



## STUDENT HANDBOOK

All parents and students should understand the guidelines and expectations for all Johns Creek High School students. This handbook will provide information on those expectations and other valuable information to make the year productive and enjoyable.

Johns Creek High School reserves the right to amend or append this document at any time. Any such change will be communicated.

Fulton County Schools Student Code of Conduct & Discipline Handbook contains additional information that may not be in this book.

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

<https://johnscreek.fultonschools.org/>

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

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

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

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### **ADMINISTRATORS**

Mr. Chris Shearer	Principal
Mr. Ashley Barker	Assistant Principal last names A- De
Mr. Patrick Martin	Assistant Principal last names Dh-Ji
Ms. Valeria Moyer	Assistant Administrator last names Jo-Mao
Ms. Katie Zeigler	Assistant Principal last names Mar-Sal
Mr. Carlton Harris	Assistant Principal last names Sam-Z
Mr. Kirk Call	Athletic Director

### **COUNSELORS**

Counseling website: <https://johnscreek.fultonschools.org/students-families/jchs-counseling>

Mr. Johns DeRosso	A-De
Ms. Chelsea Dreyer	Dh-Ji
Ms. Nicole Taylor	Jo-Mao
Mr. J. Giles	Mar- Sal
Ms. Renee Bartley	Sam-Z
Ms. Maiko Noiri-Schoen	Social Worker
Mr. Stephen Warren	School Psychologist
Ms. Sandy Shin	Bilingual Community Liaison
Ms. Mary Waters	Instructional Support Teacher
Ms. Katie Boglione	Graduation Coach and SST/MTSS Coordinator
Mr. Jordan Smith	504 Coordinator

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

### **COUNSELING MISSION**

The mission of the Johns Creek Counseling Department is to serve as advocates who empower all students to reach their social/emotional, academic, and college/career potential through access to an equal opportunity, comprehensive counseling program guided by the values of integrity, service, and excellence. We collaborate with stakeholders to navigate barriers to student success and growth while creating a student-centered environment in which all students can grow to be well-rounded, confident, self-advocates who are prepared to meet the ever-changing demands of our global society.

## DEPARTMENT CHAIRS

PRINCIPAL Mr. Chris Shearer <a href="mailto:shearer@fultonschools.org">shearer@fultonschools.org</a>				
DEPARTMENT	DEPT. CHAIR	DC EMAIL	ADMINISTRATOR	ADMIN EMAIL
Career Tech	Steve Sweigart	<a href="mailto:sweigart@fultonschools.org">sweigart@fultonschools.org</a>	Valerie Moyer	<a href="mailto:moyervl@fultonschools.org">moyervl@fultonschools.org</a>
English	Todd Hedden	<a href="mailto:heddent@fultonschools.org">heddent@fultonschools.org</a>	Katie Zeigler	<a href="mailto:zeiglerk@fultonschools.org">zeiglerk@fultonschools.org</a>
Fine Arts	Bonnie Lovell	<a href="mailto:lovellb@fultonschools.org">lovellb@fultonschools.org</a>	Patrick Martin	<a href="mailto:martinp1@fultonschools.org">martinp1@fultonschools.org</a>
Interrelated Resource	Katie Williams	<a href="mailto:williamsc11@fultonschools.org">williamsc11@fultonschools.org</a>	Katie Zeigler	<a href="mailto:zeiglerk@fultonschools.org">zeiglerk@fultonschools.org</a>
Mathematics	Leigh Ann Deisch	<a href="mailto:deischl@fultonschools.org">deischl@fultonschools.org</a>	Carlton Harris	<a href="mailto:harriscd@fultonschools.org">harriscd@fultonschools.org</a>
Physical Education	Billy Nicholson	<a href="mailto:nicholsonw@fultonschools.org">nicholsonw@fultonschools.org</a>	Ashley Barker	<a href="mailto:barkera@fultonschools.org">barkera@fultonschools.org</a>
Science	Jon Anderson	<a href="mailto:andersonJ5@fultonschools.org">andersonJ5@fultonschools.org</a>	Carlton Harris	<a href="mailto:harriscd@fultonschools.org">harriscd@fultonschools.org</a>

<b>Social Studies</b>	MaryBeth Smiley	<a href="mailto:smileym@fultonschools.org">smileym@fultonschools.org</a>	Ashley Barker	<a href="mailto:barkera@fultonschools.org">barkera@fultonschools.org</a>
<b>World Languages</b>	Joe Uriz	<a href="mailto:Uriz@fultonschools.org">Uriz@fultonschools.org</a>	Valerie Moyer	<a href="mailto:moyervl@fultonschools.org">moyervl@fultonschools.org</a>
<b>TAG</b>	Andree Fitzpatrick	<a href="mailto:fitzpatricka@fultonschools.org">fitzpatricka@fultonschools.org</a>	Chris Shearer	<a href="mailto:shearer@fultonschools.org">shearer@fultonschools.org</a>
<b>Media Center</b>	Meggan Ford	<a href="mailto:fordmc@fultonschools.org">fordmc@fultonschools.org</a>	Ashley Barker	<a href="mailto:barkera@fultonschools.org">barkera@fultonschools.org</a>

### **FACULTY / STAFF**

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

Go to <https://johnscreek.fultonschools.org/staff> to locate staff email addresses.

### **Parent Grade/Classroom Performance Inquiries**

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

1. The request should first be made to the teacher.
2. After an email correspondence with the teacher, a parent-teacher conference may be necessary. The teacher will confirm those meetings directly with the parents. Parent appointments cannot be promised on the day of the inquiry, but we all will work together to find a mutually agreed upon time.
3. After meeting directly with the teacher concerned, if questions remain, the parent should correspond with the department chairperson.
4. If further assistance is needed following all steps outlined above, the parent may inquire to the curriculum assistant principal.

