before class period ends.

#### **Circulation**

General books 14 day checkout period **Fines:** 10 cents per day overdue fine

### ***CLINIC***

Students must have a teacher-signed pass to go to the clinic unless otherwise pre-arranged with school nurse. ALL student medications, including over-the-counter/non-prescription medication (aspirin, Benadryl, etc.), must be recorded, stored and administered in the school clinic.

### ***CODE OF ACADEMIC INTEGRITY***

North Gwinnett has an established Code of Academic Integrity. This covers many different aspects including Homework/Classwork, Test/Quizzes, Research Papers/Essays, Media Center/Computer Labs, etc. The Code of Academic Integrity establishes definitions, violations and penalties that may apply. Students are violating the Code of Academic Integrity whenever they turn anything in that is not their own original work for a grade.

In essence, the Code of Academic Integrity reflects the credo that “Bulldogs do not lie, cheat, or steal, nor do they tolerate these behaviors in others.” Please refer to the school website [www.northgwinnett.com](http://www.northgwinnett.com) to read the NGHS Code of Academic Integrity in its entirety. **Students who are found in violation of the Code of Academic Integrity during their Junior or Senior year, and are suspended from school for the violation, will not be eligible for Honor Graduate status and seniors will lose exam exemptions.**

### ***COLLEGE VISITS***

Junior/Seniors in good standing have the opportunity to visit colleges. Juniors are permitted one visit and seniors are permitted two visits throughout the school year. All visits must be arranged with three days prior notice to the visit. Good standing is defined in terms of academic attendance and discipline record. If there are negative records in any of these areas, permission may not be granted for college visits during school hours. College visit forms can be picked up in the Counseling and Curriculum Office. All forms must be verified by the college and returned to the Career Specialist to receive an excused absence.

### ***COMMUNITY SCHOOL***

The community school program at North Gwinnett offers after school and weekend opportunities for recreational, personal enrichment and vocational classes. A wide variety of activities gives citizens an opportunity to use the public school buildings and facilities during these times. Please refer to the website to discover classes and activities that interest you. The community school office is located in the front administrative suite at North Gwinnett High School.

### ***COUNSELOR ASSIGNMENTS***

North Gwinnett High School will have six professional counselors this school year. The counselors plan and implement activities throughout the year. ***Get to know your counselor. The counseling office is very important to all students because it is a place where anyone can go for assistance.***

Counselors are available every Tuesday in the commons area during lunch to assist students. The counselors can also schedule appointments for students and parents; appointments can be made in the counseling office. Students in grades 10 through 12 are assigned to counselors by last name. Ninth grade students are assigned to Ms. Kimberly Russell located in Room 206.

### ***DRESS CODE***

No student shall dress in such a way as to distract from the learning process of other students. Clothing which reveals undergarments, including sports bras/bralettes or overexposes ones' body is not allowed. **Clothing must cover cleavage, midriffs and/or buttocks.** Articles of clothing that have words or designs that suggest obscenity, drugs, alcohol, weapons and/or gang behaviors are prohibited. Health regulations and safety factors require that shoes be worn at all times at school. Students are not to bring blankets to school. **Baseball caps of any type should not be visible on campus at any time. Hats are permitted only outside.**



### ***ELECTRONIC DEVICES***

**NGHS students are repeatedly told the phone policy during announcements and lunch lecture series.**

Cell phones, iPods and the like may be used:

- (1) As educational tools as directed by teacher
- (2) Between classes but must be **TURNED OFF** and put away when they walk in to class
- (3) During lunch except during presentations
- (4) Before/After school

Under no circumstances, are students to take pictures and/or video footage of students/staff without express permission given by all the subjects in the picture/video. Cell phones and/or any devices with photo/video/internet capabilities may never be on student's person during any assessment. If a student violates these rules, there will be a discipline referral and loss of electronic privileges on campus.

