



*OPEN MINDED, UNDIVIDED*

# Student Handbook

## 2023-2024

**North Atlanta High School Mission Statement:**

Through a nurturing culture that embraces diversity, promotes academic rigor, and fosters integrity, North Atlanta High School will develop inquiring, responsible, and caring young adults who will graduate ready for college and career.

**North Atlanta High School Vision Statement:**

North Atlanta High School, through holistic learning and collaboration among students, educators, families, and community, will foster an environment of critical thinkers who are globally and culturally aware.

**IB Mission:**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

**North Atlanta High School**  
**4111 Northside Parkway**  
**Atlanta, GA 30327**  
**(404) 802-4700**

**This handbook is a living document. Changes will be made as Atlanta Public Schools' policies and North Atlanta High School's rules and/ or schedules change. Please report to a school administrator any discrepancies between this document and APS policies and practices. An up-to-date version of this handbook will be kept on the school website and app:**

**<http://www.atlanta.k12.ga.us/domain/3442>**

## **North Atlanta High School 2023-2024 Administrative Team**

|   |                     |
|---|---------------------|
| Principal.....                                    | Curtis Douglass     |
| Assistant Principal (9 <sup>th</sup> Grade).....  | Venisha Johnson     |
| Assistant Principal (10 <sup>th</sup> Grade)..... | Yamilsa Roebuck     |
| Assistant Principal (11 <sup>th</sup> Grade)..... | Yvette Yisrael      |
| Assistant Principal (12 <sup>th</sup> Grade)..... | Jill Stewart        |
| Assistant Principal (Testing).....                | Angela Mitchell     |
| Assistant Principal (Attendance) .....            | Byron Barnes        |
| Athletic Director.....                            | Andre Regan         |
| IB MYP Specialist.....                            | Nikia Showers       |
| IB DP/CP Specialist.....                          | Danielle Costarides |

### **School Counseling Department**

|                               |                 |
|-------------------------------|-----------------|
| 9 <sup>th</sup> Grade.....    | Shellie Marino  |
| 9 <sup>th</sup> Grade .....   | Dionne Williams |
| 10 <sup>th</sup> Grade .....  | Marc Genwright  |
| 11 <sup>th</sup> Grade.....   | Darryl Robinson |
| 12 <sup>th</sup> Grade. ....  | Kaye Boykin     |
| Graduation Coach (9-10).....  | John Flen       |
| Graduation Coach (11-12)..... | Cassandra Jones |

### **Who to Contact?**

Questions about Academics - Please contact your student's teacher first. If you still need assistance, please contact the administrator over that curricular department, as shown below.

Venisha Johnson ..... ELA

Yvette Yisrael..... Science, Special Education

Angela Mitchell..... Math

Jill Stewart.....Social Studies

Yamilsa Roebuck.....ESOL, World Languages,

Byron Barnes.....CTAE, Arts, JROTC

Curtis Douglass ..... P.E.

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### **The IB Learner Profile**

North Atlanta High School is an IB World School offering 3 IB programs to students. The IB Learner Profile represents 10 attributes that we believe can help students become responsible members of our school, local, national and global communities.

The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

In this Student Handbook we use these attributes to establish the policies, procedures and rules that will help create a better school in which students can thrive.

As IB learners we strive to be:

|               |             |
|---------------|-------------|
| Inquirers     | Open-minded |
| Knowledgeable | Caring      |
| Thinkers      | Risk-takers |
| Communicators | Balanced    |
| Principled    | Reflective  |

### **IB and North Atlanta**

Grades 9 and 10: **ALL** students are IB students and take classes in the IB subjects in the Middle Years Program (MYP). State course standards are taught in the “IB way.” Students still take all required state assessments.

Grades 11 and 12: There are 2 opt-in IB programs for these grades. We offer the Diploma Program and the new Career-related Program which are inclusive of CTAE and arts pathways. Students who elect not to pursue either program may take AP classes, pursue dual enrollment with MOWR, take classes at the Atlanta Career Academy and/or pursue CTAE and arts pathways independent from IB programs. Regardless, all students are enrolled at an IB World School and are expected to strive to be IB Learners as described in the IB Learner Profile.

## **Inquirers**

*As Inquirers, we nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.* Students are encouraged to explore post-secondary options and to utilize the media center to engage in research.

### **College and Career Center**

1. On-campus visits by College Representatives are coordinated through the College and Career Center (CCC). Students must register for the meeting through the CCC.
2. Students visiting the CCC during the instructional day must follow the criteria of the In-School Activities Section under Field Trips.

### **Media Center**

The hours of operation are 8:15 AM – 4:00 PM

- a. Only students who are accompanied by teachers or with teacher signed pass or Media Center passes will be permitted entrance.
- b. Students must remain quiet and on task while using the Media Center.
- c. No food or beverages, including water, are permitted in the Media Center.
- d. All students must adhere to the Internet Use Policy and Regulations.
- e. Students are responsible for fees for printing and copying.
- f. Items lost or damaged will be charged to the student—all debts must be cleared prior to graduation or withdrawal from NAHS.

## **Knowledgeable**

*We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.* In order to learn and master content, students must attend class, be assessed fairly, and be graded according to the level of mastery. Students cannot become knowledgeable if they are not on time and present in every class. Missing 5 classes per semester equals approximately 11% of the total class time. A student absent one class per month is present for only 89% of the time and is not likely to earn a 100% in the course without making extraordinary effort. Make-up work can never replace the learning process that takes place in the classroom. Regular school attendance also establishes a pattern of positive habits that can be carried over throughout life.

### **Attendances/Tardies**

Attendance has been proven to directly affect the academic success of students. In order to aide our students we will implement an attendance and tardy protocol. We are expecting all stakeholders to help us with implementation of the protocols so that North Atlanta High School Warriors will be college and career ready upon graduation.

No student, without a valid excuse, shall be tardy for a class in which he/she is enrolled. Consequences for tardies are below:

|   |  |
|---|--|
| 1 <sup>st</sup> – 4 <sup>th</sup> tardy to a specific class | Warning (teacher/attendance admin) and document in IC  |
| 5 <sup>th</sup> tardy to a specific class                   | Administrator will notify parent and assign after school detention (If student does not attend detention, they will be assigned to ISS for insubordination.) |
| 6 <sup>th</sup> to a specific class                         | Attendance Team will monitor student attendance and academic performance. Student will be assigned in-school suspension (ISS).                               |

|  |  |
|--|--|
| 7 <sup>th</sup> -9 <sup>th</sup>           | <p>Student will be assigned in-school suspension (ISS). Revoke privileges</p> <ul style="list-style-type: none"> <li>• Homecoming dance</li> <li>• Prom</li> <li>• Parking</li> <li>• Athletic and club participation (Games)</li> <li>• Running for school wide office (SGA)/King &amp; Queen</li> </ul> <p>Field trip participation and other privileges as they arise</p> |
| 10 <sup>th</sup> tardy to a specific class | <p>Student will be assigned in-school suspension (ISS). Social Worker referral and for 1<sup>st</sup> period tardies a verification of residency may be requested by the residency officer.</p>  |

Tardies are cumulative per semester.

### 1. Student Tardies to School

In compliance with the state law of Georgia, all student tardies to school shall be classified as **unexcused** except for the following reasons:

- Personal illness
- Death in the immediate family
- Religious holidays
- Court Appearances
- Instances where attendance by pupils would be hazardous.

### 1. Student Tardies to Class

- When the bell rings to announce the start of a class period, teachers will close their classroom doors. Students late for classes must sign the tardy log each period. Students who miss 45 minutes or more of class will be considered absent from the class.
- Other possible consequences and interventions for unexcused absences or tardies or excessive early checkouts**, may include, but are not limited to, the following:
  - After School Detention
  - Revocation of School Transfer
  - Student/Parent Conferences
  - In-school Suspension
  - Referral to School Social Worker
  - Referral to Juvenile Court
  - Referral to Social Service Agencies
  - Loss of Driver's License/Learner's Permit.
  - Residency Verification
  - Loss of School Privileges (parking, prom, activities, etc...)
  - Loss of senior privileges

- Students with excused absences** MUST be allowed to make up work assigned during their absence without penalty and will have two weeks after their return date to submit the assigned work for full credit. Previously assigned work that is due the day of the absence is still due on the assigned date, if submitted electronically, otherwise it is due immediately upon their return to school. This includes quizzes, tests, projects, and papers.
  - Making up tests, class work, and other assignments after absences is the responsibility of the student.
  - See class syllabi for your teachers' make-up work policies.
  - Students' grades are negatively affected when missing work is not made up.