### **VISITORS / VOLUNTEERS**

For security purposes, all visitors/volunteers must enter the building through the main entrance. A driver license or passport must be shown to be granted access. Upon entry, all visitors must sign in and receive clearance in the front office before a visitor's name badge can be generated. This badge must be prominently displayed at all times. Please see the Fulton County website <https://www.fultonschools.org/community/become-a-volunteer> to register as a volunteer.

## **BELL SCHEDULE**

Students should not plan to arrive before 7:45 a.m. unless they have a pre-arranged appointment and an email from that teacher. Students must exit the building by 3:40 p.m. unless they are with a teacher.

1 <sup>st</sup> Period	8:20 – 9:12 = 52 minutes
2 <sup>nd</sup> Period	9:17 – 10:09 = 52 minutes
Flex Time (during 2 <sup>nd</sup> )	10:09 – 10:45 = 31 minutes
<b>3<sup>rd</sup> Period/Lunch</b>	<b>10:50 – 11:42 = 52 minutes</b>
<b>4<sup>th</sup> Period/Lunch</b>	<b>11:47 – 12:39 = 52 minutes</b>
<b>5<sup>th</sup> Period/Lunch</b>	<b>12:44 – 1:36 = 52 minutes</b>
6 <sup>th</sup> Period	1:41 – 2:33= 52 minutes
7 <sup>th</sup> Period	2:38 – 3:30 = 52 minutes
End of Day	3:30

## **ATTENDANCE**

For students in Fulton County Schools to learn and achieve to their fullest potential, it is critical that they attend school and are engaged in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school.

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

### **Excused Absences**

"A hold harmless absence that has been documented and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1."

The following is a list of all excused absences:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school

- Student are excused for up to 4 days due to a death in immediate family  
Students are excused for up to 2 days due to a death in non-immediate family
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Upon returning to school after any absence, students must present a note from a parent or guardian verifying one of the reasons above within **five days** of a student's return to school or the absence remains officially unexcused, and the student is subject to disciplinary action under Fulton County Schools Disciplinary Guidelines and Procedures related to attendance. Students arriving late or checking out for medical or dental appointments must submit a return-to-school note from the doctor for the absence to be coded excused.

The following must be included in the note:

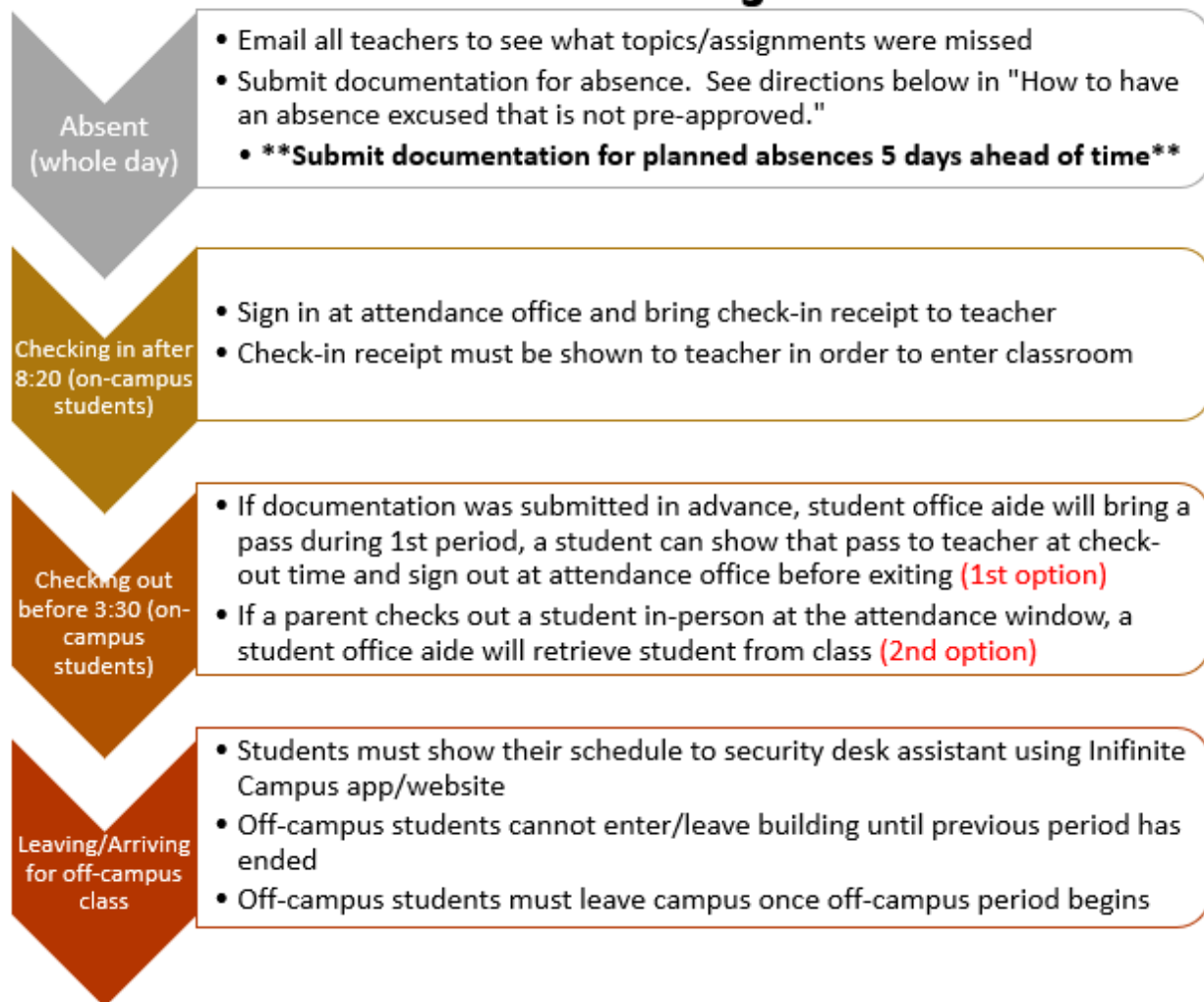
- Student Name
- Grade
- Student FCS ID Number (Lunch Number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Reason for Excuse

