



# **2017-18 Student Handbook**

**Northview High School  
10625 Parsons Road  
Johns Creek, GA 30097**

**Regular School Day Hours:  
8:20am – 3:30pm**

**Main Office: (470) 254-3828  
Counseling Office: (470) 254-3835  
Main Office Fax: (470) 254-3844**

**[www.northviewhigh.com](http://www.northviewhigh.com)**

**SAT/ACT Code 111-148**

**Fulton County Board of Education**

Linda Bryant, President  
Linda McCain, Vice President  
Julia Bernath Kimberly Dove Gail Dean  
Katie Reeves Katha Stuart

**Fulton County School System Administration**

6201 Powers Ferry Road NW  
Atlanta, GA 30339  
Phone: (470) 254-3600

*Dr. Jeff Rose, Superintendent of Schools*

**Northview High School Administration & Staff**

Brian Downey, *Principal*  
Nikol Boyd, *Assistant Principal*  
Marisa DiSano, *Assistant Principal*  
Robert Hunter, *Assistant Principal*  
Susan Walker, *Assistant Principal*  
Tiffany Butera, *AP/Curriculum Specialist*  
Scotty McDaniel, *Athletic Director*  
Sandy Owens, *Head Counselor*  
Andy Alhadef, *Counselor*  
Letitia Graham, *Counselor*  
Cara Reilly, *Counselor & Testing Coordinator*  
Erica Waters, *Counselor*  
Alicia McClung, *School Social Worker*  
Corri Joyner, *School Psychologist*  
Darryl Paul, *Media Specialist*  
Brian Rawlin & Ashley Ulrich, *Language Arts Co-Chair*  
Jennifer Niehaus, *Mathematics Chair*  
Christopher Kemp, *Science Chair*  
Mike Dixon, *Social Studies Chair*  
Patty Rodriguez & Monica Wilson, *World Languages Co-Chair*  
Stephanie McCall, *Career Technology Chair*  
Jennifer Barr, *Health & PE Chair*  
Tim Aucoin, *Fine Arts Chair*  
Renee Bowe, *IRR Chair*  
Michael Martin, *TAG Chair*  
Ryan Yard, *Technology Specialist*  
Officer Drew Rucker, *Resource Officer*  
Barbara Rettker, *Principal's Secretary*  
Laura Belasco, *Bookkeeper*  
Vivian Elliott, *Data Clerk*  
Cathy Boatwright, *Registrar*  
Chip Ashby, *Head Custodian*  
Carol Keahey, *Cafeteria Manager*



---

## PHONE DIRECTORY

---

Northview High School Front Office .....	470-254-3828
Mr. Alhadeff, Counselor .....	470-254-3717
Athletic Secretary, Ms. Talbert. ....	470-254-3715
Attendance Office .....	470-254-3714
Bilingual Liaison.....	470-254-3721
Bookkeeper, Ms. Belasco .....	470-254-3758
Ms. Walker, Assistant Principal .....	470-254-3830
Ms. Boyd, Assistant Principal ... ..	470-254-3832
Ms. Butera, Assistant Principal. ....	470-254-3759
Cafeteria Manager, Ms. Keahey .....	470-254-3746
Clinic.....	470-254-3718
Counseling Secretary, Ms. Jarabek.....	470-254-3835
Data Clerk, Ms. Elliott.....	470-254-3833
Ms. DiSano, Assistant Principal .....	470-254-3831
Mr. Downey, Principal.....	470-254-3829
Ms. Graham, Counselor .....	470-254-3837
Mr. Hunter, Assistant Principal. ....	470-254-3834
Coach McDaniel, Athletic Director.....	470-254-3713
Media Center, Mr. Paul .....	470-254-3724
Ms. Owens, Counseling Dept Chair .....	470-254-3836
Principal's Secretary, Ms. Rettker .....	470-254-3829
Psychologist, Ms. Joyner .....	470-254-3729
Registrar, Ms. Boatwright.....	470-254-3711
Ms. Reilly, Counselor .....	470-254-3716
Resource Officer, Ofc Rucker ... ..	470-254-3719
School Store .....	470-254-3754
Social Worker, Ms. McClung ....	470-254-3712
Ms. Waters, Counselor.....	470-254-3839
Yearbook Room .....	470-254-3740

## CALENDAR HIGHLIGHTS



### First Semester August 7, 2017 –December 22, 2017

August 7	First Day of School, 8:20am – 3:30pm
August 24	New Student Breakfast
August 30	Picture Day, Rooms 601 & 607
August 30	Senior Parent Night, 6:30pm Auditorium
August 31	Community Night
September 4	Holiday/School Closed
September 5	Professional Development, No School
September 7	Senior Information Sheets Due
September 14	Open House/Curriculum Night 6:30pm
September 20	Blood Drive
September 20	Junior Parent Night, 6:30pm Auditorium
September 21	Community Night
September 21	6 week Progress Report Distributed
September 28	9th & 10 <sup>th</sup> Grade Parent Night, 6:30pm
October 4	Picture Re-takes, 8:30-10:30am
October 6	Teacher Workday/No Students
October 9	Holiday/School Closed
October 11	PSAT 9 <sup>th</sup> -11 <sup>th</sup> grades
October 11	College Financial Aid Night, 6:30pm
October 13	Homecoming Football Game
October 14	Homecoming Dance
October 17	Club Picture Day
October 26	Community Night
November 7	College Symposium, 7pm Auditorium
November 8	Apply to College Day, Seniors Only
November 9	12 week Progress Reports Distributed
November 20-24	Thanksgiving Holiday/School Closed
November 27	Professional Development, No School
November 30	Community Night
December 19-21	Final Exams/Half Days
December 21	Last Day of First Semester
Dec. 22–Jan. 7	Winter Break

