

# 2024-2025 Student Handbook

Northview High School 10625 Parsons Road Johns Creek, GA 30097

Main Office: (470) 254-3828 Main Office Fax: (470) 254-3844

Counseling Office: (470) 254-3835

# www.northviewhigh.com

**SAT/ACT Code 111-148** 

# **School Hours:**

8:20am-3:30pm

## **School Colors:**

Navy Blue, Silver, White, Green (accent only)

# **School Mascot:**

Greek Titan

# **Mission Statement:**

Our mission is to instill excellence in academics, art and athletics

#### **Motto:**

"Ever Upward and Onward"
"Success for All"

## **Fulton County Board of Education**

Kimberly Dove, President Kristin McCabe, Vice President Katie Gregory, Michelle Morancie, Lillie Pozatek, Katha Stuart, Franchesca Warren

#### **Fulton County School System Administration**

6201 Powers Ferry Road NW Atlanta, GA 30339 Phone: (470) 254-3600 Dr. Mike Looney, Superintendent of Schools

Mr. Brian Downey, Zone 6 Area Superintendent

# **Northview High School Administration & Staff**

For a complete list of teachers and staff, please visit our website at

http://northviewhigh.com/faculty.php

Martin Neuhaus, Principal Christi Bounds, Assistant Principal Tiffany Butera, Curriculum Administrator Marisa DiSano, Assistant Principal LeMetra Dismuke, Assistant Principal Robert Hunter, Assistant Principal Megan Ames, Assistant Administrator Scott Schwarzer, Athletic Director Cara Dunn, Head Counselor Andy Alhadeff, Counselor Cindy Choung, Counselor Tiffany Tilaka-Heller, Counselor

