

**North Atlanta High School**

**Student Handbook**

**2009-2010**

8/1/2009

August 1, 2009

Greetings Students,

The new school year is upon us. I hope you had a restful and rejuvenating summer and are ready to put forth your best effort to make the 2009-2010 school year your best yet. To that end, it is my hope that you have completed your summer readings and the assignments associated with each to begin the year on a positive note.

We welcome you to a newly renovated school building with new technology and centrally located Small Learning Communities (SLC) offices. Our goal is to make the transition as smooth as possible. The Administrative Team, Faculty and Staff will be available to assist you in any way possible. However, you must do your part to help create a community of learning in which to thrive academically. A few tips come to mind:

1. Be prepared and prompt for class.
2. Have a positive attitude and seriousness of purpose.
3. Be proactive—Talk to your teachers early when difficulties arise.
4. Always do your best!

In closing, we look forward to the new school year and all it has to offer. We hope that you share our excitement and enthusiasm. Remember, Together Everyone Achieves More. Welcome back Warriors!!!  
Educationally yours,



Mark A. MyGrant  
Principal  
North Atlanta High School

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- **Academic Integrity**

- Academic integrity violations are very serious
- All parties involved in an academic integrity violation are considered equally guilty
- Definitions include but are not limited to:
  - Plagiarizing
  - Copying someone's work to be submitted as one's own work
  - Using or attempting to use unauthorized aids (books, notes, tests, etc.) on tests, quizzes, homework, papers, projects, etc.
  - Writing formulas, notes, etc. on desk, paper, hands, clothing, etc. for unauthorized use on tests, quizzes, exams, etc.
  - Talking during a testing session
  - Providing specific information about a test to someone that has not taken the test
  - Changing a test paper that was previously graded including changing grades or falsifying notes
  - Using electronic devices to communicate messages or answers to assignments
- The students found guilty of academic integrity violations will receive a zero on the assignment and will not be allowed to make-up assignments
- Suspected violations will be referred to an administrator for potential disciplinary action

- **Acceptable Computer Use**

- See APS Board Policy Descriptor Code IFBG (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
- The use of school computers is a privilege, not a right, which may be discontinued at any time
- Use of APS computers constitutes consent to monitoring and persons utilizing APS electronic resources have NO expectation of privacy while utilizing any APS network or stand-alone system
- Suspected violations will be referred to an administrator for potential disciplinary action

- **Assemblies**
  - Students should behave appropriately for the type of assembly (e.g. pep rally, concert, awards ceremony)
  - Students should listen attentively and politely to the guest speaker or presentation
  - Talking or disruption will not be allowed
  - Suspected violators will be removed from the assembly and referred to an administrator for potential disciplinary action
  
- **Athletic Involvement**
  - Interscholastic athletics are an integral part of the school program
  - Eligibility requirements include:
    - A school-approved physical examination before the first practice
    - Be in good standing with the school
    - Have passed five (5) classes for the previous grading period
    - Be enrolled in eight (8) classes
  - Participation in athletics is contingent upon maintaining good behavior
  - Contact the Athletic Director and coaches for additional information

- **Athletic Activities Available**

<b>Sport</b>	<b>Participants</b>	<b>Season</b>
Baseball	Boys	Spring
Basketball	Boys	Winter
Basketball	Girls	Winter
Cheerleading	Both	All
Cross Country	Both	Fall
Football	Boys	Fall
Golf	Both	Spring
Lacrosse	Boys	Spring
Riflery	Both	Winter
Soccer	Boys	Spring
Soccer	Girls	Spring
Softball	Girls	Fall
Swimming	Both	Winter
Tennis	Both	Spring
Track	Boys	Spring
Track	Girls	Spring
Volleyball	Girls	Fall
Wrestling	Boys	Winter

- Sports Booster Club
  - The mission is to help raise funds for our teams and increase school spirit through athletics
  - Sports booster membership form is available at [www.northatlantahigh.org](http://www.northatlantahigh.org)
- **Attendance**
  - See APS Board Policy Descriptor Code JBD (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
  - Absences
    - All student absences are initially coded as unexcused in IC
    - Upon return to school, students must bring a note to the attendance office
    - The Attendance Clerk may re-code the absence in IC as excused, depending upon reason
    - Atlanta Board of Education defines excused absences as:
      - Personal illness of the student
      - Serious illness or death in the immediate family
      - Religious holidays observed by the faith of the student
      - Court appearance
      - Medical appointment
    - Students who are chronically absent should expect progressive consequences from parent contact to social worker referral and potential alternative school placement
    - Students must be present at school at least for one-half of the instructional day, excluding lunch, in order to be counted present for the day
    - Students with excused absences **MUST** be allowed to make up work with no penalty
      - Pre-announced assignments are due upon return to school
      - It is the student's responsibility to turn in assignments on time
      - Making up tests, class work, and other assignments after absences is the responsibility of the student
      - Zeros will be assigned for work not made up