**Second Semester  
January 8, 2018 –May 24, 2018**

January 4	No Students/Teacher Workday
January 5	No Students/Prof. Development Day
January 8	First Day of Second Semester
January 15	MLK Holiday/School Closed
January 18	Community Night
January 24	Blood Drive
January 25	New Student Breakfast
January 25	AP Night, 6:00pm
February 1	International Night 5:00pm
February 5	Apply to College 2
February 5	School Counselor Appreciation Week
February 8	Community Night
February 16	Holiday/School Closed
February 19	Holiday/School Closed
February 20	Professional Development, No School
February 21	Registration Info Distributed in HR
February 23	Students Return Course Verifications
February 28	9 <sup>th</sup> Grade 4 Year Plan Meetings
March 1	6 week Progress Reports Distributed
March 1	10 <sup>th</sup> Grade 4 Year Plan Meetings
March 9	Teacher Workday, No School
March 12	Professional Development, No School
March 14	Course Verification Distributed in HR
March 16	Course Verification Collection in HR
March 21	Career Day (During Lunch A & B)
March 22	Community Night
March 19-23	Teacher Appreciation Week
March 24	Prom, Forsyth Conference Center
March 30	Titan Fest
April 2-6	Spring Break/School Closed
April 12	Senior Exit Survey in HR
April 19	Arête Awards Day
April 19	12 week Progress Reports Distributed
April 19	Community Night
May 3	Academic Honors Night, 7:00pm
May 7-18	AP Testing
May 22-24	Final Exams – Half-days
May 24	Last Day of School Year
May 24	Graduation (NHS Stadium) 8:00pm

# MISSION STATEMENT

**Our mission is to instill excellence  
in academics, arts, and athletics.**

*"Ever Upward and Onward!"*



## BELL SCHEDULES

REGULAR SCHEDULE (#1)			THURSDAY SCHEDULE (#2)		
0 Period		7:15 - 8:10	0 Period		7:15 - 8:10
1st Period		8:20 - 9:20	1st Period		8:20 - 9:16
2nd Period		9:26 - 10:23	2nd Period		9:22 - 10:18
READ (w/2nd pd)		10:23 - 10:38	READ (w/2nd pd)		10:18 - 10:33
3rd Period		10:44 - 11:41	3rd Period		10:39 - 11:35
4th Period	A Lunch	11:41 - 12:21	4th Period	A Lunch	11:35 - 12:25
	Class	12:27 - 1:24		Class	12:31 - 1:26
	Class	11:47 - 12:44		Class	11:41 - 12:36
	B Lunch	12:44 - 1:24		B Lunch	12:36 - 1:26
5th Period		1:30 - 2:27	5th Period		1:32 - 2:28
6th Period		2:33 - 3:30	6th Period		2:34 - 3:30
HOMEROOM SCHEDULE (#3)			EXTENDED HR SCHEDULE (#4)		
0 Period		7:15 - 8:10	0 Period		7:15 - 8:10
1st Period		8:20 - 9:13	1st Period		8:20 - 9:12
2nd Period		9:19 - 10:12	2nd Period		9:18 - 10:09
READ (w/2nd pd)		10:12 - 10:27	READ (w/2nd pd)		10:09 - 10:24
3rd Period		10:33 - 11:26	3rd Period		10:30 - 11:22
4th Period	A Lunch	11:26 - 12:16	4th Period	A Lunch	11:22 - 12:12
	Class	12:22 - 1:15		Class	12:18 - 1:09
	Class	11:32 - 12:25		Class	11:28 - 12:19
	B Lunch	12:25 - 1:15		B Lunch	12:19 - 1:09
Homeroom		1:21 - 1:31	Homeroom		1:15 - 1:35
5th Period		1:37 - 2:30	5th Period		1:41 - 2:33
6th Period		2:36 - 3:30	6th Period		2:39 - 3:30

A warning bell will ring one minute prior to the tardy bell.

**Students are to be seated and ready to begin class when the tardy bell rings.**

**Students are not allowed in the academic halls, for any reason, during their lunch period.**



## ADMINISTRATORS & COUNSELORS

Students are assigned to an administrator and a counselor according to the first letter of their last names. (Note that these assignments are subject to change. Students should check with the Administrative and Counseling Departments to confirm.)

ADMINISTRATOR	COUNSELOR
<p><b>Mr. Brian Downey</b> PRINCIPAL DowneyB@fultonschools.org 470-254-3829 (Mrs. Rettker)</p>	<p><b>Ms. Cara Reilly</b> <b>Last Names: A-Das</b> Reilly@fultonschools.org 470-254-3716</p>
<p><b>Ms. Susan Walker</b> ASSISTANT PRINCIPAL <b>Last Names: A-Fro</b> WalkerSH@fultonschools.org 470-254-3831</p>	<p><b>Ms. Sandy Owens</b> <b>Last Names: Dat-Jes</b> Owens@fultonschools.org 470-254-3836</p>
<p><b>Ms. MARISA DiSANO</b> ASSISTANT PRINCIPAL <b>Last Names: Fuj-Li</b> DiSanoM@fultonschools.org 470-254-3830</p>	<p><b>Mr. Andy Alhadeff</b> <b>Last Names: Jet-Mir</b> AlhadeffA@fultonschools.org 470-254-3717</p>
<p><b>Ms. Nikol Boyd</b> ASSISTANT PRINCIPAL <b>Last Names: Lia-Riv</b> BoydN@fultonschools.org 470-254-3832</p>	<p><b>Ms. Erica Waters</b> <b>Last Names: Mis-Sh</b> WatersEM@fultonschools.org 470-254-3839</p>
<p><b>Mr. Robert Hunter</b> ASSISTANT PRINCIPAL <b>Last Names: Rob-Z</b> HunterR@fultonschools.org 470-254-3834</p>	<p><b>Ms. Letitia Graham</b> <b>Last Names: Si-Z</b> GrahamLC@fultonschools.org 470-254-3837</p>
<p><b>Ms. Tiffany Butera</b> AP/CURRICULUM SPECIALIST Butera@fultonschools.org 470-254-3759</p>	<p><b>Mr. Scotty McDaniel</b> ATHLETIC DIRECTOR McDanielSL@fultonschools.org 470-254-3713</p>

