



**IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT WHAT HAS BEEN MISSED  
AND TO HAVE IT IN ON TIME.**

**Honor Code (see Student Handbook)**

Integrity is a Northview High School core value. Northview students are expected to demonstrate honesty and integrity in all work submitted to a teacher. The honor code ensures the validity of student work which guides instruction. All NHS students are bound by the Northview Honor Code.

All work must be completed in accordance with the guidelines of the endeavor. Unless directly stipulated by the teacher, collaboration on class work, assignments, homework, tests, papers, and projects is not acceptable. Copying the work of another student is not acceptable. This includes, but is not limited to, sharing work in writing, electronically, or in person and/or having work proofread. Students who willingly provide other students with access to their work are in violation of the NHS honor code.

Students should not use any information on assignments/projects unless explicitly allowed by their teacher. This includes, but is not limited to, cheat sheets, notes, books, calculators, cell phones, communication with other students, online sources, etc. Students must not share the contents of assessments with other students. Use of any unauthorized testing aids and/or the sharing of an assessment's contents will result in an honor code violation.

Violations of the honor code may result in a zero for the assignment, project, or assessment. The zero may not be made up or recovered. Additionally, an honor code violation form may be filed with the administrator and become part of a student's disciplinary record. Students may face disciplinary action beginning with two days of Saturday School. For one calendar year from the date of the incident, honor code violations may jeopardize membership in honor societies and any honors recognitions as well as a student's ability to represent Northview High School.

**Student Expectations:**

1. **BE PUNCTUAL.**

If you are late, **you will not be admitted to class** without a tardy pass. Tardies are taken seriously, and the procedures outlined in the Student Handbook for tardies and class cuts will be followed. This includes leaving class without permission or being gone with a hall pass for an inordinate amount of time.

2. **PAY ATTENTION.**

Follow teacher instructions **the first time they are given**. **Do not** talk out of turn, put your feet up, sleep, or otherwise show disrespect to the class or lack of focus on the course.

**Disruptive behavior will not be tolerated** as it interrupts classroom instruction and the learning environment.

3. **PARTICIPATE.**

Come to class ready to learn - attendance and participation are vital for success.

4. **BE PREPARED.**

Bring your materials to class every day. **You will not be excused from class to retrieve books, notebooks, homework, pencils, etc.** Additionally, please do not leave your books and materials in class once you leave. This classroom does not serve as a locker or storage closet!

## **5.NO ELECTRONICS.**

**Students may not use cell phones or any personal listening devices from the first period tardy bell until the end-of-day dismissal bell.** Between those bells those items must be **turned off and stored completely out of sight.** If these items are seen at all by a NHS staff member during the school day, **you have violated this very clear rule.** These items may be used on campus prior to the first period tardy bell and after the dismissal bell.

If you chose to violate this simple rule, you must hand your cell phone over to any JCHS adult who makes that request. Confiscated cell phones may be picked up by a parent only, on the following school day, in the Front Office after school between 3:45 and 4:00 p.m. daily. A confiscated cell phone may only be released to a parent. A confiscated cell phone will be held by the school until the following school day at 3:45 p.m. The second offense and subsequent offenses will result in the school holding the cell phone for five school days. Repeat offenders will be assigned Saturday School, In-School Suspension, or further discipline at the discretion of the administrator. **Any student who does not relinquish his or her cell phone to a requesting NHS adult will be assigned three days Out-of-School Suspension – it escalates to insubordination versus a cell phone violation.**

If a student allows another student to use his or her cell phone during school hours, then both students will suffer consequences. (see Student Handbook)

## **6. NO GUM/FOOD.**

No eating in any classroom. You may not chew gum in the computer lab classrooms. In laboratory classrooms, water is permitted only when labs are not in use.

## **7. ACT RESPECTFULLY.**

Demonstrate RESPECT for yourself, for others and their property, for the teachers, and for our classroom. This includes **being respectful** in what you say, what you do, and what you write. Keep in mind that your work may be shown to administrators, counselors, or other teachers.