**North Gwinnett High School is not responsible for items that may be lost or stolen on campus. It is the responsibility of students to secure these items of value**

Other electronic devices may be approved on an individual basis. See grade level administrator.

*Any electronic device being used inappropriately during class will be confiscated and turned over to grade level administrative office. Appropriate consequences will apply and result in disciplinary actions.*

**Parents may pick up confiscated items the next school day in the Front Office AFTER 2:30. Phones may not be picked up during the school day.**

### ***FINAL EXAMS/ All courses have final exams.***

GCPS teachers have written end-of-semester exams based on the AKS (Academic Knowledge and Skills) for each course taught. The examination consists of a performance section and a multiple-choice section. The exams are secure; therefore, students are not allowed to take their final exams early. The weight of final exams varies per course. Specific information can be found in each course syllabus.

### ***FAMILY & EDUCATION RIGHTS***

Under "The Family & Educational Rights and Privacy Act" (FERPA) of 1974, parents have several rights. These include the right to inspect and review educational records of their child, challenge the content of those records, control the release of educational records, complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To request the opportunity to inspect and review your child's records, contact your child's school. To obtain a copy of Gwinnett County's policy on their compliance with the law, contact your child's school.

### ***FRESHMEN MENTORING....See Mrs. Kirsten Baker in 918***

Student mentors are assigned to assist the freshmen. Academic as well as behavior topics are reviewed on a regular basis. Topics include, but are not limited to, graduation requirements, schedule verification, organization, study skills, leadership, harassment, bullying, respect, tolerance, and school participation.

### ***GATEWAY ASSESSMENT...Main Administration will be March 26 & 27, .***

The purpose of the Gateway Assessment Program is to measure student progress on Gwinnett's essential curriculum, the Academic Knowledge and Skills (AKS). The content of the high school Gateway Assessment consists of AKS from the required ninth and tenth grade courses in science, social studies, and language arts. Specifically, students will be responsible for the AKS in Biology, Chemistry, World History and ninth and tenth grade Language Arts.

- Students will be required to write TWO (2) tasks, one about science AKS and one about social studies AKS. Documents will be provided to help students remember details of the concept they have studied. Each student's response is scored by at least two raters who do not know the student's name or school. If more than one point separates the score on any feature, the paper is scored by a third rater.

- All high school students will take the assessment beginning in the spring of their tenth grade year. High school students will have to pass the Gateway examination before they receive a GCPS diploma. Scores will be provided at the end of May.

***GEORGIA MILESTONES EOC (EOC)***

Georgia EOC will be given in Freshman Language Arts, Junior Language Arts, Biology, US History, Economics, Integrated Geometry and Integrated Algebra. EOC's are cumulative and count 20% of the final grade for the 2nd semester. Students must take the EOC in order to earn credit for the course. EOC is now a portion of the state graduation requirements.

***GIFTED EDUCATION PROGRAM***

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school. A gifted eligibility team from the school reviews referrals at the beginning, middle, and end of each school year to determine which students will be evaluated. A student may be referred once during high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation. Private evaluations and testing may not be substituted for test data generated by the local school. For more information please contact Mrs. Anne Nicely and/or Janyce Wallis, Gifted Education Coordinators.

***GOVERNOR'S HONORS PROGRAM***

North Gwinnett High School participates in the Governor's Honors Program that provides recognition to outstanding students statewide. Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer on a college campus.

***GRADE LEVEL***

**STUDENT CLASSIFICATIONS**

Students are assigned to grade levels based on the number of units attained by fall semester. Students are assigned as follows:

<b>10<sup>th</sup> Grade</b>	<b>5 units</b>
<b>11<sup>th</sup> Grade</b>	<b>11 units</b>
<b>12<sup>th</sup> Grade</b>	<b>17 units</b>

Grade levels are determined by the school district at the beginning of the school year based on the criteria above. Except for seniors at the end of fall semester, grade levels are not changed during the school year.