## **ATHLETIC TEAMS**



Athletic Secretary: 470-254-3715

For a list of GHSA (Georgia High School Association) sanctioned sports offered at Northview, please visit our website at: [www.northviewhigh.com](http://www.northviewhigh.com). Participants must meet academic eligibility requirements.

### **ATHLETIC REGULATIONS**

Student athletes must abide by the following regulations:

- 1) Students must be present for *at least* three (3) classes to participate in a sport that day.
- 2) Suspended students (ISS or OSS) *may not* participate in any school activity until the suspension is completed.
- 3) Each student must return *all* equipment or pay for the replacement of any item not returned. Student records and transcripts will be held until all equipment obligations have been cleared.
- 4) Students who quit or are removed from a team may not participate in another sport until the start of the next season.

In order to earn an award, a student athlete must remain on the squad in which he/she is participating until the entire schedule has been completed or until he/she has been released by the coach.

### **FULTON COUNTY INTERSCHOLASTIC COMPETITION DRUG, ALCOHOL, AND TOBACCO POLICY**

A student shall not:

- buy, be in possession of, or use a beverage containing alcohol (regardless of quantity);
- be in possession of or use tobacco on campus or at a school function (coaches *may discipline* students for off-campus tobacco use);
- use, consume, possess, buy, sell, or distribute any controlled substance.

It is not a violation for a student to be in possession of a controlled substance *specifically prescribed* for the student's personal use by his/her doctor.

Students are responsible for off-season and out-of-school behavior. This rule applies to a student's entire career at Northview High School.





## ATTENDANCE

Attendance Office: 470-254-3714

The Attendance Office opens at 7:30 a.m. Students are to allow ample time to conduct business prior to the start of class. Students *will not* be issued excused late passes because they were at the attendance office. A student needing to see an attendance clerk should do so before school or during their lunch period. *If student arrives between 8:20-8:30, student should go directly to their first period class.*

Students arriving ten minutes or more late to school must report **immediately** to the Attendance Office with a written note with reason. All students must check in and/or check out through the Attendance Office when arriving or leaving the campus outside of the normal start/end times.

***Phone requests to release students on the school day preceding Labor Day, Thanksgiving, and Spring Break will not be honored.*** A parent must personally sign-out students on these days if an appropriate written request was not brought to the attendance office prior to the start of the school day.

It is not necessary for the student to submit a note from a parent/guardian for absences that occur due to school-sponsored activities or pre-arranged absences for which a parent/guardian has already submitted written permission.

Students absent more than three periods will be considered as absent for the day and may not participate in school sponsored activities that day. Suspended students *may not* participate in school sponsored activities while under suspension. Students suspended Friday and Monday may not participate in, or be present at, weekend events.

### **TARDIES**

Students are expected to be in class and ready to begin work before the tardy bell sounds. Upon the first tardy to any class during a six-week grading period, students will receive a written reprimand.

Repeated tardiness to the same class will result in assignment of the following consequences:

- 2<sup>nd</sup> tardy .....one day private detention with teacher
- 3<sup>rd</sup> tardy.....referral to administrator and two days public detention
- 4<sup>th</sup> & subsequent tardy.....referral to administrator and one day Saturday Opportunity School

Tardies accumulate throughout each six-week grading period. At the start of each new six-week grading period, the tardy count restarts.

## **ATTENDANCE PROCEDURES REGARDING ABSENCES**

Students absent from school must present upon return, an **original** note (**emails or faxes are not accepted**) from a parent/guardian explaining the nature of the absence. The note must include the following information:

- Current Date
- Student Name
- Student Grade Level
- Date(s) of Absence
- Reason for Absence
- Parent/Guardian Printed Name and Signature
- Parent/Guardian Phone Number

*If a student is absent for a medical appointment, he/she needs to present a doctor's note when returning to school for absence to be considered excused.* This should be done **before school begins** on the day of the return. Students will receive an admit slip to present to each teacher upon return to class. Teachers have been instructed not to admit students to class who have been absent and fail to produce an admit slip upon their return.

Absences for which a student fails to submit a written excuse including reason, parent/guardian signature, and a daytime phone number will be considered as truant until a note is presented. Students have up to five days to submit a note to receive an excused absence.

## **EXCUSED ABSENCES**

The following circumstances are recognized as *excused* absences:

- personal illness
- religious holidays
- attendance at a funeral
- immigration/visa/court appearance (\*need note from facility)
- personal medical or dental appointment (\*need note from facility)
- absences that have been pre-approved
- severe illness or death in the immediate family

Students may complete missed work due to excused absences for full credit if completed during the prescribed time period.

## **UNEXCUSED ABSENCES**

All absences that do not qualify as *excused* are considered as unexcused. This includes absences for which a written excuse was not presented within five days of the student's return and for absences due to truancy or class cuts. Work missed due to unexcused absences may be made up; however, the student may receive partial credit for assignments.

## **APPROVED ABSENCES / COLLEGE VISITATION**

A pre-approved absence for family or personal reasons should be requested **three days prior** to the absence. The request must be in writing from a parent/guardian for approval by the student's administrator. The student should obtain an approval form from the Attendance Office to present to his/her teachers.