#### **Unexcused Absences**

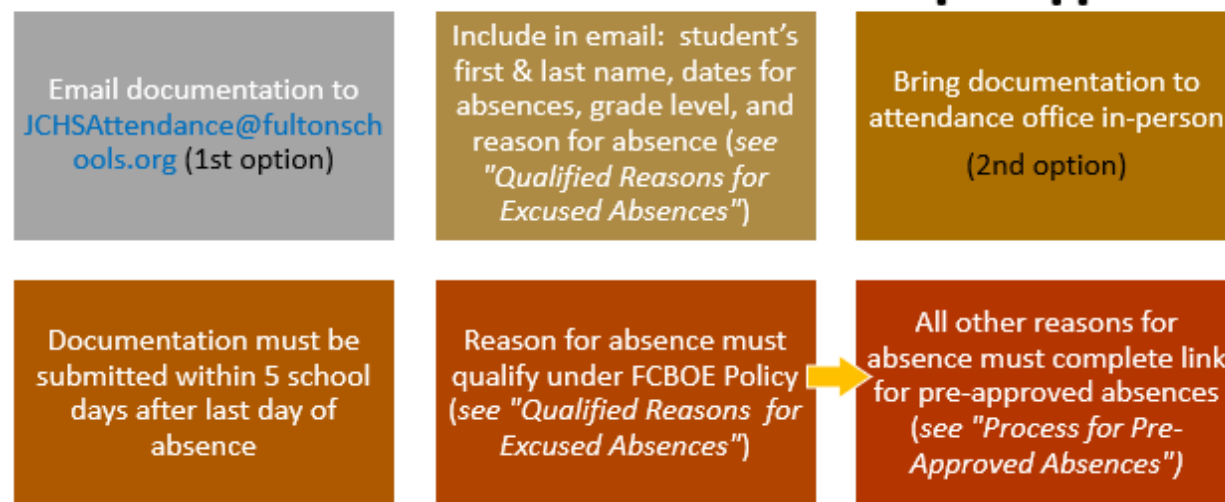
Any absence for which a note from the parent/guardian is not submitted to the attendance office within five days of the student's return and for which an excused reason is not given will be recorded as unexcused. Parking privileges may be suspended after the 6<sup>th</sup> unexcused absence in any class period.



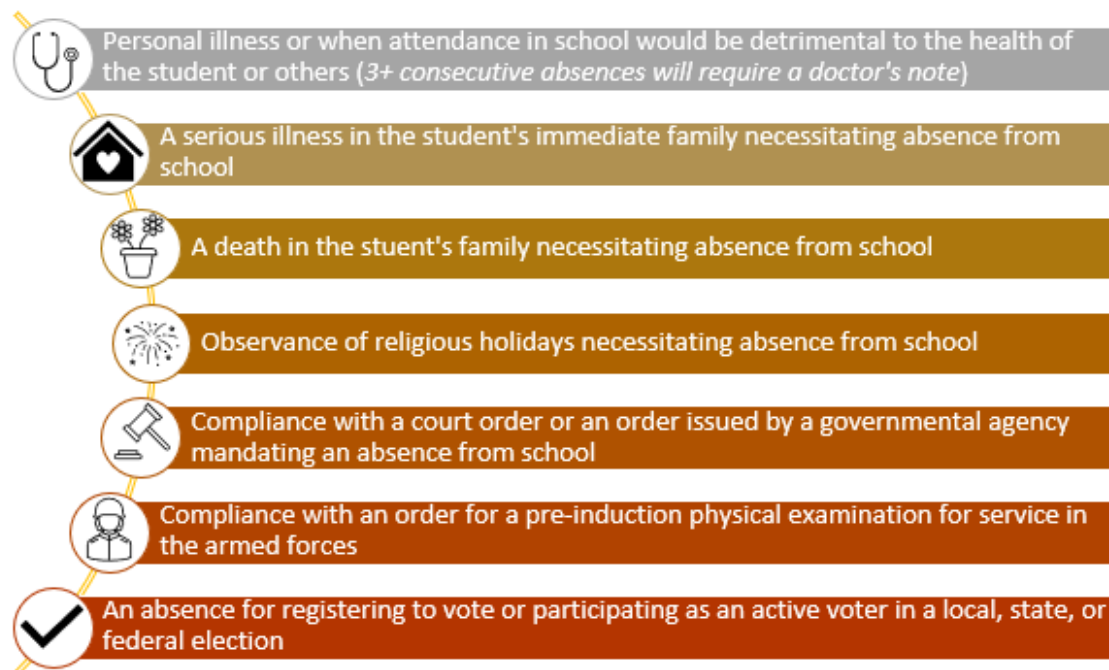
## What a student should do if they need to miss class:



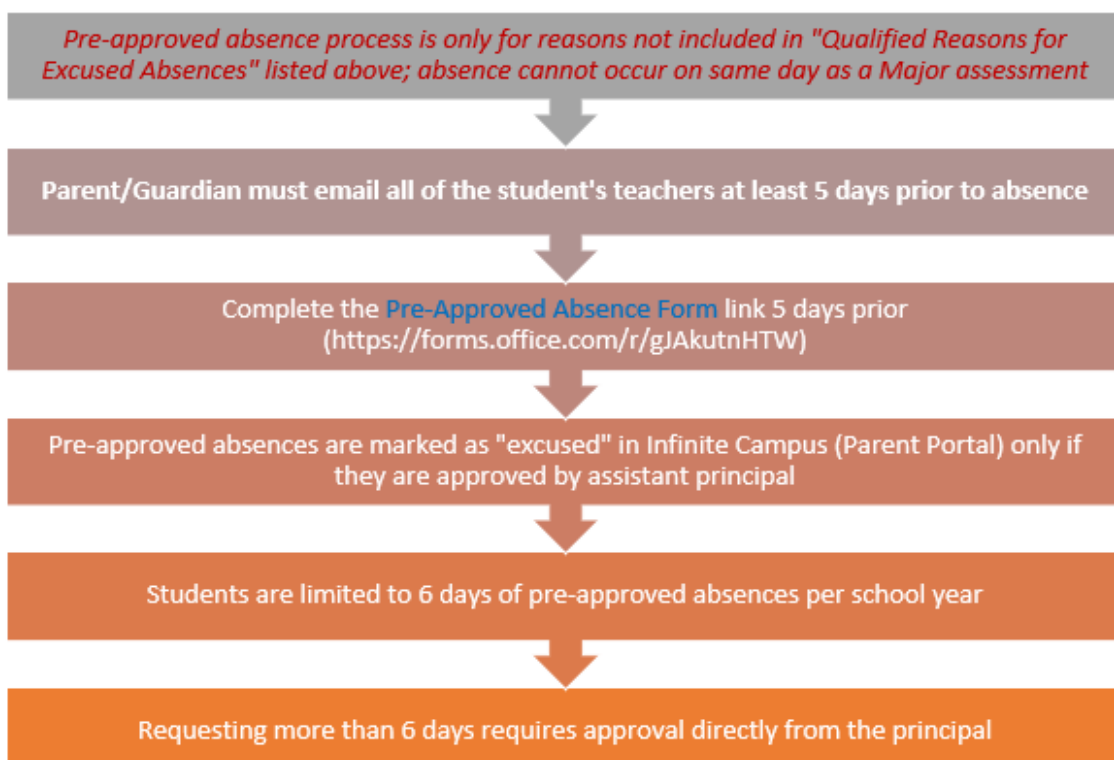
## How to have an absence excused that is not pre-approved:



## Qualified Reasons for Excused Absences:



## Process for Pre-Approved Absences:



### **Make-up Work**

Students will have an equal number of days they were absent to make-up their major assessment. For missed major assessments, students will communicate with their teacher to develop a make-up plan. If the major assessment is not made up by the deadline of the agreed upon plan discussed between the teacher and student a zero will be entered. At this time, the student may enter the recovery process for a maximum grade of 75%. For example, if a student misses a major assessment due to being absent on Tuesday, upon their return on Wednesday they will be expected to take the make-up assessment unless they communicate and develop a make-up plan with their teacher. For practice and minor assessments after the deadline of an equal number of days a student was absent, teachers will deduct 10% from a late or missing assignment. After this, teachers will deduct 25%. If a student fails to turn in a late or missing practice or minor assessment by the end of the unit, teachers will enter a zero for the assessment in the gradebook.

### **Checking in /Checking out**

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

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

**Once students arrive on the school campus, they may not leave prior to the end-of-the-day dismissal bell without checking out through the Attendance Office.**

Failure to follow these procedures constitutes a student code of conduct violation and results in referral to an administrator for appropriate action. Students who leave campus without checking out through the Attendance Office may be subject to permanent loss of parking privileges for the remainder of the school year.

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

### **Tardiness to School or Class**

- Students arriving tardy to school are to check-in immediately through the attendance office before reporting to class.
- Administration will assign a day of Friday School when a student receives their 3rd tardy in a single class per each 9-week period.
- **On the sixth tardy to all classes during any given semester, student parking privileges may be suspended.**

- Excessive tardies to school will result in a referral to the school social worker and Assistant Principal.

### **Class Cuts / Skipping**

A class cut occurs when a student is absent from class without having permission from the current class period's teacher or authorization from the office to do so. During instructional time, students should be in their assigned classrooms. If a student leaves his or her classroom during instructional time, they must create an electronic pass on our SmartPass app (available through Classlink) and show the teacher before leaving the room. The student must also end the pass on the HallPass app upon their return. A class cut is a discipline violation and will be addressed by an Administrator. Class cuts are considered unexcused absences and late work penalties may be applied to any missed assignments due to a class cut.

### **Field Trips**

Field Trips are an extension of classroom and/or student organization activities; therefore, all policies and procedures of the Fulton County School System and Johns Creek High School are in effect during field trips. Prior to participating in a field trip, students *must* return the parental consent and teacher sign-off form to the sponsoring teacher before the stated deadline. Eligibility for participation in field trips may be based on the following criteria for each class to be missed:

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

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

### **Virtual Classes**

Students taking virtual courses off-campus must leave the school property once that period begins. When entering/leaving campus from a virtual, off-campus class, the student must show their schedule to the staff at the Security Desk. For students taking virtual courses during the middle of the school day on-campus, there is an attendance requirement. If a student is absent more than three times in any semester for a non-school endorsed event, it may result in removal from the virtual course during the school day.

It is the student and parent's responsibility to keep up with course absences in Infinite

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

#### **Driver's License Certificate of Attendance/ ADAP**

Students may request the Certificate of Attendance form required for a driver's license and permit by scanning the QR code posted at the Counseling Office or at <https://johnscreek.fultonschools.org/students-families/important-documents-and-forms> and selecting the Certificate of Attendance link. Students can also request a copy of their ADAP certificate, only if they took health at JCHS. These forms will be delivered to the student within 48 hours. Please be sure to check the spam folder. IF students took Health virtually, retrieve their ADAP Certificate from [www.dds.georgia.gov](http://www.dds.georgia.gov).

### **CLINIC**

Students who become ill during the time they are assigned to be in class should report to class first to obtain permission and follow the expected procedure on our SmartPass app to be excused to the clinic. Students who become ill and are not able to report to class first must report directly to the clinic. If a student is too ill to report to the clinic, he/she should have another student or teacher notify the clinic at once so that appropriate attention can be given to the student.