## Attendance Policy

Pursuant to state law, No student, without a legal excuse, shall be absent for a class in which he/she is enrolled. Excused absences should be kept to a minimum where possible.

|                                       |   |
|---------------------------------------|---|
| Three (3) Unexcused Absences          | A letter is mailed to parents/guardians notifying them that their child has at least three unexcused absences.  |
| Five (5) Unexcused Absences           | A letter is mailed to parents/guardians notifying them that their child has at least five unexcused absences, reminding them of possible penalties of a misdemeanor violation, and requesting the parents/guardians to meet with the Student Attendance Committee.<br><br>The student will sign an Attendance Contract. Senior Privileges may be revoked. |
| Eight (8) Unexcused Absences          | The student may be referred to the school social worker and may be assigned consequences for violating the Attendance Contract (beginning with the 6 <sup>th</sup> unexcused absence.)  |
| Ten (10) Unexcused Absences (Truancy) | Possible referral to Juvenile Court. 10 consecutive unexcused absences may result in withdrawal from school.  |

### 1. Student Absences from School

- a. In compliance with the state law of Georgia, all absences of students shall be classified as **unexcused** except for the following reasons:
  - b. Personal illness
  - c. Death in the immediate family
  - d. Religious holidays
  - e. Court Appearances
  - f. Instances where attendance by pupils would be hazardous.
  - g. Voter Registration or voting in a public election, not to exceed one day per school year.
  - h. In any of the above situations, parents or guardians must provide the school with a **written explanation of the reason for the student's absence** and the student's parent(s) or legal guardian(s) must sign the written explanation. Students are to take their written excuse to the Attendance Clerk upon returning to school. **The Attendance Clerk will collect the absence notes from the students and give the students a pass to class, if necessary.** The Attendance Clerk can be reached by phone at 404-802-4714
  - i. To be counted present for the whole day, students must attend at least the equivalent of half (1/2) the **school day.**
  - j. Visits to college campuses and out of town trips are **NOT excused absences.** However, students may use up to 2 educational days for college visits that are properly documented.
  - k. **If students are absent from school for an unexcused reason or students do not provide a parent-signed absence note explaining an excusable reason for the absence,** students may receive appropriate disciplinary action, including, but not limited to, an Administrative Lunch or Detention. If the student continues this behavior, additional consequences will be applied (e.g., additional Administrative Lunch/Detention or In-School Suspension).
    1. **No student may be checked out after 3:00 pm for any reason.**
2. Cutting/Skipping/Out of Assigned Area
  - a. **Cutting/Skipping/Out of Assigned Area is defined as being absent without permission will be addressed as a disciplinary issue.**
  - b. Students are expected to be in their assigned areas at all times.
  - c. A hall pass only allows a student direct, expeditious travel to a specific location.



3. Consequences for Cutting/Skipping/Out of Assigned Area:

|   |  |
|---|--|
| <i>1<sup>st</sup> skipping incident</i>         | Students will receive after school detention.  |
| <i>2<sup>nd</sup> skipping incident</i>         | Students will receive after school detention. Attendance team monitors student attendance and academic performance for potential referrals/interventions.  |
| <i>3<sup>rd</sup> skipping incident</i>         | Students will receive after school detention. Revoke privileges <ul style="list-style-type: none"> <li>• Homecoming dance</li> <li>• Prom and other school dances</li> <li>• Parking</li> <li>• Athletic and club participation</li> <li>• Running for school wide offices (SGA)/king &amp; queen</li> <li>• Field trip participation,</li> </ul> and other privileges as they arise   |
| <i>4<sup>th</sup> or more skipping incident</i> | Students will receive ISS. Social worker referral and conference with attendance administrator. Absences including skipping are cumulative for the school year. Please note that if an administrator checks a student's attendance and finds that the student has been skipping, consequences/interventions will be given, and parents will be notified. If a student misses after school detention, the student will be assigned ISS. |

Skipping is cumulative for the year.

**\*The attendance policy also applies to directed study students.**

Please note that if an administrator checks a students' attendance and finds that the student has been skipping, consequences/intervention will be given and parents will be notified.

If a student misses after school detention the student will be assigned an additional detention. If the student does not report after the rescheduled detention, it will become an office referral and could result in consequences.

**Hall Passes**

1. **It is the student's responsibility to have an appropriate hall pass.**
2. Students are not allowed to leave a classroom without a signed **Hall Pass/ Pass** noting permission.
3. Students are required to show their **Hall Pass** to any staff member, substitute teacher, or designee upon request.
4. Students will minimize time out of the classroom.
5. **Students may not leave class within the first or last 15 minutes of a class period.**
6. **Teacher verbal permission does not count as a hall pass.**

**Exams**

1. Every course may have a Final Assessment, including GEORGIA MILESTONE ASSESSMENT EOC courses. Midterm exams may be given as well.
2. Finals are to be given only on designated days. **Final Exams will be given on the last four days of a semester and may not be taken early for any reason, including absences due to family travel plans.**
3. Final exams are planned to take approximately 60 minutes.
4. If a student misses a Final Exam for excused reasons, that exam may be made up during the next day that the school staff reports to work. If a student misses a Final Exam for unexcused reasons, zeros may be assigned for the final exam grade.
5. Common Assessments by grade and course level will be issued to students in English/Language Arts, Foreign Language, Mathematics, Science, and Social Studies courses.

- a. The teachers teaching these courses at their particular grade and course level will collaboratively create common Assessments.
- b. Common Assessments will count equally as test grades for the course.
6. Common Assessments will be administered approximately at the 4.5, 9, 13.5 and 18 week marks of each semester.

### Final Exam Exemption Privilege

A student may exempt final exams if the following criteria are met.

**1<sup>st</sup> semester: does not apply to any EOC, IB, AP courses**

**2<sup>nd</sup> semester: Applies to all courses with the exception of IB classes that will not test this year (i.e.**

**Year 1 classes)**

1. Students must have a weighted 90% or higher grade average in the class.
2. Students must be enrolled a minimum of 75% of the semester.
3. An assignment of ISS or OSS voids the exemption for the semester of the incident.
4. Any cheating/plagiarism behavior referral voids the exemption for the semester of the incident.
5. No class cuts for any class.
6. No more than 4 tardies for a class (Including 1<sup>st</sup> period tardies)
7. No more than 4 late assignments.
8. This policy does not apply to online classes, classes taken at a college, university or outside provider.