Students may request up to **six days of pre-arranged absences** per year. Assignments should be turned in upon the student's return. Pre-arranged absences will not be granted during final exams except in cases of very unusual circumstances.

---

## **MAKE-UP WORK**



Following an absence, it is the student's responsibility to contact his/her teachers to arrange for make-up work. Contact must be made within one school day of returning. If the teacher is absent, contact should be made upon the first day of the teacher's return.

Students are given the same number of days to complete make-up work as the absence, not including the day of return. For instance, a student is absent two days, he/she has two days (not including the day of return) to complete the assignments. The teacher will establish a reasonable schedule for completing tests, labs, etc. that cannot be done independently by the student.

Assignments made prior to the absence, including tests/quizzes scheduled for the day of return, are due upon the student's return. Students who are present for any portion of the school day are expected to turn in all assignments due on that day in order to receive full credit.

Assignments missed due to pre-arranged absences are due upon the student's return unless the teacher has approved other arrangements in advance.

Final exams may only be taken at the scheduled time. If it is necessary for a student to be absent during a final exam, he/she must arrange for a make-up session with the teacher.

---

## **COUNSELING**

---



Counseling Secretary: 470-254-3835

Counselors are available to assist students and parents in making educational, personal, and social decisions. Students should feel free to visit the Counseling Office during their lunch periods or before school to schedule an appointment or to use the educational materials available in the Counseling Office.

The Northview College & Career Center, or "The Chill Zone", provides excellent resources to assist students in making decisions concerning study skills, scholarships, colleges, careers, financial aid and summer program programs. The center is open every day during lunch and before school.

### **PROMOTION/RETENTION**

High school students must earn a certain number of units in order to earn promotion to the next grade level. Requirements for promotion to each grade level are:

- Freshmen: promotion from eighth grade
- Sophomore: minimum of 5 units of credit
- Junior: minimum of 11 units of credit
- Senior: minimum of 17 units of credit

Summer school is an extension of the previous school year; therefore, summer courses count toward promotion to the next grade level.

With the exception of graduating seniors, students will remain in their assigned grade-level homerooms for the entire school year. Retained juniors who are on-track for their original graduation date at the start of the spring semester will be moved to a senior homeroom. On-track is defined as the student has earned twenty credits and must pass only his/her regular school day classes to graduate.

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school must notify the Registrar's office immediately, as it is necessary that all records be brought up to date before the student leaves school. All outstanding fees and fines must be paid by cash or money order prior to withdrawal. Students withdrawing from school should have a parent/guardian contact the Counseling Office *prior* to the withdrawal. The Registrar's direct telephone number is: 470-254-3711.



---

## **4 PILLARS**

---

The 4 Pillars of positive behavior framework is composed of four ethical values that are used to help instill a positive learning environment for students and a culture of kindness as well as helping students become successful citizens for their future. Northview believes that our 4 Pillars are fundamental in the development and success of all our students.

### **Positive Attitude**

Titans know that their positive attitudes lead to success and happiness. They know that their attitudes create the way they feel and determine their actions and results. Titans who have positive attitudes influence those around them and encourage them to do better.

### **Compassion**

Titans who have compassion think about others and ways that they can help them. Titans show compassion by caring about their classmates and wanting to help alleviate their distress. This could include helping someone who is not feeling well or is in trouble.

### **Integrity**

Titans show integrity by being honest and sincere. Titans follow through on what they say they are going to do. Titans do the right thing, even when no one is watching.

### **Personal Responsibility**

Titans accept responsibility for their own actions. Titans make good choices. Titans learn from their mistakes and take ownership of their actions.

# TITANS

## "Do RIGHT"



### Northview PBIS – Expectation Matrix

#### Positive Behavior Interventions & Supports

TITANS HAVE	<b>N</b>	Classroom	Hallways & Restrooms	Cafeteria & Courtyard	Media Center	Bus
	<b>Integrity</b>	<ul style="list-style-type: none"> <li><b>N</b> Be honest &amp; follow honor code</li> <li><b>N</b> Be on time</li> <li><b>N</b> Make good choices</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Contribute to a clean &amp; tidy environment</li> <li><b>N</b> Be honest &amp; follow honor code</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Contribute to a clean &amp; tidy environment</li> <li><b>N</b> Be honest &amp; follow honor code</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Contribute to a clean &amp; tidy environment</li> <li><b>N</b> Be honest &amp; follow honor code</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Be on time</li> <li><b>N</b> Follow driver's instructions the FIRST time.</li> </ul>
	<b>A Positive Attitude</b>	<ul style="list-style-type: none"> <li><b>N</b> Speak/Think Positively</li> <li><b>N</b> Follow Directions</li> <li><b>N</b> Obey classroom rules &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Move quietly if classes are in session</li> <li><b>N</b> Use appropriate language &amp; voice level</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Speak/Think and Interact Positively</li> <li><b>N</b> Use good manners</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Speak/Think and Interact Positively</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Speak/Think and Interact Positively</li> <li><b>N</b> Use good manners</li> </ul>
	<b>Compassion</b>	<ul style="list-style-type: none"> <li><b>N</b> Assume good will</li> <li><b>N</b> Be a team player</li> <li><b>N</b> Have tolerance, respect and concern for others</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Be a team player</li> <li><b>N</b> Have tolerance, respect and concern for others</li> <li><b>N</b> Be mindful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Be a team player</li> <li><b>N</b> Have tolerance, respect and concern for others</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Be a team player</li> <li><b>N</b> Have tolerance, respect and concern for others</li> <li><b>N</b> Use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Be a team player</li> <li><b>N</b> Have tolerance, respect and concern for others</li> </ul>
	<b>Personal Responsibility</b>	<ul style="list-style-type: none"> <li><b>N</b> Be prepared for class</li> <li><b>N</b> Use time wisely</li> <li><b>N</b> Strive for success</li> <li><b>N</b> Dress appropriately</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Keep your hands to yourself</li> <li><b>N</b> Return to class quickly</li> <li><b>N</b> Obtain a hall pass</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Consume food in designated areas</li> <li><b>N</b> Move promptly to class</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Use equipment correctly</li> <li><b>N</b> Do not bring in food or drink</li> </ul>	<ul style="list-style-type: none"> <li><b>N</b> Refrain from eating &amp; drinking on bus</li> <li><b>N</b> Use ear buds with electronics</li> <li><b>N</b> Report problems to the bus driver</li> </ul>