- Tardy Policy
  - Students who are late to class at any time during an instructional period must sign the “Tardy Board” upon entering class
  - If a student is tardy three days in a semester, the teacher will contact the parent
  - Chronically tardy students will receive progressive discipline consequences up to and including referral to alternative school
- Cutting/Skipping/Out of Assigned Area
  - Students are expected to be in their assigned area at all times
  - A hall pass only allows a student direct, expeditious travel to a specific location
  - Cutting/Skipping/Out of Assigned Area is defined as being absent without permission for more than 10 minutes
- Truancy
  - Truancy is defined as:
    - Absence without parental/guardian or school knowledge, or in defiance of parental authority
    - Leaving school without obtaining prior approval from the attendance office
    - Absence from class or tardiness in arriving to class without a valid pass
    - Class cutting
  - Truancy consequences:
    - Any student who is truant will receive a “zero” for assignments missed and will not be allowed to make up the missed work
    - Truancy may result in disciplinary action and referral to the school social worker and potential truancy court action
- Late Arrivals to School
  - Students who report to school after 8:30 AM must sign in at the Attendance Office
  - Students will receive a timed, dated pass to class
  - Students are expected to proceed directly to class after signing in
- Check-in/Check-out Procedures
  - All student late arrivals and early departures from school must be documented in the Attendance Office
  - Students may not check out without parent/guardian permission and permission from the Attendance Office

- Once a student has checked out he/she is expected to leave campus immediately
- If a student returns to school during the same day, they must check in with the Attendance Office
- Students leaving school due to illness must report to the nurse's office—parents/ guardians meet the student in the nurse's office and then sign out at the Attendance Office
- Hall Passes
  - Students are not allowed to leave a classroom without a hall pass
  - Students are required to show a hall pass to any staff member or designee upon request
  - Students should minimize time out of the classroom
  - Students may not leave class within the first or last 15 minutes of a class period
  - Teacher verbal permission does not count as a hall pass
  - There are two types of hall passes:
    - Reusable, color-coded hall pass for students remaining **on their SLC floor**—only one student at a time may leave class
    - One time use paper hall pass for students **leaving** their SLC floor—be sure that date, time, destination and signature blocks are filled in before entering the hall
- **Bus Conduct**
  - Students are expected to follow all directions given by bus driver
  - Misbehavior on buses may result in a student's suspension from riding the bus and suspension from school.
  - A student is to ride the bus to which he/she is assigned.
  - A request to ride an alternate bus must be requested in writing by the parent/guardian and given to an administrator for approval.
  - Buses will leave **seven** minutes after the end of the school day (3:22 p.m.)
- **Change of Address or Phone Number**
  - As a condition of continued enrollment, you must keep your address and telephone number current with the Registrar
  - If your telephone number changes, please notify the Registrar and each of your teachers – no documentation required

- To change your address you must bring an electric bill, dated within the last 30-days and a copy of your lease or mortgage in the parent's or legal guardian's name
- Students illegally attending North Atlanta will be referred to the school social worker and may be subject to administrative removal
- If students reside outside of the city of Atlanta, tuition will be charged
- School mailings will always be sent to the residence address on file
- Mail which is returned to the school as undeliverable will require recertification of student's address
  
- **College Visits**
  - Visits by College Representatives are done through the College Zone
    - Students must register for the meeting through the College Zone
    - Students visiting the College Zone during the instructional day must follow the criteria of the In-School Activities Section under Field Trips (following pages)
  
- **Community Service**
  - Students must participate in 75 hours of community service activities as a graduation requirement
  - Community Service Forms are available in each SLC office
  - Your counselor can provide the names of organizations that provide community service opportunities
  - Teachers may award community service to students
  - Activities must occur outside the instructional day (e.g. tutoring students)
  - Students may not receive other pay or credit for volunteer work
  
- **Counselors**
  - Each student has an assigned counselor who is located in their SLC office
  - This counselor is available for academic and career guidance
  - You must have an appointment **and** hall pass to see the counselor
  - Appointments may be made through the SLC Administrative Assistant