***GRADUATION***

Refer to Junior/Senior Requirements. If you have additional questions regarding graduation, contact Mrs. Prewitt (212), your guidance counselor, Mr. Siegfried (Room 600) or Mrs. Johnson (Room 800). Senior class information is also available on our website and seniors.northgwinnett.com. Graduation date is decided by GCPS school board at the March school board meeting.

***HARASSMENT AND/OR DISCRIMINATION***

Deliberate, repeated and unsolicited physical actions, gestures, or verbal and/or written comments of any nature, which have the purpose, or effect of creating an intimidating, hostile, or offensive learning environment is considered bullying/harassment. Behavior such as this needs to be reported to administration and will be dealt with accordingly. Please see GCPS Student/Parent Discipline Handbook for further clarifications.

**NOTICE**

If you believe school employees on the basis of your race, color religion, gender, age, national origin or handicap are mistreating you, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may also contact Matt Champitto in room 800 or Teresa Siebenbruner in room 719, your local school Title IX Coordinators, or the school system's Title IX Coordinator for assistance by writing or calling:

**TITLE IX COORDINATOR  
GWINNETT COUNTY PUBLIC SCHOOLS  
437 Old Peachtree Road, NW  
Suwanee, GA 30024-2978  
678-301-6050**

### ***HOMEBOUND INSTRUCTION***

Homebound instruction is available for students who are ill and will be absent at least ten (10) consecutive school days. An application supported by a doctor's recommendation and a medical release are necessary for placement into this program. Accepted students receive instruction at home via "teleclass." Please contact Troy Hobbs at (678-482-1092) for the correct form to request homebound instruction.

### ***HOMELESS CHILDREN AND YOUTH***

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with the law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact Troy Hobbs at 678-482-1092 for further information.

### ***HOMEWORK POLICY***

The Board of Education strongly endorses the use of homework to promote and assess student learning. Through quality homework, students have opportunities for enrichment, extension, practice, and remediation of the Academic Knowledge and Skills (AKS).

Homework will be assigned as necessary to meet instructional objectives and be used to evaluate and monitor student progress. Homework becomes more valuable when there is a strong partnership between home and school. A role of the home is to provide support and encouragement to a student doing homework. Through a strong home/school partnership, homework has the potential to increase learning time and student achievement.

### ***HONOR GRADUATES***

Honor Graduate status will be conferred upon those seniors with a cumulative grade point average of 90.0% or above at the end of fall semester of their graduation year. There is no rounding of this grade. For instance, a student with an 89.999% has not earned Honor graduate status. Students can also earn Honor Graduate status after the end of fall semester; students should see their counselor for more information. **A violation of the Code of Academic Integrity during junior or senior year, which results in suspension, will result in loss of Honor Graduate status.** Honor Graduate status includes Valedictorian and Salutatorian.

### ***IMMUNIZATIONS***

All students must be properly immunized and have the official Georgia Immunization Form on file in the counseling office. Hearing, dental, and vision screenings are also required. Failure to comply with these guidelines will lead to withdrawal from North Gwinnett High School.

### ***INSTRUCTIONAL OBJECTIVES***

Students will be provided with a course syllabus and AKS for each course. This ensures that students know teacher expectations and how grades are calculated. Please refer to [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) for itemized AKS per subject.

### ***INTERVENTIONS FOR ACADEMIC SUCCESS***

North Gwinnett provides various academic interventions to help students be successful. These include teacher-led tutoring before school, after school, and during lunch; peer tutoring (Mu Alpha Theta, Beta Club, National Honor Society); school-wide mandatory tutoring and counselor intervention. Subject teacher has the authority to assign an academic study period for academic assistance. These may be assigned for morning (6:50-7:10), during student lunch period or afternoon (2:20-3:10). Individual teachers may assign an academic study period to a student when his/her academic performance is below passing. Failure to serve mandatory tutoring or assigned academic study will result in parental contact and/or result in referral to grade level administrator for failure to follow directions.