Students are expected to conduct themselves in a responsible manner that demonstrates courtesy and respect to staff members, other students, and guests at all times. All staff members have full authority to direct or discipline any student. Direct disobedience of a staff member's directive is absolutely forbidden. If a student feels that a directive of a staff member is unreasonable, he/she is expected to comply and is encouraged to later discuss the situation with an administrator so that clarification and/or corrective action may be initiated.

The authority of all Northview personnel is in effect when students are:

- on school grounds at any time
- off school grounds at a school activity, function, or event
- traveling to and from school or a school activity, function or event

**Students are expected to be prepared, focused, put forth effort at all times, and abide by the following requirements:**

- 1) Students may not leave class for any reason without a pass issued by the teacher. Teachers are not authorized to issue passes during the first ten or last ten minutes of the class except in cases of a true emergency.
- 2) Students who are suspended from school are restricted from attending school events until the suspension is concluded. Students suspended Friday and Monday may not participate or be present at weekend events.
- 3) Students are responsible for damage to, or loss of, their books or any school property.
- 4) Northview High School operates on the closed campus concept. Students may not leave campus once they arrive unless they have properly checked out through the Attendance Office.
- 5) During a fire drill or emergency, students are to stay in a group and follow all teacher directions.
- 6) Students may not use electronic devices during class time, unless given permission by staff. Items will be confiscated from students who violate this rule. They will be held until after school of the following day and returned to the student's parent.
- 7) Students may not visit other schools during the school day or on a teacher workday without authorization.
- 8) Food and/or drinks are to be consumed only in the food court or courtyard during the school day. After dismissal, students may consume food and/or drink in the concession and canopy areas.

### **TEACHER-ASSIGNED DETENTION**

Teachers have the authority to assign detention for failure to follow classroom rules and procedures. Reason, time, and location are assigned solely at the discretion of the teacher. Failure to serve teacher-assigned detentions will result in an administrative referral.

### **ADMINISTRATIVE DETENTION**

Administrative Detention is held on Tuesdays and Wednesdays of each week from 3:40 – 5:40 pm in the ISS room. Students may be assigned by an administrator to serve one or two hours of detention on these days.

### **BEFORE AND AFTER SCHOOL RESTRICTION**

Students who violate school rules are subject to time restrictions on campus. This can include, but is not limited to, being required to leave campus immediately upon dismissal and/or not being allowed to attend or participate in school sponsored activities.

### **TITAN OPPORTUNITY SCHOOL (FORMALLY IN-SCHOOL SUSPENSION)**

Starting with the 2017-18 school year, the name and structure of the ISS program has changed. ISS will no longer be served during the school day. An afterschool discipline opportunity, called Titan Opportunity School, will be held on a regular weekly schedule: Tuesdays from 3:40 – 5:40 pm and Wednesdays from 3:40 – 5:40 pm.

If a student would have previously been assigned ISS for a disciplinary infraction, he/she will be assigned 4 hours of Titan Opportunity School.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who are suspended out-of-school are not to be on school system property for any reason at any time. OSS students have the opportunity to make-up all work missed during the period of suspension. All make-up work must be completed within the same number of days as the suspension, not including the day of return. It is the student's responsibility to initiate all make-up work with the teacher. Assignments announced prior to the suspension are due upon the student's return.

*For additional information regarding disciplinary policies and procedures refer to the Fulton County School System Discipline Handbook.*



---

## DRESS CODE

---



The substantive rules of the Fulton County School System Code of Conduct state that Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety.

All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include: lack of cleanliness in person or dress, shoelessness, "short-short" clothing; bare midriffs, tank-tops, see-through clothing, apparel which designates gangs or similar organizations, or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

Baseball caps and other head wear is not allowed unless it aligns with mandated religious culture.

The dress code policy is interpreted by the administration of Northview High School to mean that no clothing is acceptable that displays vulgar or obscene messages or designs, logos referring to alcohol, tobacco, or other controlled substances, is distracting, or is inappropriately revealing.

---

## HONOR CODE

---



**As members of Northview High School, we honor academic and personal integrity. We uphold the values of honesty, integrity, respect, responsibility, and our mission is to instill excellence in academics.**

Cheating has been defined as giving or receiving, in any form, information relating to a gradable experience including the use of sources of information other than those specifically approved by the teacher, either during or outside of class. Examples of cheating include, but are not limited to:

- Copying or "borrowing" from another source and submitting it as one's own work
- Seeing or accepting unauthorized assistance on tests, projects or other assignments
- Fabricating data or resources

- Providing or receiving test questions in advance without permission
- Visual and verbal exchanges during a test
- Plagiarism
- Working collaboratively with other students when individual work is expected
- Sharing original work with another student
- Discussing tests with students who have not taken the test

When a student is found to be cheating, the teacher may issue a grade of zero for the assignment. This assignment may not be made up nor will the student be eligible for recovery. The teacher must contact the parent/guardian via phone and enter the violation into TAC. Honor Code violations will be reviewed when considering students for awards and recommendations.