• **Dress Code**

<b>Boys</b>	<b>Girls</b>
Shirt with sleeves worn Tucked in  <b>OR</b> Un-tucked with the shirt hem 12 inches or more above the knee  <b>NO PLAIN WHITE T-SHIRTS OR TANK TOPS</b>	Shirt with sleeves worn Tucked in  <b>OR</b> Un-tucked with the shirt hem 12 inches or more above the knee  <b>NO PLAIN WHITE T-SHIRTS OR TANK TOPS</b>
Pants or shorts worn at the <b>WAISTLINE</b>   <b>NO OVERSIZED OR LOW-RIDING PANTS</b>  <b>SHORTS HEMS MUST NOT EXCEED 4 INCHES ABOVE THE KNEE</b>	Pants or shorts worn at the <b>WAISTLINE</b>  <b>OR Skirts OR Dresses</b>  <b>NO OVERSIZED OR LOW-RIDING PANTS</b>  <b>SKIRT/DRESS/SHORTS HEMS MUST NOT EXCEED 4 INCHES ABOVE THE KNEE</b>  <b>NO SPAGHETTI STRAPS OR LOW-CUT DRESSES/BLOUSES</b>
<b>OPTIONAL:</b> A sweater, jacket or hooded sweatshirt (with the hood down) may be worn <b>over a shirt with sleeves at all times</b>	<b>OPTIONAL:</b> A sweater, jacket or hooded sweatshirt (with the hood down) may be worn <b>over a shirt with sleeves or a dress at all times</b>
<b>Unacceptable</b>	
No sunglasses, hats, headwear, hoods worn over the head, tank tops, pajamas, slippers, oversized or low-riding pants, ripped, torn or see-through clothing, or other articles of attire that may distract others from learning or mask the identity of the student are allowed. No one should ever see underwear, lingerie, bare cleavage, shoulders, midriffs, backs or hips. No one should ever see electronic devices. No symbols or slogans are allowed on clothing that display or allude to gang activity, drugs, alcohol,	
For additional information, please see Atlanta Public Schools Board Policy JCDB: "Student Dress Code" at <a href="https://eboard.eboardsolutions.com/index.aspx?s=4004">https://eboard.eboardsolutions.com/index.aspx?s=4004</a>	

- **Electronic Devices (including Cell Phones)**
  - Electronic Devices, with the exception of calculators, are not to be used during the school day
  - For security reasons, students are encouraged to leave electronic devices at home
  - If an electronic device is brought to school, it must remain in the **off** position and is solely the student's responsibility
  - Employees of APS will **not** investigate the loss or theft of any electronic device
  - If parents need to contact their students during the school day, they should contact the main office or SLC administrative assistant
  - For additional information, please see Atlanta Public Schools Board Policy JCDAF-R(0): "Use of Electronic Devices by Students" at <https://eboard.eboardsolutions.com/index.aspx?s=4004>
  
- **Elevators**
  - No student is permitted to use the elevator without permission from an administrator
  - Access to the elevator is available from the SLC office or Hall Monitor
  
- **Field Trips and In-School Activities**
  - Students circulate field trip permission slips to get classroom teacher recommendation to attend or not attend field trips or in-school activities
  - Once teachers have given their feedback, students take the field trip permission form home for parent/guardian signature
  - Students return signed field trip permission slips to the NAHS staff member coordinating the field trip or in-school activity no later than ONE WEEK prior to the trip
  - Students who fail to provide a signed permission slip at least one week in advance **WILL NOT PARTICIPATE IN THE TRIP OR ACTIVITY**
  - Students who participate in fieldtrips or in-school activities are responsible for making up any work missed the following day
  
- **Food and Drink**
  - See APS Board Policy Descriptor Code JCDA-E(2) (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
  - Food or drink is not allowed in classroom without teacher permission

- During lunchtime
  - Students must report to and remain in either the cafeteria or courtyard during their assigned lunchtime
  - At no time are students allowed to take food and drinks outside the cafeteria or courtyard
  - Students may not eat lunch in classrooms
  - Food fights including throwing food and/or objects in the cafeteria will not be tolerated
  - No “fast food” from outside establishments will be allowed
  - Students are required to pick up all paper, beverage carton(s), and other types of trash before leaving lunch and place in the waste receptacles
  - Students are not allowed to go to cars or leave campus during the lunch period
- **Grades**
  - Grading Policy
    - There are two semesters in the school year, each consisting of two – nine-week grading periods
    - Mid-semester reports are issued at the end of the first nine weeks of each semester
    - The Grading Scale is:
      - 100 – 90      A
      - 89 – 80      B
      - 79 – 70      C
      - 69 – 0      F
    - Conduct grades:
      - A *Excellent*: Sets an example for others to follow; demonstrates desired behaviors
      - B *Above Average*: Consistently demonstrates satisfactory conduct
      - C *Average*: Demonstrates conduct that needs improvement in some areas
      - F *Unacceptable*: Seldom demonstrates desired behaviors and/or disrupts instructional program
    - APS policy requires the classroom teacher to give a deficiency notice to a student who’s average is 74 or below at any time during the term
    - When a deficiency is issued, it is the responsibility of the student to sign the deficiency and take it home to be signed by the parent or guardian