### Graduation Requirements

| Course Requirements For All Students |  |
|--------------------------------------|--|
| Area of study                        | Units required for<br><i>Required courses in italics</i>   |
| English/Language Arts                | 4<br><i>1 unit Ninth Grade Literature/Composition</i><br><i>1 unit American Literature/Composition</i><br><i>2 units English/Language Arts Core, including AP/IB courses</i>   |
| Mathematics                          | 4<br><i>1 unit GSE Algebra or equivalent</i><br><i>1 unit GSE Geometry or equivalent</i><br><i>1 unit GSE Advanced Algebra or equivalent</i><br><i>1 additional unit Mathematics Core, including AP/IB courses</i>       |
| Science                              | 4<br><i>1 unit Biology I</i><br><i>1 unit Physical Science or Physics I</i><br><i>1 unit Chemistry I, Earth Systems, Environmental Science or an AP/IB course</i><br><i>1 unit Science Core, including AP/IB courses</i> |
| Social Studies                       | 3<br><i>1 unit United States History</i><br><i>1 unit World History</i><br><i>½ unit Economics/Business/Free Enterprise</i><br><i>½ unit American Government/Civics</i>  |

|   |  |
|---|--|
| <b>Modern Language</b>  | 2<br><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<br><i>½ unit Personal Fitness</i><br><i>½ unit elective PE class</i> |
| <b>Health</b>   | ½<br><i>½ unit Health</i>  |
| <b>Community Service</b>  | ½ (75 hours)   |
| <b>Required</b>   | <b>20 ½</b>  |
| <b>Electives</b>  | <b>4</b>   |
| <b>Total</b>  | <b>24</b>  |

### Grades

The APS Board Policy Administrative Regulation IHA-R(1) was revised in February of 2019. The policy addresses a variety of areas including, but not limited to, grading practices, grade reporting, and students in danger of not meeting academic expectations. The revised regulation places a greater emphasis on mastery grading, including allowing students an opportunity to re-assess when they have not achieved content mastery upon completion of the unit. The entire policy can be found on the APS website on the link bulleted below:

<http://go.boarddocs.com/ga/aps/Board.nsf/goto?open&id=B9BNBY54BFE2>

### Grading Practices

1. The grade book of record shall be the official Atlanta Public Schools' student information system (SIS).
2. Each student should generally receive at least one (1) academic grade in each subject every week. Grades should be entered in the gradebook on a weekly basis. Principals may approve alternate grading plans that support student achievement.
3. Teachers should provide opportunities for re-teaching and reassessment for students who have not yet provided evidence of basic mastery. This may occur during regular instructional time or at other times when students will not miss required instruction.
4. Evaluation of IB Approaches to Learning Skills (Non-Academic Goals)
  - a. Student progress toward non-academic goals that are critical to student success shall be assessed on age-appropriate competencies which may include, but are not limited to, conduct, citizenship, class participation, preparation, punctuality, meeting deadlines, neatness, organization, etc.
  - b. Mastery of non-academic goals are assessed separately and should not impact course grades.
5. Students shall receive report cards after the end of the 9<sup>th</sup>, 18<sup>th</sup>, 27<sup>th</sup> and 36<sup>th</sup> weeks of the school year. The report cards received after the semester midpoints (9<sup>th</sup> and 27<sup>th</sup> weeks) will be considered progress reports for all students. Only the semester course averages as reported after the end of the 18<sup>th</sup> and 36<sup>th</sup> weeks are transcribed to the permanent transcript.
6. For grades 6-12, final grade for each course shall be cumulative for the semester.
7. All students shall receive interim progress reports at least four (4) times per year—4.5 weeks into the school year and midway between report card issuance dates.
8. Dates for progress reports and report cards will be noted on the student calendar.
9. To the extent practicable, schools shall take steps to communicate about student grades in a language the parent/guardian understands.
10. No extra credit to be given in any classes.
11. Teachers have the right to make alternate assignments in place of the original assignment that covers the same standards.
12. MASTERY opportunities
  - a. All students have the opportunity to retake summative assessments for any assessment for which they wish to show mastery. Mastery is considered to be a score of 80%. The alternate assessment will cover the same standards.
  - b. Students must request the retake exam. Teachers may elect to give an alternate exam covering the same standards.

- c. Students have up to TWO WEEKS to either turn in or take the alternate assessment from the date they are issued their initial grade. Students must also attend at least ONE TUTORIAL with the teacher before the alternate assessment is given. The student will receive the higher grade of the two assessments up to a maximum grade of 80%.
13. MISSING summative assessments
- a. Students have a 2-week grace period to take the missing assessment for full credit. Alternate assessments taken after the 2-week grace period can earn a maximum of 80% and will be assessed a 20% deduction off the grade earned.

**Late Work Policy:**

a. Students with late formative assignments or unexcused absences are expected to submit missing assignments before the end of the grading period. Assignments turned in after the due date can earn a maximum of 80%. Beginning the first late day, late work will be assessed a 20% deduction off the grade earned for every 10 calendar days the assignment is late.

| Calendar Days Late | Maximum Grade |
|--------------------|---------------|
| 1 – 10             | 80            |
| 11 – 20            | 60            |
| 21 or more days    | 50            |

b. Students who were absent and missed a summative assessment are expected to submit/take the assessment before the end of the grading period. Students have a 2-week grace period to take the missing assessment for full credit. Missing assessments taken after the 2-week grace period will be assessed a 20% deduction off the grade earned for a maximum grade of 80%.

To better understand how the 20% deduction works, look at this example:

Graded Assignment = 76  
 Late Deduction = 20%  
 $76 \times .20 = 15.2$   
 $76 - 15 = 61$   
 61 is the grade that is recorded in IC.

c. All assignments and make up summative assessments are due 6 days before final exams in order to qualify for final exam exemption. However, students may submit late assignments up until the day of the final exam of the course.

d. All missing assignments will be recorded in Infinite Campus with an “M” for missing. Every assignment in the grade book must be assessed with a grade or a code.

The Grading Scale is:

- 100 – 90 A
- 89 – 80 B
- 79 – 70 C
- 69 – 0 F

Class Rank

1. Class rank is determined at the end of each semester
2. Class rankings will be determined using numeric grades listed on the student transcript

3. Class rank is calculated two ways—weighted and unweighted—which both may appear on the transcript; see Grade Weights for more information.

**Valedictorian & Salutatorian**

1. The student with the highest cumulative grade point average in the Senior class will be the Valedictorian
2. The student with the second highest cumulative grade point average will be the Salutatorian
3. APS policy determines the criteria/ guidelines for the selection of the Valedictorian & Salutatorian

**Students in Danger of Not Meeting Academic Expectations**

1. As soon as there is evidence that a student is in danger of not meeting expectations, teachers shall hold individual conferences in person, by email or by telephone with the parents/legal guardians to discuss a plan for student remediation. Except in unusual cases, teachers should request conferences no later than the interim progress report deadline.
2. Response to Intervention (RTI) protocols should be followed for students in danger of not meeting expectations based on the needs of the individual student.
3. A social work referral should be completed if the teacher cannot establish contact with the parent/legal guardian via telephone, email, or US mail within five (5) business days of a conference request.
4. If a student earns a “Not Yet Meeting Expectations” or a numerical grade below 70 on a final report card and the teacher has not conducted a conference with the parent/legal guardian or documented contact attempts and a social worker referral, the student shall temporarily receive an incomplete (I) and the opportunity to have mastery of the standards reassessed via a performance plan.

**Incompletes**

1. Students who have not demonstrated mastery of standards due to documented medical absences or other reasons approved by the principal may receive a temporary grade of “Incomplete” (I) with a written performance plan approved by the principal.
2. Student mastery must be reassessed, and incompletes changed to an evaluation/grade within 4.5 weeks. The principal shall authorize all grade changes.

**Grade Corrections/Appeals**

1. Errors in grade entry or calculations affecting student grades may be corrected at any time.
2. Challenges to grades based on objective criteria may be considered by the principal within 15 days of the issuance of a final report card. Any grade changes approved by the principal shall be documented in writing with a detailed explanation of the rationale. All grade changes must be approved by the Associate Superintendent.
3. Incompletes must be changed to a numerical grade no later than the midpoint of the following 9-week grading period.
4. Notification of grade changes made for any reason shall be sent to the parent/legal guardian and the school’s Associate Superintendent.

**IB grades will be earned in all MYP and DP/CP classes—IB mark descriptions follow:**

|   |   |
|---|---|
| 1 | <b>Minimal</b> achievement in terms of the objectives.  |
| 2 | <b>Very limited</b> achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support.   |
| 3 | <b>Limited achievement</b> against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support. |
| 4 | <b>A good general understanding</b> of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.                                   |

|   |  |
|---|--|
| 5 | <b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.   |
| 6 | <b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them in a wide variety of situations. <b>There is consistent evidence of analysis, synthesis and evaluation where appropriate.</b> The student generally demonstrates originality and insight.   |
| 7 | <b>A consistent and thorough understanding</b> of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. <b>There is consistent evidence of analysis, synthesis and evaluation</b> where appropriate. <b>The student consistently demonstrates originality and insight and always produces work of high quality.</b> |

### Grade Weights

1. APS and state policies require weighting the grades of students who take Advanced Placement, International Baccalaureate, and Dual Enrollment classes.
  - a. Ten points are added to the final numerical averages of students who earn a 70 or above in AP, IB or Dual Enrollment classes.
  - b. **Students only receive weighted credit in classes that are clearly identified as AP, IB or Dual Enrollment classes.**
  - c. No weighted credit is awarded to students in Honors or Gifted classes.
  - d. Grades in unweighted classes cannot exceed 100.
  - e. Grades in weighted classes cannot exceed 110.