Upon teacher request, students may be required to submit research papers or other written work to turnitin.com. The website checks the submission for plagiarism, provides a receipt for the student to give to the teacher, and reports to the teacher that the student's work was not copied from any source.

#### **CONSEQUENCES OF ACADEMIC DISHONESTY**

Consequences for academic dishonesty on homework/classroom assignments are applied at the teacher's level. For all other instances involving academic dishonesty, students are referred to their administrator and issued a consequence.

For any honor code violation, the student may receive a zero on the assignment. The assignment may not be made up and the student will not be eligible for recovery. Direct contact with the student's parent will be made, and the student may receive 1 day ISS or up to 10 days OSS.

When a student commits an infraction of the Honor Code, the teacher and/or administrator will consider the student's academic history, discipline file, and the importance of the assignment. In any instance involving academic dishonesty, the school principal, or principal designee, may impose sanctions more serious than the reprimands/consequences above depending on the severity of the academic dishonesty.

**Honor Code violations will be reviewed when considering students for awards and recommendations.**

---

## HONORS AND AWARDS

---



**Honors Night:** *Honors Night* is held each spring to recognize students for outstanding academic achievement. Following a formal ceremony a reception is hosted by the PTSA for all those in attendance.

**Arête Award:** Each year, Northview hosts a reception honoring those students who have made positive contributions to the school and have demonstrated outstanding citizenship. Teachers, coaches, and sponsors nominate students for the Arête award. A reception is held for the honorees and guests.

**Honor Roll/Super Honor Roll:** Students earning a semester average of 88 or higher are named to the *Honor Roll*; those earning a semester average of 96 higher are named to the *Super Honor Roll*. Congratulatory cards are mailed to parents.

**Star Student:** The senior having the highest SAT score of all graduates will be named the Star Student. Scores received for any one SAT taken prior to and including the November test date of the senior year will be considered.

**Faculty Cup:** The Faculty Cup recipient is selected by the entire Northview Faculty. The student chosen to receive the Faculty Cup has demonstrated social and academic growth while contributing positively to the school climate. This award is presented only to a graduating senior.

**Journal Cup:** The most coveted award, the Journal Cup is presented at graduation to the student selected by the entire faculty as the best all-around member of the senior class. Sponsored by the Atlanta Journal-Constitution, recipients are featured in this publication.

**PTSA Cup:** This special award, sponsored by the Northview PTSA, is awarded to the graduating senior selected by the teachers and recognized by the Northview parents and students for overall community leadership in and outside of the classroom.

**Peter Zervakas Award:** This award is presented to the student whose high school experience best exemplifies the mission of Northview High School.

**Bob Peterson Award:** This award is presented to a senior who has been active in all phases of student life and has contributed in a positive manner to the school.

**Principal's Leadership Award:** This award is chosen by the entire faculty; is awarded to the senior demonstrating consistent peer leadership contributing to a positive school atmosphere

**Salutatorian:** This title is bestowed upon the student who is academically ranked, at the start of the Spring Semester, as the number two student. In the event of a tie, more than one student will be named. Recipients must be four-year graduates who completed at least three years at Northview.

**Valedictorian:** This title is bestowed upon the student who is academically ranked, at the start of Spring Semester, as the number one student. In the event of a tie, more than one student will be named. Recipients must be four-year graduates who completed at least three years at Northview.

**Honor Graduates:** The designation of *Honor Graduate* is computed at the end of the first semester of the senior year and is not rounded up:

***Cum Laude:*** cumulative average of 88 or above

***Magna Cum Laude:*** cumulative average of 96 or higher

***Summa Cum Laude:*** cumulative average of 100+

Honorees will receive a Fulton County Academic Pin and honor cord to wear at Graduation.

---

## **MEDIA CENTER**

---



Media Center: 470-254-3724

Students may visit the Media Center for individual reading, browsing, research, and study. Students whose teachers have given permission for them to use the Media Center during class must have a written pass from the teacher. Students who are disruptive will be asked to leave and are subject to disciplinary action. The Media Center is available to students before school and during lunch. A pass is not required to use the Media Center during a student's lunch period. All students must sign in upon entering the Media Center. **No food or drink is allowed in the Media Center.**

Students are allowed to check out books for two weeks. Books may be renewed for two weeks if needed. Reference books may not be checked out. Current/back issues of periodicals and videos may be checked out overnight. The student assumes responsibility for the replacement and/or repair of lost or damaged materials that are checked out in his/her name.

---

## PARKING

---



Parking is available for sophomores, juniors and seniors. Students may not be eligible for parking if they have had ISS or OSS in the previous semester. The cost of parking is \$100.00 for the year or \$50.00 for the second semester. When purchasing a parking permit, students must present a valid Georgia driver's license and proof of insurance for the car they are registering to park.

Students who are approved to drive to school must:

- 1) purchase a Northview parking permit;
- 2) display the Northview permit whenever the vehicle is on school property during school hours;
- 3) maintain appropriate insurance coverage;
- 4) accept the responsibility to be on time, as poor attendance could result in the loss of the parking permit;
- 5) understand that absences or tardies due to flat tires, car trouble, traffic tickets, etc., are unexcused;
- 6) understand that it is recommended that students ride the bus in case of inclement weather;
- 7) understand that they may not issue permission to anyone else to park in their assigned space under any circumstances; and
- 8) park in their assigned spot only.

Any unauthorized parking on campus may result in booting of the vehicle. Removal of the boot requires the **cash payment** of a \$50.00 fine.