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

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

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

### **TRANSPORTATION**

- Upon arrival, by automobile or school bus, students must come inside the courtyard or the building where adults are supervising.
- **Parents may drop off students at the front of the building only. Parents may not drop off students at the bus canopy in the back or at the cafeteria entrances on the west side.**
- Download the Here Comes the Bus App or consult <https://www.fultonschools.org/all-departments/operations/transportation> for bus stop information.

- **No student may ride a bus other than the one assigned to his or her home bus stop. No notes for changes will be accepted at the school or bus.** If there are emergency situations, a parent must work that out personally with our system-level transportation supervisor at 470-254-2970.

### **2024 / 2025 STUDENT TESTING CALENDAR**

October 8	PSAT, 9 <sup>th</sup> -11 <sup>th</sup> Grade Students
October 9	SAT, 12 <sup>th</sup> Grade Students
December 16-18	First Semester Final Graded Experience (Dec.18 half day)
December 19-20	Recovery (half days)
March 6	ACT, 11 <sup>th</sup> Grade Students
April 14-25	CTAE End of Pathway
April 28 - May 2	GA Milestones / End-of-Course Exams
May 9-16	Advanced Placement Exams
May 19-22	Second Semester Final Graded Experience



# 2024-25 School Year

JULY 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

APRIL 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



**BOARD OF EDUCATION**  
 Kimberly Dove, President  
 Kristin McCabe, Vice President  
 Katie Gregory • Michelle Morandic, Ph.D.  
 Lillie Pozalek • Katha Stuart  
 Franchesca Warren  
 Mike Looney, Ed.D., Superintendent

- First/Last Day of Semester
- ◻ Teacher Workday (students off)
- Professional Development Day (students off)
- Holiday (schools closed)
- ◆ Remote Day (remote day for students)

## First Semester

July 4	Independence Day (schools closed)
July 29	Pre-Planning for Teachers
July 30, 31	Professional Development Day
August 1, 2	Pre-Planning for Teachers
August 5	First Day of School
September 2	Labor Day (schools closed)
September 3	Teacher Workday (students off)
September 4	Professional Development Day (students off)
October 14, 15	Fall Break (schools closed)
October 16	Professional Development Day (students off)
November 5	Election Day / Remote Day
November 25-29	Thanksgiving Holidays (schools closed)
December 20	Last Day of First Semester
December 23-31	Winter Break (schools closed)

## Second Semester

January 1-3	Winter Break (schools closed)
January 6	Teacher Workday (students off)
January 7	First Day of Second Semester
January 20	Martin Luther King Jr. Holiday (schools closed)
February 17	Presidents' Day Holiday (schools closed)
February 18	Professional Development Day (students off)
March 3	Teacher Workday (students off)
March 4	Professional Development Day (students off)
April 7-11	Spring Break (schools closed)
May 22	Last Day of School
May 23	Teacher Workday (students off)
May 26	Memorial Day (schools closed)
June 19	Juneteenth Holiday (schools closed)

## Who To Call

Bus Transportation	
North Fulton	470-254-2970
South Fulton	470-254-6060
Central Administration	470-254-3600
Curriculum Information	470-254-4943
Gifted/Advanced Studies Information	470-254-6812
Human Resources	470-254-4585
Pre-Kindergarten Programs	470-254-4574
School Attendance Zones	470-254-5540
School Nutrition Program	470-254-8960
Special Education Information	470-254-0400
Student Records	470-254-0030
Systemwide Testing	470-254-1751

## Weather-Related School Closings

Local radio and TV stations, along with the system's website and social media sites, will report school closings or delays due to weather or other unforeseen events.

## 2024-25 Breakfast & Lunch Prices

	Breakfast	Lunch
Elementary School	\$1.20	\$2.60
Middle School	\$1.35	\$2.85
High School	\$1.35	\$2.85
Reduced Price	\$.00*	\$.00*
Adults	\$2.75	\$4.75

\* During SY24-25, households that qualify for reduced meals will not be required to pay the reduced price of \$0.30 for breakfast and the \$0.40 for lunch due to GaDOE funding that will be used to cover these costs.

## **GRADING**

### **Grading Scale**

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

<b>90 - 100</b>	<b>A</b>
<b>80 - 89</b>	<b>B</b>
<b>70 - 79</b>	<b>C</b>
<b>0 - 69</b>	<b>F</b>

### **Grade Categories**

- Major (55%): An assessment that is cumulative in nature that measures learning targets from multiple standards/skills. Any final graded experience must be categorized and weighed as a major.
- Minor (35%): An assessment that measures an individual learning target, standard, or subset of learning.
- Practice (10%): Daily assessments, observations and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Students will receive, at a minimum, eight grades per course within 9 weeks:

- Two major assignments / assessments
- Three minor assignments / assessments
- Three practice assignments / assessments.

\*There is no maximum number of assignments / assessments.

### **Late Work**

When a student is present in class but does not submit an assignment by the due date, teachers will deduct 10% of the late or missing assessment grade. After this, the teacher will deduct 25%. If a student fails to turn in a late or missing assessment by the end of the unit, teachers will enter a zero in the gradebook.

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

### **Certain Courses Carry More Weight**

Students enrolled in Honors, Advanced Placement, and Dual Enrollment post-



secondary option courses will receive seven additional points to their final passing grade on grade reports only.

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

### **End of Course Exam Information**

- There are four courses that have a state-mandated End-of-Course (EOC) exam:
  - Algebra: Concepts & Connections
  - American / 11<sup>th</sup> Grade Literature
  - Biology
  - U.S History
- In accordance with the State Board Rule, EOC assessments will be weighted as 20% of the total grade.
- The second semester of the EOC course should reflect the following grade weights subject to State Board Rule:
  - EOC is weighted at 20% of the total grade.
  - Major assessments are weighted at 40% of the total course grade
  - Minor assessments are weighted at 30% of the total course grade
  - Practice assessments are weighted at 10% of the total course grade
- Students enrolled in a course with an End-of-Course exam cannot exempt EOC testing. Students who refuse to participate in EOC testing (opt-out) will be assigned a 0% for the EOC assessment in the gradebook.