- Students who receive a grade below 'C' as a final semester grade without receiving a deficiency notice may petition for a grade change
- Students can petition for a grade change no later than the last day of the next semester
- Class Rank
  - Class rank is determined after all final-semester grades have been posted
  - Class rankings will be determined using numeric grades listed on the student transcript
  - Advanced Placement (AP) courses and International Baccalaureate (IB) courses will be identified on the transcript
  - Ten additional points will be added to the numeric grade listed on the transcript of every student who earns a 70 (C) or higher in an AP or IB course
- Valedictorian & Salutatorian
  - The student with the highest cumulative grade point average in the Senior class will be the Valedictorian
  - The student with the second highest cumulative grade point average will be the Salutatorian
  - The grade point average will be cumulative from first semester of the 9th grade, through the first semester of the 12th grade year
- Grade-Level Advancement
  - Minimum grade placement shall be as follows:
    - 9<sup>th</sup> grade: Completion of minimum 8<sup>th</sup> grade requirements (eight (8) courses, including language arts and mathematics).
    - 10<sup>th</sup> grade: 5 units (4 core, including 1 unit each in English/Language Arts, Mathematics, Science and Social Studies)
    - 11<sup>th</sup> grade: 10 units (8 core, including 2 units each in English/Language Arts, Mathematics, Science and Social Studies)
    - 12<sup>th</sup> grade: 16 units (12 core, including 3 units each in English/Language Arts, Mathematics, Science and Social Studies)
- **Grade Changes/Appeals**
  - Any student has the right to appeal a grade
    - The student will first discuss the grade with the teacher
    - If the teacher and student agree that a grade change is warranted, the teacher will complete the grade change form and submit it to the SLC AP for processing

- If the teacher is **not** willing to change the grade, the student may complete a grade appeal form obtained from and submitted to the SLC office
- **Grade Weights**
  - APS and state policies require weighting the grades of students who take Advanced Placement and International Baccalaureate classes
    - Ten points are added to the final numerical averages of students who earn a 70 or above in AP and IB classes **AND** who take the exam
    - Students who do not pay for their AP and IB exams fees by mid-semester of the first semester will be removed from AP/IB courses
    - Students **only** receive weighted credit in classes that are clearly identified as AP or IB classes
    - No weighted credit is awarded to students in Honors classes
    - Grades in unweighted classes cannot exceed 100

- **Graduation Requirements**

<b>Course Requirements For Students in Grades 9 and 10 in 2009-2010</b>	
<b>Area of study</b>	<b>Units required for <i>Required courses in italics</i></b>
<b>English/Language Arts</b>	4 <i>1 unit Ninth Grade Literature/Composition 1 unit American Literature/Composition 2 units English/Language Arts Core, including AP/IB courses</i>
<b>Mathematics</b>	4 <i>1 unit Mathematics 1 <b>or</b> equivalent 1 unit Mathematics 2 <b>or</b> equivalent 1 unit Mathematics 3 <b>or</b> equivalent 1 additional unit Mathematics Core, including AP/IB courses</i>
<b>Science</b>	4 <i>1 unit Biology 1 1 unit Physical Science <b>or</b> Physics 1 1 unit Chemistry 1, Earth Systems, Environmental Science <b>or</b> an AP/IB course 1 unit Science Core, including AP/IB courses</i>
<b>Social Studies</b>	3 ½ <i>1 unit United States History 1 unit World History ½ unit Economics/Business/Free Enterprise ½ unit World Geography ½ unit American Government/Civics</i>
<b>Modern Language</b>	2 <i>2 units of the same modern language</i>
<b>Career, Technical and Agricultural Education, Modern Language or Fine Arts</b>	1
<b>Physical Education</b>	1 <i>½ unit Personal Fitness ½ unit elective PE class</i>
<b>Health</b>	½ <i>½ unit Health</i>
<b>Community Service</b>	½ (75 hours)
<b>Required</b>	<b>20 ½</b>
<b>Electives</b>	<b>3 ½</b> <i>2 units related to thematic pathway</i>
<b>Total</b>	<b>24</b>

### Course Requirements For Students in Grades 11 and 12 in 2009-2010

Area of study	Units required for Ninth-graders entering in 2008-2009 and beyond <i>Required courses in italics</i>
<b>English/Language Arts</b>	4 <i>1 unit American Literature/Composition</i> <i>3 units English/Language Arts Core, including AP/IB courses</i>
<b>Mathematics</b>	4 <i>1 unit Algebra I</i> <i>1 unit Algebra II</i> <i>1 unit Geometry</i> <i>1 additional unit Mathematics Core, including AP/IB courses</i>
<b>Science</b>	4 <i>1 unit Biology 1</i> <i>1 unit Physical Science <b>or</b> Physics 1</i> <i>1 unit Chemistry 1, Earth Systems, Environmental Science <b>or</b> an AP/IB course</i> <i>1 unit Science Core, including AP/IB courses</i>
<b>Social Studies</b>	3 ½ <i>1 unit United States History</i> <i>1 unit World History</i> <i>½ unit Economics</i> <i>½ unit World Geography</i> <i>½ unit American Government/Civics</i>
<b>Modern Language</b>	2 <i>2 units of the same modern language</i>
<b>Career, Technical and Agricultural Education, Modern Language or Fine Arts</b>	1
<b>Physical Education</b>	1 <i>½ unit Personal Fitness</i> <i>½ unit elective PE class</i>
<b>Health</b>	½ <i>½ unit Health</i>
<b>Community Service</b>	½ (75 Hours)
<b>Required</b>	<b>20 ½</b>
<b>Electives</b>	<b>1 ½</b>
<b>Total</b>	<b>22*</b>