---

## RECOVERY

---



Recovery is for students who, despite a conscientious effort and communication with their teachers, have failed to demonstrate satisfactory understanding of course standards. It is not for the student who has been failing for many weeks and then wishes to recover during the final days of the course. Opportunities for students to recover from a 74 or below cumulative average will be provided when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements. Students who have not attempted to complete all course requirements are not eligible for recovery.

Students may initiate recovery on major assessments starting with the second major assessment of the semester (or after the first 6-weeks grading period) as long as they have made a legitimate effort to meet all course requirements including attendance. Unexcused absences may prevent this opportunity.

So that students stay focused on the content at hand and don't become overwhelmed and fall too far behind, they must initiate recovery on a major assessment within five school days of being informed of the grade on that assessment. Recovery work must be completed within ten school days prior to the end of the semester. The nature and type of recovery assignment is given at the discretion of the teacher.

Grading guidelines for recovery assignments will vary by department. It is the responsibility of the student to fully understand the grading guidelines/highest possible score for completed recovery work.

---

## **STUDENT ACTIVITIES**

---



Become a part of Northview history! By participating in a school activity, you will play an important role in establishing traditions and events that will benefit our community for many years. Northview's academic, social, service, and performing organizations coupled with a full sports program offer something for everyone. Soon after school starts each year, the student council hosts a club fair at lunch. Attend the club fair if interested in joining a club. A complete list of clubs and student activities can be found on our website at [www.northviewhigh.com](http://www.northviewhigh.com).



## THINGS YOU MUST KNOW

### **ACCIDENT INSURANCE**

Students must obtain private medical insurance or insurance purchased through the school in order to participate in school-sponsored athletics. School insurance enrollment forms are available through the main office. Fulton County does not provide student insurance of any kind.

### **BUS INFORMATION**

Students must ride assigned busses and board/debark at the designated stop. Exceptions must be requested in writing, including phone numbers for verification, by a parent/guardian. Requests for changes involving one or two days may be made in writing through the Attendance Office prior to first period. Any changes spanning more than two days must be approved in advance by the transportation department.

Students are expected to conduct themselves properly while riding a school bus. The bus driver has the same authority as a teacher in a classroom. Students referred to the office for discipline violations that occur on a bus are subject to losing the privilege of bus transportation in addition to other disciplinary actions.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

The Main Office should be informed immediately, in writing, if a student changes his/her address and/or phone number. Failure to provide current phone numbers could create a life-threatening situation for the student in the event emergency medical treatment is needed. It is very important that a current parent email address be provided to the school. When changing address of residence, two pieces of approved documentation must be presented.

### **CLINIC**

The clinic is staffed during school hours and is located adjacent to the Attendance Office. Students must obtain a written pass from his/her teacher before reporting to the clinic. **All prescription medication, along with signed parental consent forms, must be left with the clinic during the school day.** The clinic does not supply over-the-counter medications.

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

Electronic devices or cell phones are allowed during the school day (8:20 - 3:30) only when authorized by staff or administration. Calculators are allowed for specific classroom and academic uses. Staff members are required to confiscate all unauthorized electronic devices. Such items can only be released to a parent/guardian after 4:00 p.m. of the same school day or to the student after 4:00 pm on the following

school day. Parents and/or students must see the School Resource Officer or Campus Security Associate to retrieve an electronic device.

### **ELIGIBILITY: COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

Students participating in competitive interscholastic activities must pass five (5) out of six (6) classes during the previous semester. These subjects must carry credit towards graduation or grade promotion. Summer school is an extension of the second semester and will count towards eligibility for the first semester of the following school year. Students not meeting this requirement are not eligible for interscholastic competition until they complete this requirement at the end of a subsequent semester and are on-track for graduation.

### **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 Northview High School are in effect during field trips. To participate in a field trip, students must return the parental consent and teacher sign-off form to the sponsoring teacher prior to 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 74 in each class
- no more than three tardies during the current six-week 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. Exceptions will be considered only when activities are deemed to be required functions of the curriculum.

### **FINES**

Students are responsible for damage to, or loss of, their books, sports uniforms, or any school property. Money owed for fines, lost books, damaged equipment, etc., must be paid by cash, money order, or bank check. **No personal checks will be accepted.**

### **LOCKERS – HALL**

Hall lockers are rented for the entire school year at a cost of \$15.00. Students may obtain a locker on Information Day or from the Front Office during the school year.

Student lockers are intended for individual use only by the student who paid and registered for the locker. For security issues, students are not allowed to share or trade lockers. Sharing or trading of lockers will result in loss of locker privilege. Under no circumstances should a student give his/her locker combination to another student.



## **LOCKERS – PHYSICAL EDUCATION AND ATHLETICS**

Physical Education (PE) locker rooms are equipped with student lockers for the storage of personal items. Locks may be rented for \$5.00 per semester through the PE teachers.

Athletic cages are not intended to provide security for personal belongings. The cages are designed for overnight storage of uniforms and equipment. All personal items should be locked in a PE locker during athletic practices. At a minimum, valuables should be secured in the lock boxes provided with the cages. Because of the high volume of traffic in the locker rooms, the school cannot assume any responsibility for clothing, books, valuables, or personal items left unsecured in any PE or athletic facilities.

## **MESSAGES**

Only messages from a custodial parent/guardian can be given to a student. Messages should be limited to those of an emergency nature.

## **MORNING ANNOUNCEMENTS**

Northview's Broadcast Production class produces announcements each and every morning. If you miss them, you can read all about them on our website at [www.northviewhigh.com](http://www.northviewhigh.com).

## **MULTIPLE TESTS ON THE SAME DAY**

Students are not required to take more than three major tests on the same day. Students should see their administrator at least one day in advance if more than three *major* tests are scheduled.