**JUNIOR/SENIOR REQUIREMENTS:** Participation in Prom and Graduation are privileges earned by NGHS students in good standing. These privileges can be revoked by administration.

### **PROM**

1. To be eligible to attend the Junior-Senior Prom, students must follow guidelines set up by the class officers and sponsors.
2. All students are required to pay their junior dues and any other fees before attending the prom.
3. All students and their guests must agree to observe all school regulations covering school-sponsored events at the prom. Juniors and seniors are responsible for their own conduct and that of their guests.
4. Chronic absenteeism and/or discipline infractions can result in loss of privilege to attend prom.

## GRADUATION

Seniors who choose to march at graduation must meet the following requirements: Must attend graduation practice unless excused by the senior sponsor or Mr. Siegfried in advance; all graduation costs must be paid; must have all obligations to the school cleared before a diploma will be issued; must have completed all requirements and have all school records cleared **before** the practice date.

Graduating seniors taking courses off campus should be sure that NGHS is notified in writing of class status before practice.

### ***LOCKERS***

**To report problems with lockers, see Mrs. Martin in Room 206 before/after school or during your lunch break.** All students who pay the \$ 3.00 locker fee are assigned a school locker to use. Students should not share lockers with another student. Students should not give out combinations to anyone. Students should not keep money or valuables in the locker. **The school assumes no responsibility for lost or stolen articles, including textbooks.**

**All students taking any P.E. class are required to rent a school lock for \$2. The P.E. department will issue locks.**

### ***LUNCH***

Our lunch period is an integral part of North Gwinnett's success in all ways. It is expected that students use this time to eat lunch as well as participate in academic interventions, leadership initiatives, clubs, etc. Students are not permitted to leave campus for lunch. We have an open walking mall area on campus encompassing the media center to front desk/guidance office, school store, Java Dawg, commons lobby, commons area and fieldhouse courtyard. The preceding are the only places to be during lunch unless you have a pre-arranged meeting with a teacher and they have written you a dated pass.

When dismissed from lunch, students are expected to dispose of their lunch area trash and go to the entrance of hallways but are not allowed to enter the classroom hallways until the bell rings.

Parents, who want to eat lunch with their students, need to check in at the front desk to receive a visitor badge. Visiting parents and their student will be directed to a designated area. No other students will be allowed to eat with the visitors. All others visiting family members must be pre-arranged and approved by administrations.

### ***MAKE-UP POLICY***

This is established by individual course teams and departments. **Make up of major assignments/assessment is not allowed during instructional time.** Teachers have the discretion to assign makeup assessments: (1) before or after school or lunch (2) during Wed. and/or Sat. School. It is the responsibility of the student to find out what work needs to be made up.

### ***MEDIA CENTER (See CLC)***

### ***MESSAGES & DELIVERY OF NON-SCHOOL ITEMS***

Messages are not to be delivered to students except in the case of emergencies. Fast-food items, flowers, balloons, and other non-school items are not to be delivered to students during the school day. Items can be left at front desk and it will be the parent's responsibility to communicate to student. The school is not responsible for items left at the front desk.

### ***NO PASS-NO PLAY REGULATIONS***

North Gwinnett offers the opportunity for students to participate on various athletic teams and in academic activities. Team membership is subject to try-outs and Georgia High School Association (GHSA) regulations. In order to be eligible to compete in athletic and/or academic competition, students must have passed at least five subjects the preceding semester and be on track for graduation. "On-track" implies that sophomores must have 5 units, juniors must have 11 units, and seniors must have 16 units to be eligible. A student must also meet the residency requirements as established by GHSA.

### ***PARENT PICK UP-DROP OFF***

We understand that traffic can become congested during this time and we appreciate your patience and accordance with traffic laws. Please note, for the safety of your student and others, there are **NEVER** student pick up or drop off's in the middle of a road.