\*22 Units of credit including 1.5 Units of Electives is required for a College Preparatory Diploma.

2.0 additional units of electives (a total of 3.5 units of electives) are required for students to earn a college Preparatory Diploma with Distinction.

- **Inter SLC Transfers**
  - SLC transfers can only occur during the schedule change process in August each year
  - Students obtain a SLC transfer form from the coordinator of the SLC they wish to enter
  - SLC transfers are contingent upon seat availability
  - SLC transfers can only occur once during a student's enrollment at NAHS
  
- **Length of School Day**
  - The school day is from 8:30 AM until 3:15 PM
  - School buses leave the school grounds at 3:22 PM
  - Doors to the school open at 7:45 AM
  - No student is allowed in the building before 7:45 AM or after 3:30 PM without a teacher or an adult school-based sponsor
  - Remaining on campus after hours without supervision will be considered loitering
  - Students must leave campus immediately when they are released from after school activities
  
- **Lockers**
  - Lockers assignments are coordinated by ROTC at the rate of \$10.00 per academic year
  - Students should not share lockers or reveal the combination to anyone
  - The school does not accept responsibility for items left in a locker
  - Students are not allowed to go to lockers during the first and last fifteen minutes of class or during lunch—students are urged to retrieve their lunches from their lockers prior to the Third Period
  - Locker privileges may be lost if students are at their lockers inappropriately
  - School officials retain the right to inspect locker contents to insure the safety and welfare of others
  
- **Lunch periods**
  - Determined by which floor your 3A and 3B classes are located
  - You may have different lunch periods on different days
  - 1<sup>st</sup> lunch (11:32-12:07): 1<sup>st</sup> & 2nd floors 3A and 3B classes (except P.E. classes) eat 1<sup>st</sup> lunch

- 2<sup>nd</sup> lunch (1:06-1:41): third, fourth floors and P.E. 3A and 3B classes eat 2<sup>nd</sup> lunch
- **Media Center**
  - Hours of Operation:
    - 7:45 AM – 4:15 PM
  - Policies
    - An official hall pass is required to enter the Media Center at all times
    - Remain quiet and on task
    - Do not bring food or beverages into the Media Center
    - Adhere to the Internet Use Policy and Regulations
    - Pay 15 cents for each copy made on the Center's copier
    - Items lost or damaged will be charged to the student—all debts must be cleared prior to graduation or withdrawal from NAHS
- **Morning Arrival**
  - All students will enter the building through the doors of the Main Gym and will remain in the gym or cafeteria until 8:20 AM
  - Students must pass through the metal detectors and be prepared to have their bags searched
  - Book bags and backpacks must be clear or mesh
  - Students may go to the cafeteria for breakfast beginning at 7:50 AM
  - First period (or Homeroom on Mondays) begins **promptly** at 8:30 AM
- **Online Coursework**

Several programs in Georgia now allow for online completion of courses that meet Georgia Performance Standards and Quality Core Curriculum objectives and also grant high school graduation credit.

  - The following guidelines apply:
    - **Courses offered in the current North Atlanta High School master schedule may NOT be taken online** except as listed below; core courses required for graduation, Small Learning Community (SLC) expanded core courses required for SLC diploma endorsements, and elective courses must be attempted **at least once** in a traditional classroom setting
    - North Atlanta High School supports students taking online coursework for two reasons:

- **Credit Recovery:** Classes re-taken online **after** a student has previously been enrolled in and **failed** a traditional high school class
  - **Enrichment:** Students may enroll in online courses to take classes that NAHS does **not** offer in the current master schedule (e.g. Russian) if approved by the SLC Counselor
  - Any online coursework taken must be taken from an accredited online learning institution authorized to grant Georgia High School graduation credit
  - Enrollment in any online learning program must be approved **in advance** by the NAHS Online Education Coordinator **and** the requesting student's SLC counselor
  - Students enrolled in online courses will be scheduled for a full eight-period schedule of traditional courses—**online courses do not replace other courses in the student's schedule**—taking a course online constitutes registering for a ninth course each semester
  - Any coursework taken online for either credit recovery or enrichment is the responsibility of the requesting student—this work is to be done **outside of normal school hours**
  - Any fees or administrative costs incurred from participating in online learning are the responsibility of the requesting student's parent/guardian, not NAHS
  - Students enrolled in online learning programs have **one semester** to complete each 0.5 Carnegie unit of online coursework (or their schedule may be adjusted to include that course the following semester)
  - Students are responsible to provide official transcripts from their online learning institution to the NAHS Online Learning Coordinator **and** their SLC Counselor **within five workdays** upon completion of online coursework
  - SLC Counselors will ensure that all online learning courses successfully completed will be transcribed onto the student's APS transcript prior to the start of the next semester
- **Parent Teacher Student Association**
    - The mission is to support our school—internally with our administration, faculty and students and externally with our families and community