### Late Enrollment—Course Credit and Auditing Courses

1. No grade is required on a report card if a student has been enrolled in the school for fewer than 20 school days of the grading period and no assignment grades have been received from the sending school.
2. Students entering from another public or accredited private school will be subject to the assignment grades provided by the former school. The assignment grades earned in APS during the enrollment period will be combined with these grades to determine the final grade for the student.
3. For students who entered mid-semester without assignment grades from a public or accredited private school (including all students enrolling from home school or a non-accredited school), the school should evaluate each situation, assess the students' mastery of the standards taught during the portion of the semester the student has missed, and develop a plan of support. If assigning a grade will not fully reflect the student level of mastery from the time of enrollment to the date of the report card, students may receive an Incomplete (I) on the report card temporarily. (See Section 4. Incompletes.)
4. Students who enroll after the deadline without transfer grades for assignments from the prior school will receive the code No Grade – “NG” on the report card. High school students will not earn credit for courses with a grade of “NG.” Grades of “NG” will not be calculated into student grade-point averages (GPAs) or class rankings.

### Online Coursework

1. Several programs in Georgia now allow for online completion of courses that meet Georgia Standards of Excellence objectives and also grant high school graduation credit.
2. The following guidelines apply:
  - a. North Atlanta High School supports students taking online coursework for two reasons:
  - b. **Credit Recovery:** Classes re-taken online **after** a student has previously been enrolled in and **failed** a traditional high school class.
  - c. **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 Grade Level Counselor.

- d. **To Satisfy a Graduation Requirement that won't fit into the regular schedule due to completion of a career pathway or course of study.**
- e. Any online coursework taken must be taken from an accredited online learning institution authorized to grant Georgia High School graduation credit.
- f. The NAHS Online Learning Coordinator and the requesting student's Grade Level Counselor and Administrator must approve enrollment in any online learning program in advance using the criteria and prerequisites established by the school.
- g. Any coursework taken online for either credit recovery or enrichment is the responsibility of the requesting student—this work is usually done **outside of normal school hours. Exceptions are made for students that take online classes through Atlanta Virtual Academy and have an NAHS teacher assigned to them for the online class during the school day.**
- h. Any fees or administrative costs incurred from participating in online learning are the responsibility of the requesting student's parent/guardian, not NAHS.
- i. 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).
- j. Students are responsible to provide official transcripts from their online learning institution to the NAHS Online Learning Coordinator **and** their Grade Level Counselor **within five workdays** upon completion of online coursework.
- k. Grade level 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.

#### **Repeating Courses/Recovering Credit (High School Students Only)**

- i. Students may not retake courses for which they have already earned credit.
- ii. Students may repeat courses for which they have earned a grade below 70. In such cases, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).
- iii. Credit Recovery – Students may recover credit through the Atlanta Virtual Academy (AVA), Georgia Virtual School Credit Recovery and APS summer school programs.
  - 1. Georgia Virtual School Credit Recovery charges a fee that the student is responsible for if they fail the attempt.
  - 2. When a student successfully participates in a credit recovery course, both grades shall appear on the student transcript and shall be factored into the student's grade-point average (GPA).

#### **Testing**

Some tests below may require student payment for the exam.

- 1. The Scholastic Achievement Test (SAT)
  - a. The SAT is given on Saturdays several times during the school year.
  - b. Interested students may get applications and test guides from their counselor.
- 2. The Preliminary Scholastic Aptitude Test (PSAT)
  - a. PSAT is given on a school day each fall.
  - b. This test is available to 9-11<sup>th</sup> grade students.
- 3. American College Testing (ACT)
  - a. ACT assessment is given several times during the school year.
  - b. Students may get applications and test guides from their counselor.
- 4. Advanced Placement Exams (AP)
  - a. AP exams are given in the month of May.
  - b. Students register for AP exams through the AP Coordinator.
- 5. International Baccalaureate Diploma Program Exams (IB)
  - a. IB (International Baccalaureate) exams are given in the month of May.
  - b. Students register for IB exams through the IB Coordinator.
- 6. The Armed Services Vocational Aptitude Battery (ASVAB)
  - a. ASVAB is given to selected upperclassmen each fall.
  - b. The ASVAB test gives students career guidance.

- c. Students may see their counselor for registration information.
- d. Retests are given in February and July.
- 7. End of Course Exam (GEORGIA MILESTONE ASSESSMENT- EOC)
  - a. The GEORGIA MILESTONE ASSESSMENTS will be administered to students in grades 9-12 at the completion of selected classes.
  - b. Those classes are Algebra 1, Geometry, United States History, Economics, Biology, Physical Science, 9th Grade Literature, and 11<sup>th</sup> Grade American Literature.
  - c. These exams count 20% of the students' final course grades.
  - d. Students who do not take the GEORGIA MILESTONE ASSESSMENT - EOC will not receive course credit until they sit for the GEORGIA MILESTONE ASSESSMENT exam.
  - e. Students may be given additional various diagnostic assessments throughout the school year.
- 8. All testing accommodations for College Board and ACT tests must be requested by parents through College Board and ACT. If there are any problems, then please contact the school.

### Thinkers

*We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.* Electronic devices can be used as valuable educational tools, be used for critical communications and be used for creative project-making. Students are encouraged to use electronic devices to support, extend and enrich their academic learning. However, electronic devices present social and legal risks that some students ignore. Students must make reasoned and ethical decisions regarding the use of cell phones, computers, iPads, Apple watches and other electronic devices. Students must guard against the temptation to use these devices to cheat or to use them to the detriment of others.

#### **Electronic Devices (including Cell Phones)**

- 1. Electronic Devices, with the exception of calculators, are not to be used nor be visible while inside a classroom during the school day without explicit consent of the classroom teacher.
- 2. Possession of an electronic device EVEN IF NOT IN USE during any exam or assessment is a violation of academic integrity and will be disciplined as such.
- 3. **Photographing, audio recording or videotaping by any means another student or staff member is strictly prohibited while on school system premises or at an off campus school event without the consent of a staff member.**
- 4. Forwarding, air dropping or sharing any unauthorized photograph, audio recording or video is a disciplinary offense. This also includes text messages or social media posts.
- 5. Employees of APS will **not** investigate the loss or theft of any electronic device.
- 6. If parents need to contact their students during the school day, they should contact the Main Office or Grade Level Office. Talking on the cellphone at anytime during the school day is prohibited.
- 7. **Electronic devices will be confiscated if used during class time without the permission of the teacher,** including instances where the device is being used to communicate with parents.
- 8. For additional information, please see Atlanta Public Schools Board Policy JCDAF-R(0): "Use of Electronic Devices by Students" at <http://www.boarddocs.com/ga/aps/Board.nsf/goto?open&id=9CTW467913D8>

### Communicators

*We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.* As communicators, students learn to express themselves in many ways. This includes verbal and non-verbal communication as well as mass communications such as posters. Students are encouraged to express themselves and to be individuals. In our school environment, students are free to have dyed hair, a variety of hair styles, and a variety of personal clothing styles. However, it is important that students meet a baseline of appropriate attire that communicates that they are in school. This is similar to the expectations encountered in the workplace. How you dress communicates something to others about your job and your role at school. Some items of clothing are appropriate for the park or the mall but are not appropriate for school.



### **Communication with Teachers**

If students or parents email teachers, please note that teachers have 48 business hours to respond to the email. If there is an urgent matter, the student should speak with the teacher before or after class.