Savannah Wilkerson, Counselor Jasmine Jones, School Social Worker

Elise Tonn, School Psychologist

Darryl Paul, Media Specialist

Brian Rawlin & Ashley Ulrich, Language Arts Co-Chairs

Steve Bombard, Mathematics Chair

Chris Kemp, Science Chair

Mike Dixon, Social Studies Chair

Monica Wilson & Matthew Hunter, Co-World Languages Chairs

Stephanie McCall, Career Technology Chair

Mason Copeland, Fine Arts Chair

Kirk Parham, Special Education Chair

Kasey Smarr, TAG Chair

Officer Chris Ellis, Resource Officer

Ritu Ahuja, Principal's Secretary

Stephanie Olivo, Bookkeeper

Vivian Elliott, Data Clerk

Taryn Woolstenhulme, Registrar

Chip Ashby, Head Custodian

Pam Patterson, Cafeteria Manager

# **PHONE DIRECTORY**



# Northview High School Front Office.470-254-3828

Mr. Alhadeff, Counselor	470-254-3717
Dr. Ames (AA: 504/RTI/SST)	470-254-3710
Athletic Secretary, Ms. Angel	470-254-3715
Attendance Office	470-254-3714
Bilingual Liaison (Chinese & Korean)	470-254-3721
Dr. Bounds, Assistant Principal	470-254-3832
Bookkeeper, Ms. Olivo	470-254-3758
Ms. Butera, Assistant Principal	470-254-3759
Cafeteria Manager, Ms. Patterson	470-254-3746
Ms. Choung, Counselor	470-254-3836
Clinic, Ms. Apps & Ms. Pandey	470-254-3718
Data Clerk, Ms. Elliott	470-254-3833
Ms. DiSano, Assistant Principal	470-254-3831
Ms. Dismuke, Assistant Principal	470-254-3830
Ms. Dunn, Counselor	470-254-3716
Ms. Dunn, Counselor Mr. Hunter, Assistant Principal	
	470-254-3834
Mr. Hunter, Assistant Principal	470-254-3834 470-254-3724
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul	470-254-3834 470-254-3724 470-254-3829
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal	470-254-3834 470-254-3724 470-254-3829 470-254-3829
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja	470-254-3834 470-254-3724 470-254-3829 470-254-3829 470-254-3729
Mr. Hunter, Assistant Principal	470-254-3834 470-254-3724 470-254-3829 470-254-3829 470-254-3729 470-254-3711
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja  Psychologist, Ms. Tonn  Registrar, Ms. Woolstenhulme	470-254-3834 470-254-3724 470-254-3829 470-254-3829 470-254-3729 470-254-3711 470-254-3719
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja  Psychologist, Ms. Tonn  Registrar, Ms. Woolstenhulme  Resource Officer Chris Ellis	470-254-3834 470-254-3724 470-254-3829 470-254-3829 470-254-3729 470-254-3711 470-254-3719 470-254-3754
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja  Psychologist, Ms. Tonn  Registrar, Ms. Woolstenhulme  Resource Officer Chris Ellis  School Store	470-254-3834 470-254-3724 470-254-3829 470-254-3729 470-254-3711 470-254-3719 470-254-3754 470-254-3713
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja  Psychologist, Ms. Tonn  Registrar, Ms. Woolstenhulme  Resource Officer Chris Ellis  School Store  Coach Schwarzer, Athletic Director	470-254-3834 470-254-3724 470-254-3829 470-254-3729 470-254-3711 470-254-3719 470-254-3754 470-254-3713 470-254-3712
Mr. Hunter, Assistant Principal  Media Center, Mr. Paul  Mr. Neuhaus, Principal  Principal's Secretary, Ms. Ahuja  Psychologist, Ms. Tonn  Registrar, Ms. Woolstenhulme  Resource Officer Chris Ellis  School Store  Coach Schwarzer, Athletic Director  Social Worker, Ms. Jones	470-254-3834 470-254-3724 470-254-3829 470-254-3829 470-254-3729 470-254-3711 470-254-3719 470-254-3754 470-254-3713 470-254-3712 470-254-3839



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.

Northview High School					
	2024-2				
This scheduled would be followed every day of the week.					
1st Period	8:20 AM	t	0	9:16 AM	53+3
2nd Period	9:22 AM	to		10:15 AM	53
3rd Period Advisement	10:21 AM	to		10:51 AM	30
4th Period	10:57 AM	to		11:50 AM	53
5th Period	A Lunch AM - 12:34PM	11:50	1	Class 12:39 PM - 1:32 PM	53
	Class 11:55 AM - 12:48	PM	1	B Lunch 12:48 PM - 1:32 PM	53
6th Period	1:38 PM	t	0	2:31 PM	53
7th Period	2:37 PM	t	0	3:30 PM	53
A Lunch: Math, Science, Social Studies, Virtual Lab					
B Lunch: ELA, World Language, PE, Fine Arts, CTAE					

**ADMINISTRATORS & COUNSELORS** 



Students are assigned to an administrator and a counselor according to the first letter of their last names.

Note that these assignments have changed from 2022-23. Students should check with the Administrative and Counseling Departments to confirm.

Administrator	Counselor	
Mr. Martin Neuhaus	Ms. Tiffany Butera	
Principal	Curriculum Administrator	
NeuhausM@fultonschools.org	470-254-3759	
470-254-3829 (Mrs. Ahuja)	Butera@fultonschools.org	
<b>Dr. Christi Bounds, AP</b> <i>Math, Science</i> 470-254-3832 A - E BoundsC1@fultonschools.org	Ms. Cara Dunn Head Counselor 470-254-3716 A - Ci DunnC1@fultonschools.org	
Ms. LeMetra Dismuke, AP  Language Arts, ESOL, World Languages  470-254-3830 F-K  Dismuke@fultonschools.org	Ms. Cindy Choung  Counselor  470-254-3836 Cl- Ji  ChoungC@fultonschools.org	
Ms. Marisa DiSano, AP  Social Studies, Special Education  470-254-3831 L-R  DisanoM@fultonschools.org	Mr. Andy Alhadeff Counselor 470-254-3717 Jo - M AlhadeffA@fultonschools.org	
Mr. Rob Hunter, AP  Career Tech, Fine Arts, Health & P.E.  470-254-3834 S-Z  HunterR@fultonschools.org	<b>Ms. Tiffany Tilaka- Heller</b> Counselor 470-254-3839 N - Si TilakaT1@fultonschools.org	
Dr. Megan Ames	Ms. Savannah Wilkerson	
Assistant Admin: 504/RTI/SST	Counselor	
470-254-3710	470-254-3837 <mark>Sk- Z</mark>	
Ames@fultonschools.org	WilkersonSJ@fultonschools.org	