### **Grade Reporting**

Interim progress reports can be viewed through Infinite Campus every 4.5 weeks. Report Cards will be issued every 9 weeks and can be viewed in Infinite Campus. A year end grade report will be issued at the end of the year. Credits will be earned at the end of each semester. After the fourth week of any semester and until final exams begin, parents are encouraged to use Infinite Campus Parent & Student portal to check their child's progress. Counselors and teachers are available by appointment to discuss with parents the placement and progress of a student. The student transcript reflects all courses attempted in high school as well as grades, credit received, and cumulative numeric average. Final grades are received in each course at the end of each semester and are permanent on the transcript. For a list of the different resources Infinite Campus can give you access to including, but not limited to registration, progress reports, schedule, bus, locker, attendance, and how to set alerts for missing work please go [HERE.](#)

Check the Canvas / Microsoft Teams for each class to review specific assignments, course documents, assessment calendar, or to access the syllabus with course specific information from each teacher. Please routinely check both Infinite Campus & Microsoft Teams for the most up-to-date information.

### **Recovery Policy**

Due to recent board policy changes, Students are limited to one recovery attempt per major assessment if they scored below 75% on the initial assessment. Recovery will not be provided for minor or practice assessments. Students can earn a maximum grade of 75% on the recovered major assessment. Students who earn between 75 – 100 on the recovered assessment will receive a 75%. Students who earn below a 75% on the recovered assessment will receive the grade earned or the original grade; whichever is higher. The original score should be noted in the comment section of the grade book when a student recovers a major assessment. Recovery must be requested by the student and completed before the next major assignment / assessment. Professional Learning Communities (PLC's) may require a student to complete any missing assessments, remediation activities, and/or attend extra-help sessions prior to recovery opportunities.

### **Grade Level**

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

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

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

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

### **Graduation Requirement Guidelines**

<b>English</b>	<b>4.0 credits</b>
<b>Mathematics</b>	<b>4.0 credits</b>
<b>Science</b>	<b>4.0 credits</b>
<b>Social Studies</b>	<b>3.0 credits</b>
<b>Health/Physical Education</b>	<b>1.0 credit</b>
<b>World Language and/or</b>	
<b>Fine Arts and/or Career Tech</b>	<b>3.0 credits</b>
<b>Electives</b>	<b>4.0 credits</b>
<b>Total</b>	<b>23.0 credits</b>

\*Please see your counselor for detailed information regarding graduation requirements.

*FCS Board Policy dictates that a student will not be able to participate in the graduation ceremony if they have not met the requirements of the Georgia Department of Education including standardized testing and course completion.*

### **Honor Roll**

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

### **Honor Graduate**

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

### **Final Exams**

Professional Learning Communities (PLCs) will administer their final exam during the last regular scheduled week (full school days) of each semester. PLC's will have the flexibility to determine if these graded experiences will be cumulative or not. These final exams will be completed within one allotted class period. Final exams that are cumulative will not be administered second semester if the course has a state-mandated End-of-Course (EOC) exam or national Advanced Placement (AP) exam. Students are limited to one recovery attempt as outlined above in the recovery section. The graded experience recovery will take place during the last three days of school (half-days). There are no exemptions for graded experiences since recovery is built in throughout the semester.

Final Exams may be given in the last week of each semester. Please keep this in mind as medical/dental appointments and family plans are confirmed. Students will not be allowed to take final exams early. Exceptions to take final exams late will not be granted except in very unique circumstances. A written explanation from a parent/guardian at least two weeks prior to the final exam is required. If a student is absent during final exams due to illness, he/she must provide a note from a doctor to the Administration within three school days.

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

### **Dual Enrollment Program with Colleges**

Most colleges, universities, and technical schools in this area have joint enrollment agreements with Fulton County Schools. Under these arrangements, high school

students may combine years of high school with college or vocational-technical classes while earning their high school diplomas. Students should see a counselor for details.

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

Students and parents are required to attend a Dual Enrollment Information session each Spring prior to completing the Dual Enrollment application. Refer to the FCS Dual Enrollment Contract for program specifics.

### **Honor Code**

Integrity is a core value of the Johns Creek High School community. Johns Creek students are expected to demonstrate honesty and integrity in all endeavors. All student work submitted must be the student's own work. The Honor Code applies to all students and to all assignments (classwork, homework, quizzes, exams, papers, projects, labs, etc.) Collaborating, copying, plagiarizing etc. all constitute attempts to present another's work as though it was one's own and will not be tolerated. This includes, but is not limited to:

- Any form of collaboration on any assignment unless explicitly allowed by the teacher
- Copying the work of another student
- Sharing one's own work with another student
- Sharing the content of an assessment or exam with another student
- Using information/resources on an assignment that are not explicitly allowed by the teacher
- Using electronic devices to aid on an assignment when not explicitly allowed by the teacher
- Plagiarism or the unauthorized use or close imitation of the language or thoughts of another and representing them as one's own. This includes copying or cutting-pasting (even with minor revisions) from any source without proper citation.
- Note that this list is not exhaustive and other actions may violate the spirit of the Honor Code

All electronic devices should be in the student's bag or away from their desk during all assessments unless explicitly allowed by the teacher. If a student is in possession of a phone or electronic device that can transmit or record information during a major it will result in automatic academic dishonesty. This means the student will receive a zero on the major with no option to recover. The student will not be eligible to bring this claim to the academic dishonesty panel.

Note that JCHS students enrolled in any courses with non-JCHS institutions (Fulton Virtual, Georgia Virtual, Dual Enrollment, etc.) are subject to the JCHS Honor Code policy as well as the Honor Code policies of the other institution. Johns Creek has no control over the decisions of other non-JCHS institutions.

If there is suspected Academic Dishonesty, the teacher will address those concerns with the student and give the student an opportunity to respond to the concerns.