### **Dress Code**

(From the Roanoke County Schools Dress Code)

North Atlanta High School respects students' rights to express themselves in the way they dress. All students who attend North Atlanta High School are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

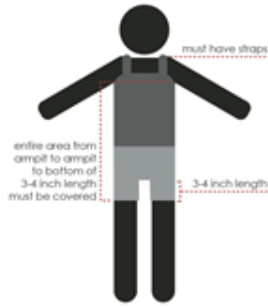
#### **Minimum Requirements:**

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length. (See image below)
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, skull caps, full head scarves and caps are not allowed unless permitted for religious, medical, or head wraps for culturally relevant reasons.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### **Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



Source: Roanoke County School Board Dress Code approved July 11, 2019 as reported by [https://www.roanoke.com/news/education/roanoke-county-school-board-approves-gender-neutral-dress-code/article\\_3ff7ef2d-cc3d-5cbb-92a7-8160c1bd8d33.html](https://www.roanoke.com/news/education/roanoke-county-school-board-approves-gender-neutral-dress-code/article_3ff7ef2d-cc3d-5cbb-92a7-8160c1bd8d33.html)

The Principal or his/her designee for specified reasons may make exceptions to the North Atlanta High School Student Dress Code. For additional information, please see Atlanta Public Schools Board Policy JCDB: “Student Dress Code” at <https://eboard.eboardsolutions.com/index.aspx?s=4004>

### **Posters and Publicity**

1. All posters, flyers, and banners of any kind must have administrative approval before being posted in the school building or on school property
2. Posters may only be posted in designated areas using only approved tape. (See the school business manager for direction.)
3. Individuals who receive approval to put up posters are also responsible for removing them within two school days of the completion of the event.
4. Displays should observe spelling and grammar rules and should not be offensive to any individual or group.

### **Principled**

*We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.*

Students must adhere to certain expectations of behavior. Instances where students do not meet these expectations result in consequences.

### **Academic Integrity**

The IB upholds principles of academic honesty, which are seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. The IB Organization defines malpractice as behavior that results in, or may result in, the student or any other student gaining an unfair advantage. The IB organization defines academic misconduct as behavior (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage. (Dr. Celina Garza, IB Academic honesty manager, October 2014 “Academic Honesty-principles to practice”).

1. Academic integrity violations are very serious.
2. All parties involved in an academic integrity violation are considered equally guilty.
3. Definitions include but are not limited to:
  - a. Plagiarizing, whether intentional or as a result of malpractice. Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.
  - b. Copying someone’s work to be submitted as one’s own work.
  - c. Providing a copy of one’s work to another student who then copies the work as his/her own.
  - d. Using or attempting to use unauthorized aids (electronic devices, books, notes, tests, etc.) on tests, quizzes, homework, papers, projects, etc.

- e. **Being in possession of a cell phone or other electronic device (Smart Watch, camera, video recorder) while taking an exam. Students are expected to surrender all electronic devices to the teacher at the beginning of the exam and/or as required by the teacher.**
  - f. Writing formulas, notes, etc. on desk, paper, hands, clothing, etc. for unauthorized use on tests, quizzes, exams, etc.
  - g. Talking during a testing session.
  - h. Providing specific information about a test to someone that has not taken the test.
  - i. Changing a test paper previously graded including changing grades or falsifying notes.
  - j. Using electronic devices to communicate messages or answers to assignments.
4. Suspected violations will be referred to an administrator.
  5. Instances of cheating should not impact students' academic grades. Violations of policy JFA Academic Integrity shall be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook. Student mastery of the standards covered by the assignment on which cheating was detected should be reassessed with supervision. The consequences are below:

|                         | Minimum                       | Maximum       |
|-------------------------|-------------------------------|---------------|
| 1 <sup>st</sup> Offense | 3 days After School Detention | 3 days of ISS |
| 2 <sup>nd</sup> Offense | 1 days of ISS                 | 3 days of OSS |
| 3 <sup>rd</sup> Offense | 3 days OSS                    | 10 Days OSS   |

#### Acceptable Computer Use

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

#### Assemblies

1. Assemblies during the day will be held on a very limited basis because NAHS Warriors value instructional time.
2. Students should behave appropriately according to the type of assembly (e.g. pep rally, concert, awards ceremony).
3. Students should listen attentively and politely to guest speakers or presenters.
4. Talking or other forms of disruption will not be allowed.
5. **Suspected** violators will be removed from the assembly and referred to an administrator for potential disciplinary action.

#### Bus Conduct

1. Students are expected to follow all directions given by a bus driver.
2. Misbehavior on buses may result in a student's suspension from riding the bus **and** suspension from school.
3. A student is to ride only the bus to which he/she is assigned based on their address in Infinite Campus.
4. Please refer to the APS Student Code of Conduct for more details about transportation.

#### Change of Address or Phone Number

1. As a condition of continued enrollment, you must keep your address and telephone number current with the Registrar.
2. If your telephone number changes, please notify the Registrar and each of your teachers – no documentation is required.
3. 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.
4. **Students illegally attending North Atlanta will be referred to the district residency office and are subject to administrative removal.**

5. School mailings will always be sent to the residence address on file.
6. Mail which is returned to the school as undeliverable will require reverification of the student's address.

### Check-out Procedures

1. All student late-arrivals and early-departures from school will be recorded in the Attendance Office.
2. Students may not check out without parent/guardian permission and permission from the Attendance Office—This includes students who are 18 and older.
3. Once a student has checked out, they are expected to leave campus immediately.
4. If students return to school during the same day, they must check in with the Attendance Clerk.
5. Students leaving school due to illness must report to the nurse's office—parents/ guardians sign the student out at the Attendance Office.
6. Early check-outs end at 3:15 pm.

### Leaving School Grounds

Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian **and** the principal or designee. Students must follow the established procedures for checking in or out of school and parent/guardian permission does not exempt students from this requirement. Consequences for leaving school grounds:

|                                   | Consequences  |
|-----------------------------------|---|
| 1 <sup>st</sup> Offense           | ISS when caught for the remainder of the day                              |
| 2 <sup>nd</sup> Offense           | ISS when caught for the remainder of the day and 1 additional day of ISS  |
| 3 <sup>rd</sup> Offense           | ISS when caught for the remainder of the day and 2 additional days of ISS |
| 4 <sup>th</sup> Offense           | ISS when caught for the remainder of the day and 3 additional days of ISS |
| 5 <sup>th</sup> Offense           | ISS when caught for the remainder of the day and 1 additional day of OSS  |
| 6 <sup>th</sup> Offense           | ISS when caught for the remainder of the day and 2 additional days of ISS |
| 7 <sup>th</sup> Offense or higher | ISS when caught for the remainder of the day and 3 additional days of ISS |

### Discipline Procedures—School-wide Behavior Management Plan

1. Student Expectations for the Classroom:
  - a. Enter class quietly and be seated.
  - b. Come prepared to learn by bringing all materials to class everyday (e.g., textbooks, pencils, paper, etc.)
  - c. Respect yourself, others, and others' property.
  - d. **Follow all directions of faculty and staff the first time they are given.**
  - e. Observe all rules.
2. Violations of the Code of Conduct include (see the full APS Student Code of Conduct for more information):
  - a. Accessory to Behavior Violations
    - i. A student who might cause, encourage, or assist a serious violation may face disciplinary consequences as an accessory
  - b. Insubordination
    - i. Any student who fails to comply with the direction of teachers, administrators or other school personnel will be subject to disciplinary action.
  - c. Fighting
    - i. Fighting or inciting a fight is always unacceptable during school or any school function on or off campus.
    - ii. Violators will be suspended and may be referred to APS Student Disciplinary Tribunal for further disciplinary action.