If you are dropping off a student or picking up a student after the school day has begun, the student must always go through the proper procedures (documented check in or check out) at the Attendance Desk.

***The entrance to Theater/Gym parking lot off of Suwanee Dam Road is for NGHS employees only.*** For student safety reasons, **NO other vehicles are permitted in that parking lot between 6:00 a.m. and 3 p.m.** Students who are dropped off in this area are subject to discipline action for failure to follow school directions.

Visitor parking spots are not for student pick up. Reserved parking places are for designated person only.

After 2:30 p.m., students who are not supervised by a teacher and/or coach after school must wait for their rides at the front of the school only.

Drop Off in morning: **There are no drop off's in student parking lot or in student or staff parking lots.** Parent drop off is located in the front circle off Level Creek Road with a right turn only out of the front circle area.

Pick Up between 2:10 and 2:30: Parent pick up is located in the student parking lot off Level Creek Road. **There will be no pick up in the gym parking lot.** After 2:30, the front circle off Level Creek will be open for parent pick up.

### ***PARENT PORTAL***

Parents have access to student grades, attendance and discipline 24 hours a day on Parent Portal. This is a key communication tool for parents to monitor their child's progress and attendance. Please go to the front desk to sign up for Parent Portal access. Only a legal parent or guardian can have access to Parent Portal. A valid picture ID is required to sign up for access.

### ***PARKING***

DCT, CBE, Marketing, Apprenticeship students and seniors will be given priority to purchase parking permits. The parking fee is \$70.00 per year. Parking is a privilege and students must remain in good standing (No ISS or OSS Discipline) and not have excessive tardies (five (5) or more) to retain parking for the semester and year. Parking permits are non-transferrable. Failure to follow parking contract can result in loss of parking privileges.

**Efforts are made to ensure parking lot security; however, North Gwinnett High School and the Gwinnett County Public Schools assume no responsibility for damages, loss, or theft. Students are not to be in the parking lot without an administrator's permission. Students drive and park on campus at their own risk. Upon arrival at school, students should go directly to the building and not remain in the parking lot.**

***PROGRESS REPORTS*** Sept 20<sup>th</sup>, Nov 1<sup>st</sup>, Feb 21<sup>st</sup> and April 11th

Board of Education policy requires that the parents of every student be notified in writing of student academic progress. Student will receive one progress report that includes grades for all of their classes. Parents can request a conference with the teacher and counselor to discuss a student's lack of progress. Progress reports will be issued on. **Please note student progress should be monitored by parents/student on parent portal.**

### ***PROOF OF RESIDENCY***

Parents or guardian must provide proof of residency in the school attendance zone at the time a student is initially enrolled at North Gwinnett. Discipline records are required from the previous school before admittance to NGHS. An electric bill, water bill, contract on a home, or a rental agreement are all acceptable proof of residency. Neither a check nor a driver's license is acceptable.

### ***P.S.A.T. (Preliminary Scholastic Aptitude Test)***

The **P.S.A.T.** will be administered on **October 11, 2017.** This test is excellent preparation for the Scholastic Aptitude Test (SAT), which is required by many colleges and universities. Eleventh grade students must take the PSAT during their junior year in order to qualify for the National Merit Scholarship Program. **The PSAT is administered to all sophomores and is provided free of charge by the Gwinnett County Board of Education. Juniors and Freshmen are encouraged to register for the PSAT online for a \$16 fee through MealPay.**

***RECORDS, ETC.***

Students, parents, and graduates wishing to obtain student record information, transcripts, and graduation information should contact the Counseling office at (770) 271-5165. Transcripts are \$5.00.

***REPORT CARDS***

Report cards will be issued at the end of each semester. First semester report card are distributed to students when they return from winter break. At the end of the school year, report cards will be mailed home.