- Join the PTSA at our Celebration of Learning August 7<sup>th</sup> or at any of the Coffee Talks which are held the first Friday of each month
- To receive regular email communications, subscribe at [www.northatlantahigh.org](http://www.northatlantahigh.org)
- **Personal Property**
  - Students should not bring valuable personal property to school
  - It is not the responsibility of the school to investigate lost or missing property
  - All acts of theft or vandalism involving a student's personal property should be reported at once to an assistant principal
  - The school or school district will not make restitution for stolen personal items—students found possessing stolen property will be turned over to the school detective
- **Posters and Publicity**
  - All posters, flyers, and banners of any kind must have administrative approval before being posted in the school building or on school property
  - Any approved poster that is posted directly on the walls in school must be attached with masking tape (protects paint)
  - **Posters may only be posted in the cafeteria or on the glass windows along the courtyard**
  - Individuals who receive approval to put up posters are also responsible for removing them within two school days of the completion of the event
  - Displays should observe spelling and grammar rules and should not be offensive to any individual or group
- **Power Outage**
  - Students are to remain in their classroom or report to their class immediately in the case of a power outage
  - Students are to remain in the classroom until they receive further instructions from an administrator
- **Public Displays of Affection**
  - Students should avoid public displays of physical affection at school and school-related events

- **Safety Guidelines**

- General safety rules are:
  - Students are not allowed to leave the school grounds at any time without permission
  - Avoid running in the building or in congested outside walking areas
  - Do not throw objects
  - Use the right-hand side of the stairs and hall
  - Use safety equipment in laboratory classes
  - Use sports equipment only under the supervision of a staff member
  - Report safety concerns immediately to an adult

- **Schedules and Schedule Changes**

- Class schedules are developed for each student as a result of a conference with the counselor, graduation requirements and the SLC's four-year plan
- Students may request changes for only the following reasons:
  - Student has previously passed course
  - Student has been inappropriately placed (must be signed by a teacher)
  - Administrative directive

- **School Closing**

- At times, the APS Superintendent chooses to close school for safety reasons
- WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for APS announcements of school closure

- **School's Telephones**

- Students are not to use the school telephones except for emergencies
- Parents or guardians may leave messages for their children at the main office or SLC office
- Students will not be interrupted during class time except for emergencies

- **Senior Reexaminations**

- Seniors have the opportunity to re-sit the final exam in one class that they failed each semester of their senior year
- Students with 10+ unexcused absences will not be granted a re-exam
- Students should see their counselor for the appropriate procedures

- **Sexual Harassment and Bullying**
  - Sexual harassment and bullying will not be tolerated at North Atlanta High School and will be subject to disciplinary action
  - See APS Board Policy on Sexual Harassment Descriptor Code GAEB (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
  
- **Student Clubs and Organizations**
  - North Atlanta High offers a wide variety of clubs to encourage leadership, organization and initiative
  - Some clubs may have specific entry requirements
  - Officers must be elected by club members and approved by the administration
  - All clubs must have an adult sponsor present at all meetings
  - All students must leave the building immediately after any meeting or activity
  - Fundraising activities will be conducted following APS Board Policy
  - Listed below are the clubs and organizations at North Atlanta High:

Academic Team  
Arabic Club  
Book Club  
Chess Club  
Chinese Club  
Close-Up  
Debate Team  
Earth Club  
French Club  
FBLA

International Studies Club  
Key Club  
Literary Magazine  
Math Team  
Mock Trial  
Model Arab League  
Model United Nations  
National Honor Society  
Newspaper

Photography  
Rabun Gap  
Robotics Team  
Science Club  
Senior Beta Club  
Silver Stars Dance Team  
Student Government  
Thespians Society  
Yearbook

- Students may request to start a new club by completing the club interest form (available in the main office)

- **Student Conduct**

- Students are expected to:
  - Adhere to all school rules and regulations
  - Follow directions and
  - Interact respectfully with fellow students and school personnel
- Due Process