Consequences for Fighting

|                                   |  |
|-----------------------------------|--|
| 1 <sup>st</sup> Offense           | 3 Days ISS   |
| 2 <sup>nd</sup> Offense           | 3 days OSS, Behavior Contract                        |
| 3 <sup>rd</sup> Offense or higher | 5-10 days OSS, Citation, and Tribunal Recommendation |

Consequences for Verbal Altercations

|                                   |  |
|-----------------------------------|--|
| 1 <sup>st</sup> Offense           | 1 day After School Detention and Conflict Resolution   |
| 2 <sup>nd</sup> Offense           | 3 days After School Detention, Behavior Contract & Conflict Resolution                                       |
| 3 <sup>rd</sup> Offense or higher | 3 days After School Detention, mandatory parent conference, community service & referral to SST for behavior |

- a. Gang Activity
  - i. Gang related activity (symbol, graffiti, colors, fighting etc.) is not allowed.
  - ii. Gang-like activity is defined as three or more persons—associated formally or informally—encouraging or engaging in illegal or disruptive behavior.
  - iii. Any gang-like activity will result in appropriate disciplinary consequence(s).
- b. Possession or Being Under the Influence of Drugs/Alcohol/Tobacco
  - i. Students are prohibited from possession of any form of drug, **including prescription and over-the-counter medication**. (See the Student Medical Needs section for information.)
  - ii. Students in possession of or being under the influence of a mood-altering substance will receive appropriate disciplinary consequences.
- c. Inappropriate Language
  - i. Inappropriate language or obscenities are not acceptable.
  - ii. Inappropriate language use will result in discipline consequences.
- d. Vandalism
  - i. 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/ or disciplinary consequences, including school beautification community service.
- e. Weapons
  - i. 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.
2. Student Conduct Requiring Immediate Office Referral / Administrative Notification include:
  - a. Pulling a fire alarm
  - b. Disorderly conduct that substantially interferes with a teacher's ability to teach and/or students' ability to learn or student behavior that poses a threat to the health, safety and/or welfare of students, staff and others
  - c. Refusal to identify self
  - d. Use of force or threat
  - e. Vandalism
  - f. Possession of a dangerous instrument or weapon
  - g. Possession of drugs or alcohol
  - h. Tardy to school or class.
3. Off-Campus Conduct
  - a. Students are held responsible for their conduct while attending or participating in school-sponsored activities.
4. Searches
  - a. The school has the right to search a student's person, locker, and automobiles if there is reasonable suspicion of wrongdoing or policy violations.
  - b. A student may be required to show what is contained in purses, pockets, bags, or containers at any time.

5. In the event that a student violates the Student Code of Conduct and faces disciplinary action, the student will have due process:
  - a. The student will be informed of the accusations.
  - b. The student will have the right to explain his / her behavior.
  - c. The administrator will act fairly and within the spirit of the rules and goals of the school.
6. **Possible Consequences** for classroom offenses (except for offenses requiring immediate office referrals):
  - a. **First Offense** — Teacher warning
  - b. **Second Offense** — If the type of behavior persists, the teacher modifies student's behavior / intervenes—for example, moving the student's seat, conducting a one-on-one conversation with the student, assigning class time-out, etc. **(Teachers are encouraged to contact a parent at this time.)**
  - c. **Third Offense** — Teacher detention **with parent contact**
  - d. 30-60 minute detention is assigned
  - e. Departments, Grade Level teams and/or individual teachers may hold detentions. **(Teachers will not hold students after school without written or verbal parent confirmation that the teacher documents, including the date, the name of the person with whom the teacher spoke and the date and times of the detention.)**
  - f. Student's assigned detention must be notified in writing at least 48 hours in advance.
  - g. The structure of detention is up to an individual teacher's professional judgment: sitting quietly, cleaning the classroom, doing extra course work, etc.
  - h. It is the responsibility of the parent/guardian to arrange transportation for any student assigned detention.
  - i. Students who do not attend scheduled detention will be referred to the Administration for further disciplinary consequences.
  - j. Teacher detention may not be held during the lunch period or school day.
  - k. **Fourth Offense** — Teacher submits an Administrative Referral **and calls the parent to explain the situation leading to the teacher's office referral. The Administrative team will apply appropriate consequences.**
7. Continued and/or chronic student misbehavior will result in additional consequences that may include a disciplinary Tribunal and removal from North Atlanta High School.

#### **Elevators / Stairs / Floor Access**

1. Students must use the Central Warrior Stairwell when moving from their grade level floor to the floor directly above or below them.
2. Students must use their grade level stairs when moving from floor to floor within the grade level area.
3. Unless given signed teacher or administrator permission, it is NEVER appropriate for students to be on a floor or in an area in which they do not have a class
4. Students are to use elevators only when they are traveling four or more floors.
5. No more than 15 students per elevator
6. No sudden or erratic movement while riding in an elevator
7. No jumping or "horseplay" of any kind while riding in an elevator
8. No attempts to force or keep elevator doors open should be made

#### **Food and Drink**

1. See APS Board Policy Descriptor Code JCDA-E(2) (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
2. **Neither food nor drink is allowed in the classroom, with the exception of water.**
3. **Students are not allowed to receive food deliveries from outside sources during the day.**
  - a. **Any food delivered by someone other than an immediate family member listed as a guardian in the computer, will be confiscated.**
  - b. **All confiscated food will NOT be returned to the student or parent under any circumstance.**
  - c. **Students may face disciplinary consequences.**
4. **If students choose to finish their food and drink before going to class, and this makes them late, the tardy will be unexcused and appropriate consequences will be enforced.**
5. Students are not allowed to sell any item, including food, that is not part of a school-wide fundraiser.

6. Teachers wanting to provide food or beverages to students, especially during instructional time, must receive prior permission by an administrator. In general, food and beverages may be provided to students during instructional time ONLY if it is directly related to standards being taught.
7. During lunchtime
  - a. Students must report to and remain in the cafeteria or area designated approved by school administration during their assigned lunchtime.
  - b. Students are to take their seats and remain seated during the lunch period.
  - c. At no time are students allowed to take food or beverages outside the cafeteria unless given prior permission by an administrator.
  - d. **Food cannot be delivered to students during the school day by delivery food establishments.**
  - e. Students are required to pick up and throw away all paper, beverage cartons, and other types of trash before leaving lunch.
  - f. **Students are not allowed to go to cars or leave campus during the lunch period.**
  - g. Students who violate these rules may face disciplinary consequences, including school beautification community service.

### **Graduation Participation**

1. All students, including seniors, are required by the Quality Basic Education Act, the State Department of Education, and the Atlanta Public School System to follow the required school year of 180 days.
2. Seniors are required to attend school every day, including the scheduled graduation rehearsal days.
3. **Only seniors who meet all graduation requirements will be allowed to participate in the Visions of the Future and Graduation ceremonies.**
4. Seniors will not receive caps and gowns, cords, or diploma covers until they are eligible to graduate **and completed payment of all financial obligations**, whether that be in May with the rest of the class, or during summer graduation or later.
5. Seniors who are not eligible to graduate in May may be able to participate in the senior activities at the discretion of the administration.
6. Seniors who do not meet graduation requirements will also receive their yearbooks and any memorabilia/gifts, if they have paid their Senior Dues.

### **Length of School Day**

1. Students must leave campus immediately when they are released from after school activities, without returning to lockers or other areas of the building.
2. **Remaining on campus after hours without supervision will be considered trespassing.**

### **Lockers**

1. For safety and security, students are not permitted to share lockers or reveal their combinations to other students.
2. The school does not accept responsibility for items left in a locker.
3. Locker privileges may be lost if students use their lockers inappropriately.
4. School officials retain the right to inspect locker contents to ensure the safety and welfare of others.

### **Morning Arrival**

1. All students must enter the building through the metal detectors.
2. Students must pass through the metal detectors and be prepared to have their bags searched.
3. Students may go to the cafeteria for breakfast beginning at 8:15 AM.
4. Breakfast is over at 8:35 AM for all students, except bus riders with a late bus pass.
5. Students may go to their grade level floors.
6. First period begins **promptly** at 8:45 AM.

### **Personal Property**

1. Students should not bring valuable personal property to school.

2. It is not the responsibility of the school to investigate lost or missing property, including personal electronic devices of any kind.
3. Any student/parent who wishes to file a lost property report or a police report should see an administrator for assistance.
4. **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 resource officers.**

#### **Public Displays of Affection**

1. Public displays of affection are NOT permitted at school and school-related events (e.g., hugging, kissing, and or excessive physical contact).
2. Public displays of affection will be addressed with disciplinary action.