***RESTRICTED LUNCH***

Restricted Lunch can be used for academic and/or behavioral intervention. Administrators assign restricted lunch, which consists of a supervised silent lunch for the entire lunch period. Failure to attend restricted lunch is a failure to follow directions of an administrator and will result in additional disciplinary action.

***SAFE SCHOOL POLICY***

It is the policy of the GCPS Board of Education to ensure the highest possible standards of learning as well as the safety, health and well being of its students and employees. The GCPS Board of Education recognizes that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity. In accordance, the GCPS Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate related activities and will have zero tolerance for such activities.

The appropriate school officials reserve the right to assign consequences to any gang/hate group or person displaying gang/hate group-related behavior that is subversive to good order, discipline and well being in our schools.

***SAT***

North Gwinnett High School is a testing site for the SAT. Please see your guidance counselor or visit [SAT.collegeboard.org](http://SAT.collegeboard.org) for specific information regarding registration and dates.

***SCHEDULE CHANGES***

North Gwinnett High School does yearlong registration. This means that whatever the students elect to take in the spring will be their classes for the entire next school year. Students will be given the opportunity to make changes to their schedule ONLY for the following reasons:

- \* A student has already taken and passed the class;
- \* A student has not taken or passed a prerequisite course.

Requests for specific teachers or class periods will not be granted. Our teachers plan and work in collaborative course teams to meet the instructional needs of all students.

If you have questions or concerns regarding your schedule, inquiries can be made to your guidance counselor or Mrs. Herron in the Curriculum Office.

***SENIOR EXAM EXEMPTION 2017-18***

If Seniors are Honor Graduates or, as of May 7th, have a 90% average or better in a class AND have no major cheating violation or plagiarism for senior year AND have no suspensions (ISS or OSS) AND have 5 or fewer absences per class (excused or not excused; 3 tardies equals 1 absence) during the Spring Semester, they may exempt multiple choice final exams for that class. All seniors must take Georgia Milestones (EOC) for all applicable courses regardless of exemption status.

***STUDENT ACTIVITY PASS (BULLDOG ACTIVITY CLUB CARD)***

See Mrs. Johnson in room 600 for this pass to allow you to attend all home games and performances with the exception of playoff games, tournaments and fundraising events. The price for this card is \$95.00.

***TARDY POLICY- See Attendance******TARDY TO CLASS***

At NGHS a student is considered tardy to class if he/she arrives after the tardy bell. If a student is tardy, they are to report to the nearest tardy kiosk (one outside room 800 and one at Main Desk.) If a student arrives to class more than a minute after the tardy bell, we consider this a classroom disruption.

### **TEENAGE & ADULT DRIVER RESPONSIBILITY LAW**

All students 15 through 17 years old are required to take a notarized Certificate of Attendance form when they go to apply for a driver's license or permit. Students should sign the Certificate of Attendance book at the Front Desk 48 hours prior to going to apply for a license. A \$3 fee must be paid at the time students sign up for the Certificate of Attendance.

This law requires that the local school report to the Department of Public Safety a student who:

1. Has more than ten (10) school days of unexcused absences in one school year
2. Has been found in violation at a GCPS Discipline Hearing for:
  - Threatening, striking, or causing bodily harm to a teacher or other school personnel
  - Possession or sale of drugs or alcohol on school property; or
  - Possession or use of a weapon on school property.

### **TEXTBOOKS**

It is the policy of the Gwinnett County Public Schools to administer a system of maintaining and controlling textbooks, library books, and media materials. Students will be issued textbooks/CD's with unique bar codes. It is the student's responsibility to turn in all books/ cd's with the appropriate bar code sticker. Students will be responsible for the replacement cost for books/ cd's that are not identifiable. Recognizing these materials represent a sizeable financial investment, the system will establish rules and regulations, as it deems necessary for the care of protection of these materials.