- When a student is referred to an administrator for disciplinary action:
  - The student will be informed of the accusations
  - The student will have the right to explain their behavior
  - The administrator will act fairly and within the spirit of the rules and goals of the school
- Accessory to Behavior Violations
  - A student who might cause, encourage, or assist a serious violation may face disciplinary consequences as an accessory
- Insubordination
  - Any student who fails to comply with the direction of teachers, administrators or other school personnel will be subject to disciplinary action
- Fighting
  - Fighting or inciting a fight is always unacceptable during school or any school function on or off campus
  - Violators will be suspended and may be referred to APS Student Disciplinary Tribunal for further disciplinary action
- Gang Activity
  - Gang related activity (symbol, graffiti, colors, fighting etc.) is not allowed
  - Any gang-like activity will result in suspension and referral to the APS Student Disciplinary Tribunal for further disciplinary action
- Inappropriate Language
  - Inappropriate language or obscenities are not acceptable
  - Inappropriate language use will result in discipline consequences
- Off-Campus Conduct
  - Students are held responsible for their conduct while attending or participating in school-sponsored activities
- Out of School Suspension (OSS)
  - A suspended student is not allowed on campus for the duration of the suspension
  - Suspended students are not allowed to participate in or attend any APS-sponsored activities during the suspension time
  - Students must be allowed to make up class work missed during OSS
- Searches
  - The school has the right to search student's person, locker, and automobiles if there is reasonable suspicion that the student has something not allowed on campus

- A student may be required to show what is contained in purses, pockets, bags, or containers at any time
- Vandalism
  - The destruction or defacement of school property will result in the student and parent or guardian being responsible for the replacement of destroyed property and disciplinary consequences
- Weapons
  - Possession of any weapon on school property, at a school event, or on the school bus may result in suspension, arrest , APS Student Tribunal referral, and expulsion
- **Student Indebtedness**
  - Students who owe money to the school for any reason must pay in a timely manner
  - Seniors or transferring students will not be awarded diplomas or official transcripts until all indebtedness is cleared
- **Student Medical Needs**
  - The school nurse is available in the clinic to assist with student medical needs during the school day
    - Students must have a valid hall pass to go to the clinic
    - The nurse can provide first aid and a place to recover when ill
    - Student medications must be kept in the clinic and dispensed only by the nurse
    - A note from the physician to the school is required to store student medications with the school nurse
    - If an ill student must go home, the nurse will call a parent or guardian
  - Clinic Cards
    - Students are required to have an updated medical card on file
- **Student Parking**
  - All student drivers must register their vehicle and obtain a parking permit/decal from ROTC
  - A designated parking space will be assigned, and each driver is expected to park in his or her assigned space
  - A valid driver's license and proof of insurance along with \$10.00 are required to register the vehicle

- North Atlanta High School is not responsible for damages to any vehicle while on campus
- Failure to register a vehicle or improperly parking a vehicle may result in the revocation of parking privileges for up to one academic year
  
- **Student Responsibilities**
  - The student will attend school daily
  - The student will act responsibly and be courteous to others
  - The student will be in class on time prepared to learn
  - The student will contact teachers for make-up work
  - The student will complete work assigned by each teacher
  - The student will follow attendance procedures for arriving late, leaving early and absences
  - The student will provide the school with the current and accurate telephone number to contact a parent/guardian during the school day
  - The student will contact the school with any questions concerning his/her attendance, grades and/or transcripts
  
- **Student Support Team (SST) Procedures**
  - When a classroom teacher or parent has a concern about a student's academic achievement, behavior, health or social competence, either may seek the assistance of a school's Student Support Team (SST)
  - The Student Support Team can include:
    - Classroom teachers
    - Counselor
    - School social worker
    - School psychologist
    - Administrator
    - Other specialists in the school (ESL, Reading, Speech Pathologist, etc.)
  - The SST process is the first step towards Section 504 Accommodation Plans and Exceptional Children services
  - Accommodations given for school do not automatically transfer for AP or SAT testing
  
- **Testing**
  - The Scholastic Achievement Test (SAT)

- The SAT is given on Saturdays several times during the school year
- Interested students may get applications and test guides from their counseling office
- The Preliminary Scholastic Aptitude Test (PSAT)
  - PSAT is given in October of each year
  - All college-bound students in the 11th grade will register in early October to take this test
  - Ninth and tenth grade students are also encouraged to take this test
- American College Testing (ACT)
  - ACT assessment is given several times during the school year
  - Students may get applications and test guides from the counseling office
- Advanced Placement Exams (AP)
  - AP exams are given in the month of May
  - These tests are scheduled only for students who have completed the AP coursework and paid in advance for the exams
- International Baccalaureate Exams (IB)
  - IB (International Baccalaureate) exams are given in the month of May
  - These examinations are scheduled only for students who have completed the IB coursework and paid in advance for the exams
- The Armed Services Vocational Aptitude Battery (ASVAB)
  - ASVAB is given to 10th and 11th grade students and selected seniors
  - The test gives students insights into occupational aptitudes
  - There is no charge for this exam
- Georgia High School Graduation Test (GHSGT)
  - The GHSGT is given to 11th grade students in the fall (writing) and spring (math, science, social studies, and language arts)
  - All areas must be passed to qualify for a diploma
  - Retests are first given in the summer and throughout the student's senior year
- End of Course Tests (EOCT)
  - The EOCTs will be administered to students in grades 9-12 at the completion of selected classes
  - Those classes are Algebra 1, Geometry, United States History, Economics, Biology, Physical Science, 9th Grade Literature, and American Literature
  - These exams count 15% of the students' final course grade