## **8. USE CARE WITH COMPUTER LABS**

It is essential that each student understand the importance of respecting the equipment. Care should also be taken when using any school owned technological equipment, included but not limited to Promethean boards, computers in labs, printers, copiers, overheads, and laptops.

### **Behavior Policies:**

Inappropriate behavior and/or failure to fulfill the above expectations will be dealt with according to Fulton County policy and the Student Handbook. Possible disciplinary consequences include warnings, private detention, public detention, and/or referral to administration. This is not an exhaustive list, nor does it necessarily follow the above order. Consequences will be determined based on the student's action(s), number of infractions, and discipline record and will be made at the discretion of the teacher.

### **Dress Code:**

Students need to follow all expectations according to the dress code policy which is in the Student Handbook. Any students who violate this policy may be subject to the consequences outlined in the Handbook.

### **Grade Reporting:**

Please email me at [LeeS3@fultonschools.org](mailto:LeeS3@fultonschools.org) if you have comments or concerns. The school sends out grade reports every six weeks. It is the student's responsibility to inform you of

his or her grades. Individual student progress can also be tracked through the school website. Interest and encouragement at home in student activity and progress is always beneficial. Please refer to the Student Handbook for important information regarding procedures, school policies, and reporting dates.

### **Attendance**

Anything less than perfect attendance may have a negative effect on the grade and learning for the semester. Our parental portal software is an effective resource for following the attendance record of students. The attendance window will open at 8:00 a.m. and close at 3:20 p.m. daily. Students must conduct all check-in, check-out, and tardy-to-class business at the attendance office window during attendance office hours. No check-outs will be processed after 3:20 p.m.

By law, students with five or more unexcused absences will be referred to the school social worker, assistant principal, and the State of Georgia. Additionally, excessive absences may prevent a student from receiving a Georgia Driver's License.

### **Excused Absences**

The State Department of Education recognizes six unavoidable (and hence, excused) reasons for absence: 1) personal illness, 2) medical or court appointments, 3) death in the immediate family, 4) religious holidays, 5) working as a page in the GA legislature, and 6) official cancellations of school by the district.

After the tenth absence in any class period, a doctor's note may be required to excuse any further absence. Students may make up all work missed on an excused absence. Work assigned during the excused absence must be returned to the teacher within the same number of days as the absence which was excused. (Being out two days means you have the two following days to return all missed work to the teacher.)

Upon returning to school following any absence, students are required to check in through the attendance office.

A note verifying one of the reasons above and signed by the parent or guardian must be received at the attendance window within three days of a student's return to school or the absence remains officially unexcused.

### **Unexcused Absences**

Any absence for which a note from the parent/guardian is not submitted to the attendance office within three days of the student's return and for which an excused reason is not given will be recorded as unexcused. Make-up work may be penalized up to 10% of the maximum value of the graded assignment. Parking privileges may be suspended after 5th unexcused absence in any class period.

**Please sign below and return to teacher to verify that you have read and understood the syllabus.**

I have read the ESOL Communication Skills I Syllabus and understand what is expected of me both academically and socially, including the Technology Ethics Code and video viewing guidelines.

STUDENT NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

I, too, have read the syllabus concerning my student's responsibilities for ESOL Reading/Listening in the Content Areas and understand the expectations placed on my student. I also understand the Technology Ethics Code and video viewing guidelines.

PARENT/GUARDIAN SIGNATURE:

\_\_\_\_\_

Dear Parent/Guardian: I would appreciate having your e-mail address in order to facilitate timely communication between us as it is not always easy to get in touch over the telephone in a timely manner. Thank you!

PARENT/GUARDIAN NAME:

\_\_\_\_\_

PARENT/GUARDIAN EMAIL:

\_\_\_\_\_

PARENT/GUARDIAN PHONE: \_\_\_\_\_

If you have any concerns about video viewing, please indicate the concern here:

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