## **OPEN GYM**

The Auxiliary Gym is available each morning from 7:50 am until 8:10 am for open gym. No food or drinks are allowed in the gymnasium. This is the only time students are permitted in the gym for free play. Basketballs will be provided; students are not to bring personal basketballs to school.

## **OUTSIDE FOOD**

No outside food (fast food restaurants) is permitted to be brought to students for lunch or during the school day.

## **PAYMENTS OF SCHOOL FEES**

Personal checks will be accepted for the payment of school fees until March 1<sup>st</sup>. After that time, only cash, money order, or bank checks will be accepted. No personal checks are accepted at any time for payment of lost books, damaged equipment, or other fines. Returned checks will be turned over to a collection agency for processing.

## **RETURNED CHECKS**

There will be a \$35.00 processing fee for all returned checks.

## **SCHEDULE CHANGES**

Students must request a schedule change well in advance of the semester for which the change is desired. Requests for course changes will be granted on an "as available" basis. Students may not enroll in a class that is filled.

Requests for changes of a class period or teacher will not be honored. Northview High School reserves the right to make adjustments to student schedules due to changes in enrollment and/or to balance class sizes.

Students enrolled in an Honors or AP class requesting a change to a regular level course are expected to complete the first semester before the change will be made.

## **SENIOR EXAM EXEMPTIONS**

Graduating seniors may exempt spring semester final exams for any class in which the following criteria are met:

- 85 or higher average without honor points and without recovery
- no suspension, in-school or out-of-school, during entire spring semester
- no more than 5 absences from that class; medical, hardship and pre-approved absences may be appealed through the assigned assistant principal

Students who qualify may attempt an exam but will not be penalized if results lower the final grade. Students must obtain written teacher permission to exempt an exam prior to the day of the exam.

## **SKATEBOARDS**

Due to reasons of safety and liability, skateboards are not permitted to be used on campus at any time. Skateboards will be confiscated and can only be released to a parent/guardian after 4:00 p.m. the following school day.

## **TRANSCRIPTS**

Transcripts are obtained from [www.parchment.com](http://www.parchment.com)

## **VISITORS**

All visitors to the Northview campus must check in with the Front Office upon arrival and present a valid ID (driver's license or passport). Visitors must keep their check-in badge visible while they are in the building.

Student visitation by persons not enrolled at Northview High School is not permitted during the school day. Students are not to bring visitors, relatives, etc., to school during regular school hours.



## **HELP! Solutions to Common Scenarios**

### **HELP! I lost something.**

- Check the front office for lost-and-found. Lost clothing can be claimed in the clinic.

### **HELP! I forgot my locker combination.**

- See the Front Office or Attendance Office.

### **HELP! My locker is jammed.**

- Go to the Front Office and request a custodian.

### **HELP! My cell phone was taken up.**

- The phone will be with the School Resource Officer or Campus Security Associate. Your parent must come to school and pick it up after school or you may pick it up on the following day.

### **HELP! I need a certificate of attendance for my driver's license.**

- Visit [www.dds.ga.gov](http://www.dds.ga.gov) to print the form "Certificate of Enrollment." Submit the completed form to the Attendance Office. Allow 48 hours for the office to process your request. (All outstanding fines must be paid in cash in order to receive the certificate.)

### **HELP! I need an ADAP (Alcohol and Drug Awareness Program) card.**

- You received your ADAP Certificate when you completed your health class. For another copy of the certificate, visit the Front Office. Allow 48 hours for the office to process your request.

### **HELP! My phone number or home address has changed.**

- To obtain a Change of Address/Contact form, see Ms. Elliott, the Data Clerk.

### **HELP! I am late to school.**

- If you are more than 10 minutes late, check in at the Attendance Office.

### **HELP! I don't feel well.**

- Visit the clinic (located by the Front Office). Be sure to get a pass from your teacher first!

### **HELP! I need a copy of my transcript.**

- Visit Ms. Boatwright, the Registrar, in the Counseling department.

### **HELP! I want to ride another bus home with a friend.**

- Provide a note from your parent/guardian authorizing the bus change. Submit this note to the Attendance Office by 8:20am for approval.

**HELP! I don't know which bus to ride.**

- Visit the Front Office or check the bus schedule online. Bus routes are also posted on the windows just inside the bus canopy.

**HELP! I need to call home.**

- Obtain permission from a staff member to use your cell phone, or visit the Front Office to use a school phone.

**HELP! I would like to play a sport.**

- See the Athletic Director, Coach McDaniel.

**HELP! I would like to change my schedule.**

- See your counselor.

**HELP! I don't know how to log on to the computers.**

- Ask your Language Arts teacher, the Media Specialist.

**HELP! I have a doctor's appointment during the school day.**

- Bring a note to the Attendance Office before school begins on that day. Upon your return, bring a note from the medical office to the Attendance Office.

**HELP! I have a question about parking.**

- Check with the Front Office.

**HELP! I am going to miss a day of school for a college visit, family event, religious holiday, etc.**

- Visit the Attendance Office **at least 3 days prior to the absence** to obtain administrative approval for the absence.

**HELP! I was absent yesterday.**

- Bring a note to the Attendance Office before school on your first day back to school.

**HELP! I just received a detention.**

- Report to the Resource/ISS Room after school (3:40 pm) Monday-Thursday to serve your detention.

**HELP! I need to get something out of my car.**

- See your administrator or the School Resource Officer.

**HELP! I need to see my counselor.**

- Stop by the Counseling Office and fill out an appointment request form. Your counselor will then send for you as soon as he/she can.

**HELP! I need to make a copy.**

- Visit the Media Center. Bring change to pay for the copies.

**HELP! I need to go to my locker or visit a teacher during my lunch period.**

- The academic halls are off limits during lunch. In order to see a teacher during lunch, you must have a pass from that teacher.