- Students who do not take the EOCT will not receive course credit until they sit for the EOCT exam
- **Textbooks**
  - Textbooks are the property of the Atlanta Public Schools System and are on loan to students
  - Some classes do not have textbooks because of the structure of the class while other courses require additional books
  - Lost or damaged textbooks, workbooks, or electronic media must be paid for by the student
- **Tobacco, Alcohol & Drug Use**
  - See APS Board Policy on Tobacco Use Descriptor Code GAN  
<https://eboard.eboardsolutions.com/index.aspx?S=4004>
  - See APS Board Policy on Drug and Alcohol Use Descriptor Code GCDAB  
<https://eboard.eboardsolutions.com/index.aspx?S=4004>
  - North Atlanta High School is a drug-free school zone
  - The possession or use of any tobacco products, alcoholic beverages or drugs on the school grounds, school bus or at any school activity is strictly prohibited
  - Disciplinary action may include police involvement and a disciplinary hearing for recommendation of expulsion
- **Tornado & Fire Drill Information**
  - Tornado and fire drills will be conducted throughout the school year
  - At the sound of the fire or tornado alarm, everyone will move to their designated area
  - Fire drill routes to be followed are posted in each room
  - Students will remain in their designated area with their teacher throughout the drill
  - At the sound of the bell, students will move quietly back into the building and return directly to their classroom
- **Visitors**
  - All visitors are to report immediately to the Main Office and secure a visitor's badge
  - Students are not to bring friends or young children to visit

8/1/2009

- Student visitors will not be permitted without administrative approval
- The Principal has the right to deny visitors the opportunity to visit the campus
- Former graduates or visitors may not enter classrooms without proper authorization from an administrator

## 2009-2010 Regular Bell Schedule

Periods	Length of Period	Begin	End
Breakfast	0:35	7:45 AM	8:20 AM
Locker Period	0:10	8:20 AM	8:30 AM
Per 1A or 1B	1:29	8:30 AM	9:59 AM
Locker Period	0:05	9:59 AM	10:04 AM
Per 2A or 2B	1:28	10:04 AM	11:32 AM
Locker Period	0:05	11:32 AM	11:37 AM
<b>Early Lunch</b>			
Per 3A or 3B Early Lunch	0:30	11:37 AM	12:07 PM
Transition--NO LOCKER USE	0:05	12:07 PM	12:12 PM
Per 3A or 3B Class	1:29	12:12 PM	1:41 PM
<b>Late Lunch</b>			
Per 3A or 3B Class	1:29	11:37 AM	1:06 PM
Transition--NO LOCKER USE	0:05	1:06 PM	1:11 PM
Per 3A or 3B Late Lunch	0:30	1:11 PM	1:41 PM
Locker Period	0:05	1:41 PM	1:46 PM
Per 4A or 4B	1:29	1:46 PM	3:15 PM

## 2009-2010 Homeroom Bell Schedule--Every Monday

Periods	Length of Period	Begin	End
Breakfast	0:35	7:45 AM	8:20 AM
Locker Period	0:10	8:20 AM	8:30 AM
Homeroom	0:10	8:30 AM	8:40 AM
Transition--NO LOCKER USE	0:05	8:40 AM	8:45 AM
Per 1A or 1B	1:14	8:45 AM	9:59 AM
Locker Period	0:05	9:59 AM	10:04 AM
Per 2A or 2B	1:28	10:04 AM	11:32 AM
Locker Period	0:05	11:32 AM	11:37 AM
<b>Early Lunch</b>			
Per 3A or 3B Early Lunch	0:30	11:37 AM	12:07 PM
Transition--NO LOCKER USE	0:05	12:07 PM	12:12 PM
Per 3A or 3B Class	1:29	12:12 PM	1:41 PM
<b>Late Lunch</b>			
Per 3A or 3B Class	1:29	11:37 AM	1:06 PM
Transition--NO LOCKER USE	0:05	1:06 PM	1:11 PM
Per 3A or 3B Late Lunch	0:30	1:11 PM	1:41 PM
Locker Period	0:05	1:41 PM	1:46 PM
Per 4A or 4B	1:29	1:46 PM	3:15 PM
		Updated	15-Jun-09