#### **Safety Guidelines**

1. Students are not allowed to leave campus at any time without administrator permission.
2. No running in the building or in congested areas outside.
3. No going into wooded areas on campus.
4. No throwing objects.
5. Use the right-hand side of the stairs and halls.
6. No sliding down the stairway railings
7. No lifting of other students.
8. No horseplay of any kind.
9. Use safety equipment in laboratory classes.
10. Use sports equipment only under the supervision of a staff member.
11. No sporting activities are allowed during lunch.
12. Report safety concerns immediately to an adult.
13. Sporting equipment (lacrosse sticks, golf clubs, etc.) must be secured during the school day.

**Skateboards are not allowed on campus or APS buses.**

#### **Suspensions**

1. In School Suspension (ISS)
  - a. Suspended students report to school during normal school hours.
  - b. Students will not attend classes, regular lunch, or events during the school day.
  - c. Suspended students are NOT allowed to participate in or attend any APS-sponsored after school activities during the suspension time or be on campus.
  - d. Students will be allowed to make up class work missed during ISS.
2. Out of School Suspension (OSS)
  - a. A suspended student is not allowed on campus for the duration of the suspension.
  - b. Suspended students are not allowed to participate in or attend any APS-sponsored activities during the suspension time.
  - c. Students will be allowed to make up class work missed during OSS.

#### **Student Indebtedness**

1. Students who owe money to the school for any reason must pay it in a timely manner.
2. Seniors or transferring students will not be awarded diplomas or official transcripts until all indebtedness is cleared.
3. Students will be expected to pay debts before receiving parking passes or tickets to prom and other events.

#### **Student Parking**

1. All student drivers must register their vehicles electronically and obtain a **parking permit/decal**.
2. A valid driver's license, vehicle registration and proof of insurance along with parking fees paid in full are required to register student vehicles.
3. North Atlanta High School is not responsible for damages to any vehicle while on campus.
4. **Failure to register a vehicle or improperly parking or driving a vehicle may result in the revocation of parking privileges for up to one academic year.**



### **Student Responsibilities**

1. The student will attend school daily.
2. The student will act responsibly and be courteous to others.
3. The student will report to class on time, prepared to learn.
4. The student will cooperate with all staff and follow directives.
5. The student will contact teachers for make-up work.
6. The student will complete work assigned by each teacher.
7. The student will follow attendance procedures for arriving late, leaving early and absences.
8. The student will contact the school with any questions concerning his/her attendance, grades and/or transcripts.

### **Textbooks**

1. Textbooks are the property of the Atlanta Public Schools System and are on loan to students.
2. Some classes do not have textbooks because of the structure of the class while other courses require additional books.
3. Lost or damaged textbooks, workbooks, or electronic media must be paid for by the student.
4. Students may access their book balance via MyBackPack at any time.

### **Open-minded**

*We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.* We are proud of our diverse student body. Students are encouraged to express and celebrate their own cultures and traditions. Our school is **No Place for Hate®**! Students are expected to demonstrate maturity and an understanding that other people, with their differences, can also be right.

### **Sexual Harassment and Bullying**

1. Sexual harassment and bullying will not be tolerated at North Atlanta High School and will be subject to disciplinary action.
2. See APS Board Policy on Sexual Harassment Descriptor Code GAEB (<https://eboard.eboardsolutions.com/index.aspx?S=4004>)
3. Cyberbullying in any format will not be tolerated.
4. North Atlanta reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

### **Caring and Balanced**

*We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us. We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.* Students must complete 75 hours of community service in order to graduate. In addition, various academic programs, honor societies, and athletic teams require or encourage community service or other types of engagement with the community. Our parents are involved in our school and are our partners in educating our students. Students are encouraged to participate in athletics, in school clubs and field trips. Students are not to engage in unhealthy activities that could harm themselves or others.

### **After School Activities**

1. All students are expected to leave campus promptly by 4:00 pm each day unless they are participating in tutorial or a school-sponsored club or athletic event.
2. Extra-curricular activities can be an important part of students' total high school experience. Participation in after school activities is a privilege that may be revoked if students fail to follow rules and procedures.
3. After school activities should begin at approximately 4:00 pm or as soon as Bus Duty is completed.

4. Student must make transportation arrangements prior to staying after school.
5. Students attending approved activities are expected to leave the campus immediately after their activity ends, without returning to lockers or other areas.
6. **Any student who remains on campus without permission will be regarded as trespassing and will face discipline consequences that may include exclusion from all after-school activities, suspension, and/or referral to the school Social Worker and possible arrest by APS Resource Officers.**
7. All car riders must exit at the parent drop off/pick up side and all bus riders must exit on the bus loop side. No one will be allowed to re-enter the building.

### Athletic Involvement

1. Interscholastic athletics are an integral part of the school program.
2. Eligibility requirements include:
  - a. A school-approved physical examination before the first practice.
  - b. Be in good standing with the school.
  - c. Have passed five (5) classes for the previous grading period.
  - d. Be enrolled in eight (8) classes.
3. **Participation in athletics is contingent upon maintaining good behavior—Receiving administrative referrals for any reason is NOT good behavior.**
4. Please contact the Athletic Director and coaches for additional information.
5. Sports Booster Club
  - a. The mission is to help raise funds for our teams and increase school spirit through athletics.
  - b. The Sports booster membership form is available at [www.northatlantahigh.org](http://www.northatlantahigh.org)

### Athletic Activities Available

| Sport         | Participants | Season |
|---------------|--------------|--------|
| Baseball      | Boys         | Spring |
| Basketball    | Both         | Winter |
| Cheerleading  | Both         | All    |
| Cross Country | Both         | Fall   |
| E-Sports      | Both         | Winter |
| Football      | Boys         | Fall   |
| Golf          | Both         | Spring |
| Gymnastics    | Both         | Spring |
| Lacrosse      | Both         | Spring |
| Riflery       | Both         | Winter |
| Soccer        | Both         | Spring |
| Softball      | Girls        | Fall   |
| Swimming      | Both         | Winter |
| Tennis        | Both         | Spring |
| Track         | Both         | Spring |
| Volleyball    | Girls        | Fall   |
| Wrestling     | Boys         | Winter |

### Community Service

1. **Students must complete 75 hours of community service as a graduation requirement.**
2. Community Service Forms are available in each Grade Level/ Grade Level Office.
3. Counselors will provide the names of organizations that provide community service opportunities.
4. When approved by an administrator, teachers may award community service to students.
5. Activities must occur outside the instructional day (e.g. tutoring students before or after school).
6. Students may not receive pay or credit for volunteer work.

7. **IB Diploma candidates must complete 150 CAS (Creativity, Action, and Service) hours during the 11<sup>th</sup> and 12<sup>th</sup> grades.**
8. **IB CP students must complete 50 hours of Service Learning during the 11<sup>th</sup> and 12<sup>th</sup> grades.**

#### **Field Trips and In-School Activities**

1. Students bring field trip permission forms home for parent/guardian signature.
2. 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.
3. Students who fail to provide a signed permission slip at least one week in advance **MAY NOT PARTICIPATE IN THE TRIP OR ACTIVITY.**
4. Students who participate in field trips or in-school activities are responsible for making up any work missed.
5. All school and district rules, including rules specific to the use of electronic devices and dress code, apply while students are on fieldtrips.

#### **Parent Teacher Student Association (PTSA)**

1. The mission is to support our school—internally with our administration, faculty and students and externally with our families and community.
2. To receive regular email communications, subscribe at [www.northatlantahigh.org](http://www.northatlantahigh.org).

#### **Student Clubs and Organizations**

1. North Atlanta High School offers a wide variety of clubs to encourage leadership, organization and initiative.
2. Some clubs may have specific entry requirements.
3. Officers must be elected by club members and approved by the administration.
4. All clubs must have an adult sponsor present at all meetings.
5. All students must leave the building immediately after any meeting or activity. (See After School Activities section for more information.)
6. Fundraising activities will be conducted following APS Board Policy.
7. Students may request to start a club by completing the club interest form available in the Main Office.
8. Participation in clubs and activities is a privilege and can be revoked due to violations of school and district policies and procedures.
9. All new clubs must go through an application procedure which is managed by the school athletic director.