- If the student admits to academic dishonesty, they will be given an opportunity to take the major again with a max grade of 50. The teacher should report the instance of Academic Dishonesty to Valerie Moyer.
- If the student claims they were not academically dishonest, the teacher will refer the concern to Administration for a Panel decision.

When a Panel is convened to consider Academic Dishonesty, it will be comprised of an Administrator, a Counselor, and a Teacher. The panelists will not have a connection to the student.

- Both the teacher and student will have an opportunity to address the Panel regarding the concern of Academic Dishonesty.
- If the Panel finds the student was academically dishonest, the student will take the Major again with a max grade of 50.
- If the Panel finds the student was not academically dishonest, the student will receive the grade for the Major without penalty.

For any future concern for Academic Dishonesty, steps 1 and 2 will be repeated.

- For a second violation, and future violations, the student will receive a zero on the Major without possibility to recover the Major. Additionally, the FCS Code of Conduct will be followed for a violation of the county's honor code.

### **SCHEDULES AND COURSE CORRECTIONS**

The master schedule is based on Spring course requests and teacher recommendations. Students should fully participate in the Spring scheduling process and meet deadlines. Students and parents will have multiple opportunities during the Spring scheduling window to view and make course requests. Requests for waiving up one level from a teacher recommendation for online courses, dual enrollment, and senior reduced are done in the spring. Students requesting these courses will need to complete and submit all required paperwork by the spring deadline. Once this Spring scheduling window closes, schedule requests are final.

Requests for course corrections will be considered only during the first 20 days of each semester for the following reasons:

- The student has failed a required course and must repeat the course.
- The student has failed a pre-requisite and is not eligible to continue in the sequence.

- The student is not enrolled in a course required for graduation.
- The student is retaking a failed class and has been assigned the same teacher for the exact class he/she has failed and another teacher is available.
- The student is enrolled in a Dual Enrollment/AP/Honors level course and wishes to enroll in a less rigorous level of the same course.
- The student demonstrates poor achievement in a pre-requisite course and is advised by both the teacher and counselor/administrator not to enroll in a more advanced course.
- There is a scheduling conflict or a course has been cancelled.

Requests will be denied for any of the following reasons:

- The student requests a specific lunch period, class period, or teacher.
- The student asks for a different elective than originally requested during the scheduling window.
- The student requests an online class after the online contract deadline. Students must adhere to the guidelines and classes listed on the contract.
- The student wishes to enroll in a more rigorous course.
- The student wishes to withdraw from a year-long course.
- The student requests a dual enrollment course after the contract deadline.

### **Class Leveling**

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

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

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

### **DRESS CODE**

It is vital that no form of dress be distracting to the educational process. Students are expected to dress and groom to reflect neatness, cleanliness, and modesty, as well as a sense of pride in themselves and in JCHS. The following expectations must be met by all JCHS students:

- No undergarments should be visible at any time. Pants must be worn at waist.
- No bandanas will be worn/displayed at any time on campus.
- No depiction of alcohol, drugs, tobacco, weapons, gangs, or derogatory, inciting, or sexually suggestive words, pictures, or symbols may be on, or a part of, any clothing or accessory.

- Team uniforms must all consistently follow guidelines set by the head coach.

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

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

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

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

### **BEHAVIOR EXPECTATIONS / DISCIPLINE**

Johns Creek High School CORE VALUES:

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

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

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

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

1. Keep your hands to yourself.
2. Always follow the directions of any JCHS adult personnel – this includes throughout the school day, before school, after school, and during all emergency drills and evacuations
3. Keep your voice at a normal conversation volume.
4. Inappropriate public displays of affection are not permitted.
5. Show respect for others, yourself, and your school building.
6. Disruptive behavior is not tolerated. Disruptive behavior is defined as any

behavior that interferes with the educational process, event, or with the flow of traffic in public areas.

7. Students may not leave campus once they have arrived unless they have checked out through the Attendance Office.
8. Students may not leave class for any reason without a hall pass.
9. Students are not permitted to remain in parked cars before or during school hours. Once they leave their cars, students must receive permission from office personnel to return to their cars.
10. Permission to use personal technology devices in a classroom is at the sole discretion of the teacher in each classroom. Follow all teacher direction regarding technology use or disciplinary actions may result.
11. Students who are serving all school-based discipline, excluding private and public detention, are restricted from extracurricular activities for that day.
12. Students are responsible for damage to or loss of textbooks, laptops, and other school property.

### **NO Bullying or Perceived Bullying**

All students must feel safe and comfortable on the Johns Creek High School campus. Involvement, fulfillment, and achievement in the entire high school experience depends on comfort in the classroom and on all parts of our campus. If a student chooses to infringe on the safety or comfort of another student, he or she must understand this:

**Any student found guilty of bullying or harassment will face elevated consequences on our JCHS discipline cycle and is subject to a system-level disciplinary hearing. Any student found guilty of bullying three times by a hearing officer will be assigned to alternative school.** Respect the comfort and safety of all others on campus and this will never be an issue for you. If you have any doubt that a statement or action would be perceived as harassing or bullying, simply do not make that statement or take that action.

### **Fighting**

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

### **Cell Phones and Personal Technology Devices**

In grades 6 through 12, the use of Personal Communication Devices (PCDs) is not allowed during instructional time and will only be allowed when explicitly instructed to do



so by a teacher or other school staff members. Teachers will either have a visual cue or will verbally notify students when they are allowed to have their cell phones out during the class period for instructional purposes only.