These rules and regulations may include any of the following sanctions against a pupil who fails to or refuses to pay for a lost or damaged textbook, library books, or media material at the replacement cost:

1. Refusal to issue additional textbooks, library books, or media materials until restitution is made;
2. Holding grades, diplomas, or certificates of progress until restitution is made.
3. Student privileges (parking & extracurricular events) may be restricted.

For many courses, students are issued a textbook. For some courses, teachers have a class set and a student may check out a copy for home use.

### **VISITORS**

***For the safety and security of our students and staff, ANY person who is not a currently enrolled student or NGHS staff member is considered a visitor.***

- **ALL visitors must report to the front desk to sign in and receive a visitor's badge.**
- Parents who want to meet with a teacher need to contact the teacher by e-mail or prearrange a meeting.
- An identification badge will be issued to a visitor and must be worn at all times while on campus. Upon completion of a visit, the visitor should return to the front office to clear the logbook.
- Parents may report directly to the attendance office to check out a student(s) without signing in at the main office.
- Students may not bring friends to school for visits to the classroom or to lunch.
- Parents must prearrange classroom visits with the Curriculum Office.
- Parents who want to eat lunch with their students need to check in at the front desk to receive a visitor badge.
- Alumni are welcome to visit teachers AFTER school hours only.

### **WEAPONS**

***It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.***

***The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any gun or taser as defined in O.C.G.A. 16-11-106. Punishment: A fine of not more than \$ 10,000; imprisonment for not less than two nor more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37***

**WEAPONS-DRUG-ALCOHOL**

Help keep your school safe. If you think or know that someone is carrying a weapon, drugs, or alcohol on school property, please notify any administrator or call the CONFIDENTIAL HOT LINE **770-822-6513**. You do not have to give your name.

**WEDNESDAY/SATURDAY SCHOOL**

Students may make up missed tests/quizzes during Wednesday or Saturday School. It is the responsibility of the student to arrange with their teachers to have the assessments available for the next Wednesday/ Saturday School date. The student can, also, check with Mrs. Martin in Room 206 to verify when the next date Wednesday/Saturday School will be held.

Wednesday/Saturday School is also used for administrative detention. Students will have a discipline referral assigning them this consequence. Students must be on time and follow all rules of Wednesday/Saturday School to be considered in attendance of the detention. If they are late, sent home or leave early, they will be considered absent from the detention.

**WORK PERMITS**

Work Permit Data Sheets can be obtained from Mrs. Leamon at the Front Desk in NGHS front lobby or [dol.state.ga.us](http://dol.state.ga.us). Once the form is completed by the minor's employer, it should be returned to the Front Desk with \$5 cash payment for processing. Please expect 48 hours to process the necessary documents.



## ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS (Version 050107)

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of AKS instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GCPS technology users share the GCPS technology resources in an effective, efficient, ethical and lawful manner. GCPS technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the wide area network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Gwinnett County Public Schools. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Gwinnett County Public Schools personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Gwinnett County Public

Schools nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Gwinnett County Public Schools DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Gwinnett County Public Schools.

Local schools may establish additional regulatory guidelines for use of electronic resources that include, but are not limited to, guidelines established by this systemwide procedure.

Building administrators shall establish a process for informing students and staff about the district and local school Acceptable Use Procedures.

The definition of GCPS information and data resources will include any computer, server or network, or access provided or supported by GCPS, including portal-delivered applications and the Internet. Use of computer information and resources includes the use of data/programs stored on GCPS computing systems, data/programs stored and/or delivered through magnetic tape, floppy disk, CD-ROM's, DVD-ROM's computer peripherals, or other storage media, that is owned and maintained by the GCPS. The "user" of the system is the student using GCPS technology. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. GCPS technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Use a computer to steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to on-line resources by using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly using the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines can violate the Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16-9-91, 16-9-93, and 16-9-93.1 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act. Such actions can also lead to disciplinary actions, up to and including loss of access to GCPS technology resources and further disciplinary actions as defined by existing GCPS policies.