#### **Student Medical Needs**

1. The school nurse is available in the clinic to assist with student medical needs during the school day.
  - a. Students must have a teacher signed pass to go to the clinic.
  - b. The nurse can provide first aid and a place to recover when ill.
  - c. **ALL Student medications—prescription and over-the-counter—must be kept in the clinic and dispensed only by the nurse.**
  - d. A note from the physician to the school is required to store student medications with the school nurse.
  - e. If an ill student must go home, the nurse will call a parent or guardian.
2. **Students are required to have an updated Clinic Card on file.**

#### **Tobacco, Alcohol & Drug Use**

1. See APS Board Policy on Tobacco Use Descriptor Code JCDA A  
<https://eboard.eboardsolutions.com/index.aspx?S=4004>
2. See APS Board Policy on Drug and Alcohol Use Descriptor Code GCDAB  
<https://eboard.eboardsolutions.com/index.aspx?S=4004>
3. North Atlanta High School is a drug-free school zone.
4. Electronic cigarettes, vapes, Juuls, etc., are strictly prohibited and there will be disciplinary consequences for any student in possession of any part of an electronic cigarette, vape, Juul, etc.
5. 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.
6. Disciplinary action may include arrest and disciplinary referral to tribunal.

### **Risk-takers and Reflective**

*We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change. We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.* Students are encouraged to challenge themselves academically to perform at the highest levels in all classes. Students are expected to seek support when needed and to be willing to try new ways to study and learn. Students are expected to monitor their own academic progress throughout the semester and to attend tutorial as needed.

#### **Counselors**

1. Each student has an assigned counselor according to grade level.
2. The counselor is available for personal, academic, and career guidance.
3. Students must have an appointment **and** Hall Pass to meet with the counselor.

#### **Infinite Campus Parent Portal**

1. Students and parents are strongly encouraged to use Infinite Campus Parent Portal to track attendance and grades.
2. Parents may obtain their initial login and password from the Registrar's Office.(Logins from other APS schools continue to work at North Atlanta.)
3. Problems with the portal (once logged in) can be addressed with the Registrar.
4. The IC website is: <https://ic.apsk12.org/campus/portal/atlanta.jsp>

#### **Schedules and Schedule Changes**

1. Teacher Advisors, counselors, students and parents work together to provide accurate and appropriate class schedules for each student.
2. Students, parents, teacher advisors and counselors are expected to know graduation requirements and assist students with their four-year graduation plans.
3. Students may request schedule changes for only the following reasons:
  - a. The student has previously passed the course.
  - b. The student has been inappropriately placed.

#### **Student Support Team (SST) Procedures**

1. 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).
2. The Student Support Team can include:
  - a. Classroom teachers
  - b. Counselor
  - c. School social worker
  - d. School psychologist
  - e. Administrator
  - f. Other specialists in the school (ESL, Reading, Speech Pathologist, etc.).
3. The SST process is the first step towards Section 504 Accommodation Plans and Special Education services.
4. Accommodations given for school do not automatically transfer to national and international standardized tests (such as PSAT, SAT, AP or IB).

#### **Tutorials**

1. All teachers will hold at least one tutorial per week—check your teachers' syllabi for details.
2. Additional sessions may be held before or after school as scheduled by the teacher.
3. No tutorials will be held on Tuesday afternoons.
4. Students must leave the building immediately after tutorial.

5. No students are permitted above the 3<sup>rd</sup> floor after 5:00 pm.

## **General Safety**

### **Power Outage**

1. Students are to remain in their classroom or report to their class immediately in the case of a power outage.
2. Students are to remain in the classroom until they receive further instructions from an administrator.

### **School Closing**

1. At times, the APS Superintendent chooses to close school for safety reasons.
2. 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 Telephones**

1. With permission, students are encouraged to use the school telephones when they need to contact a parent or guardian.
2. Parents or guardians may leave messages for their children with the appropriate Grade Level Office.
3. Students will not be interrupted during class time except for emergencies.

### **Tornado & Fire Drills**

1. Tornado and fire drills will be conducted throughout the school year.
2. At the sound of the fire or tornado alarm, everyone will move to their designated areas.
3. Fire drill routes to be followed are posted in each room.
4. Students will remain in their designated areas with their teacher throughout the drill.
5. At the sound of the bell, students will move quietly back into the building and return directly to their classroom.

### **Visitors**

1. All visitors are to report immediately to the Main Office and secure a visitor's badge
2. Students are not permitted to bring friends, family members, children or any other visitors to school.
3. Students who prop doors open to let people in or assist unauthorized visitors to enter the building will face disciplinary consequences.
4. All school-aged children must be accompanied by an adult at all times while on campus.
5. Student visitors will not be permitted without administrative approval.
6. The principal or his/her designee may, at his/her discretion, grant or deny permission for classroom or school visits and determine the duration of time.
7. Former students or staff are not permitted to enter classes or visit staff during the school day without proper authorization from an administrator.
8. Visitors may not remain on the school campus after regular school hours without administrative approval and proper supervision.
9. School personnel have the authority to warn persons trespassing to leave the facilities or properties; persons who refuse are subject to prosecution under the laws of the State of Georgia.
10. Parents should make an appointment to see a teacher, the principal, the counselors, or to visit their children's classes.
  - a. Classroom visits cannot be conducted without 24 hours prior authorization by the principal or a grade level administrator.
  - b. If permission is granted, the principal or his/her designee will confirm the visit time and date with the teacher and person requesting the visit.
  - c. Unless they are part of a behavior intervention applied by the teacher or instructional team, classroom visits may be permitted up to a single class period as long as the visit does not interfere with instruction.
  - d. Visitors are not generally allowed to assist school faculty or staff with students unless they are given specific permission to do so by the principal (usually during field trips or field days).

### **Visiting International Students**

As an International Baccalaureate World School, North Atlanta is committed to developing intercultural understanding and respect.

1. North Atlanta accepts international students who are visiting as part of a formal exchange program, provided all district requirements are met and permissions granted. Such an exchange may be for two weeks, a semester or an entire school year.
2. Visiting international students who are not part of a formal exchange program may not attend North Atlanta for any length of time.
3. Visiting international students may be permitted to shadow a current North Atlanta student subject to the approval of the principal.
4. The international student is limited to shadowing for two (2) days, may not shadow on certain days such as test dates, and must provide a letter of recommendation from his/her home school.
5. All international students whether enrolled on an exchange or shadowing a student, must agree to follow all of the rules, policies and procedures of North Atlanta and Atlanta Public Schools. Neither North Atlanta nor Atlanta Public Schools assumes any liability or responsibility for the student above the ordinary standard of care for any student.

### **Parking Permits**

- Any student wanting to drive to school and park MUST complete the online application, including uploading a copy of the student's current driver's license and insurance showing valid coverage for the car being registered.
- The parking permit costs \$75 for the full year.
- Students must agree to all rules regarding driving and parking on campus.

To complete the registration, please go to this site:

<https://tinyurl.com/NAHSParkingPermit21-22>

### **ACCA/Minimum Day**

If a student misses the bus they should report to the media center. If the media center is being used for testing students should report to the cafeteria. Any students found on campus during an assigned minimum day class period the student will be assigned to a class.

### **Seniors with Minimum Day**

Seniors with minimum day may NOT be on campus during the minimum day period. Seniors with minimum day have been granted the privilege of a shortened school day. It is not a “free period” and you may not be on campus during that period. You must enter and exit via the main lobby when entering the building for 2<sup>nd</sup> period or leaving the building after 3<sup>rd</sup> period. You must follow the sign out process established by your counselor. On the 3<sup>rd</sup> occasion you are found to be on campus during your minimum day period, minimum day will be revoked, and you will be placed into a class for the remainder of the semester/year.

### **Seniors with Directed Studies**

Seniors with the class called Directed Studies have been approved to work as an office aid or intern with a professional in the building. Taking this class is a privilege granted to mature students. It is not a free period. You

must attend and may not be tardy. You will receive a grade for your work in the assigned role. Seniors may not be assigned to a teacher for Directed Studies except by special permission.