**1<sup>st</sup> Offense:**

- Teacher selects a different strategy (see [JCHS discipline process chart](#))
- Restate expectation
- Teacher will document intervention into [IC](#)

**2<sup>nd</sup> Offense:**

- Teacher selects a different strategy
- Document in IC
- Teacher issued consequence
- Parent contact

**3<sup>rd</sup> Offense:**

- Teacher issued consequence; teacher has the discretion to collect phone for the remainder of period
- Parent contact
- Teacher will document into IC
- If student refuses, teacher submits an office referral

**4<sup>th</sup> Offense:**

- Teacher submits office referral in IC, emails administrator
- Parent contact

**Classroom Procedures:**

- Teachers can continue to use cubbies, pocket charts for phones, or have students keep them in their bookbags.
- Cell Phones should not be out during class time unless instructed by the teacher.
- If leaving the classroom to use the restroom, vending machine, etc., cell phones should remain in the classroom (placed on desk, holder, cubbies, etc.); students are not allowed to bring phones with them.
- Cell phones should be collected by the teacher prior to any classroom assessment.

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

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

### **PERSONAL VALUABLES AT SCHOOL**

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

### **Deliveries to Students**

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

### **SELECTED FULTON COUNTY BOARD POLICIES REGARDING DISCIPLINE**

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

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

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

**CODE SECTION 20-12-1180 LOITERING AT OR DISRUPTING SCHOOLS:** Under this law, it is illegal to remain on a campus or within a school safety zone when there is no legitimate need or cause to remain. Smoking, "hanging out" with friends, and other related activities are not considered legitimate needs under the law. Violation of this law

is a misdemeanor of a high and aggravated nature and will be strictly enforced at Fulton County Schools.

#### **CODE SECTIONS 20-2-751.4 BULLYING AT SCHOOL OR SCHOOL FUNCTION**

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

### **MEDIA CENTER**

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

#### **Visiting the Media Center**

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

#### **Lunch period visits to Media Center**

Students may utilize the Media Center during their lunch periods. Passes are required for visits during lunch and must be picked up from the Media Center circulation desk prior to the lunch period. Once students are signed into the Media Center, they are expected to remain there. Students are not allowed to leave for the restroom or to go to the academic floors during lunch. Students are expected to maintain a calm demeanor during the lunch period. The media center is used as a quiet, calm place for many students. Any students who do not follow the rules will be asked to leave.

#### **Computers in the Media Center**

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

technical help with the Fulton County device should come to the Media Center for assistance.

### **Book check-out**

Up to ten items may be checked out at any time for two weeks and may be renewed once. There is no limit to the frequency of exchanging materials. Current issues of magazines and newspapers may be enjoyed in the Media Center and back issues may be checked out.

### **Online Materials**

Students have access to multiple online library resources through Classlink. Sora is an application where students can checkout eBooks and audiobooks that can be downloaded to a Kindle or other device. The checkout period is two weeks. After two weeks, the book will automatically be checked back in. Student also have access to several databases for research through Gale and MackinVia.

## **COMPUTER USE**

### **Devices**

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

### **Device Fines**

Lost/stolen	\$250
Damaged	\$100
Accessories – Lost or damaged	\$30/each accessory

### **Acceptable Use Policy for Network and Internet Access**

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

### **Terms and Conditions for Network and Internet Access**

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

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

Students are prohibited from the following:

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

16)Circumventing or attempting to circumvent the filtering system.

### **Consequences**

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

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

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

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

### **Conditions of Use and Account Management**

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

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

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

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

## **FUNDRAISING AND SCHOOL FUNDS PROCEDURES**

### **Student Activity Funds**

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

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

### **Booster/Parent Organizations**

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

## **PARKING**

Parking spaces will be issued to students on a yearly basis to those who qualify. Due to limited availability, JCHS is offering parking privileges to seniors first. After all seniors have had the opportunity to purchase a parking spot, a lottery will be provided to juniors

who meet all requirements. A wait list will be kept for all juniors who have not received a space. When spaces open, students on the list will be offered a space based on a lottery from the wait list. Students must provide all required information listed on the application and submit it by the deadline to be eligible. Applications must be accompanied by a legible photocopy of the student's driver's license and valid auto insurance for the correct vehicle. It is the student's responsibility to apply for a parking permit. Please see the JCHS website for directions for applying for a parking space. Being a dual enrolled student is not a guarantee for juniors to park on campus.

Requirements for eligible students for a parking permit:

- Complete a permit application form by deadline
- Legible copy of applicant's driver's license and insurance
- \$110.00 due through on-line payment
- Students with excessive absences or a discipline record may be denied the privilege to obtain a parking permit or having their parking permit revoked

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

#### **Reasons for Revocation of Parking Privileges**

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

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

#### **JCHS Parking Regulations**

1. All automobiles parked on the school grounds must be registered. The parking decal must be displayed in the front left driver's windshield. **Vehicles that do not display a current parking permit, will face fines and disciplinary consequences.**
2. **If you are using another car owned by your family that is not registered at JCHS, you MUST report this to the Principal's Assistant immediately upon**



**arrival to school. Failure to do so could result in fines or disciplinary consequences.**

3. Students are not to park in any space marked HANDICAPPED, FACULTY/STAFF, RESERVED or VISITOR. Illegal parking will result in loss of permit, fines, and/or disciplinary action.
4. Students who drive to school must accept responsibility for being on time to school.
5. All students must be covered by liability insurance. The school is not responsible for the automobile or its contents. No student may drive a motor vehicle on school property that is not registered to that student or his/her parent/guardian.
6. Students will observe the posted speed limit while on school grounds. Students who drive recklessly on school grounds, or within 1,000 ft. of the school, are subject to disciplinary action and/or loss of parking permit.
7. Student vehicles are subject to search if there are reasonable grounds to search. Failure to comply with a vehicle search will result in permanent forfeiture of parking privileges and the notification of local police if school officials believe a crime has occurred.
8. All passengers including the driver MUST have a seat belt on before leaving the student parking lot. Failure to adhere to this law will result in disciplinary action.
9. Parking permits are non-transferable. Students found buying, selling, exchanging, altering, or counterfeiting permits will have their parking privileges permanently revoked and will be subject to suspension with no parking fees refunded.
10. The parking fee must be paid when the parking permit is issued. **A student may NOT drive to school until displaying a valid permit.**