As a magnet program, 3DE by Junior Achievement offers students a high school education that is relevant, experiential, and authentically connected to the complexities of the real world. This experience allows students to prepare for the demands of tomorrow's economy more fully. Please contact Lynne Bombard, 3DE Director of School Leadership <a href="mailto:Lynne.Bombard@3DESchools.org">Lynne.Bombard@3DESchools.org</a> or LeMetra Dismuke, Assistant Principal <a href="mailto:Dismuke@fultonschools.org">Dismuke@fultonschools.org</a> for more information, or visit <a href="https://www.3deschools.org/">https://www.3deschools.org/</a>.

#### **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.

#### **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. 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) Students 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.

Students who guit or are removed from a team may not participate in another sport until the start of the next season.

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 and/or vape device 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 8:00 am. 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 during the school day should first obtain a pass from his/her teacher or do so during the lunch period. If a student arrives between 8:20-8:30am, the student should not come to attendance office, but immediately go to class.

Students arriving after 8:30 am 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 normal start/end times.

#### **TARDY**

School begins daily at 8:20 am. Any student arriving after 8:20 am will be marked tardy by their teacher. Repeated offenses will result in discipline consequences.

During the school day, repeated tardiness to the same class will result in assignment of the following consequences:

1<sup>st</sup> tardy: verbal warning

2nd tardy: one-day private detention with teacher and parent contact

3rd tardy: referral to administrator and one day of administrative lunch detention 4th & subsequent tardy: referral to administrator and after school detention (2 hours or more)

Tardies accumulate throughout each 9-week grading period. At the start of each new 9-week grading period, the tardy count restarts.

#### ATTENDANCE PROCEDURES REGARDING ABSENCES

Students absent from school must present upon return, a note or email from a parent/guardian explaining the nature of the absence. The correspondence 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.

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 unexcused until a note is presented. Students have up to five (5) days to submit a note to receive an excused absence.

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-approved 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 (ISS/OSS) students may not participate in school sponsored activities while under suspension. Students suspended (ISS/OSS) Friday and Monday may not participate in, or be present at, weekend events.

#### **CHECK IN / CHECK OUT PROCEDURES**

Students are required to Check In/Check Out through the attendance office whenever they arrive late or leave school early. Leaving school without approval or knowledge of the Attendance Office is a FCS Code of Conduct offense and will result in disciplinary action.

Students are required to remain on campus at all times during school hours (including lunch). Failure to checkout through the attendance office will result in disciplinary actions.

#### **EXCUSED ABSENCES**

The following circumstances are recognized as *excused* absences:

- personal illness maximum 5 parent notes per semester, additional days require medical documentation
- religious holidays (nationally recognized holidays subject to verification)
- 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 maximum 6 days per year
- 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.

#### **UNEXCUSED ABSENCES**

All absences that do not qualify as *excused* are considered 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.

#### PRE-APPROVED ABSENCES/COLLEGE VISITATION

A pre-approved absence for family or personal reasons should be requested *five days prior* (Board Policy JB) to the absence. The request must be submitted in writing from a parent/guardian to the attendance office. Students MUST circulate this form to all teachers for their signatures in advance of the pre-approved absence. The student then returns the completed form to the attendance office PRIOR to the absence where it will be marked pre-approved.

Students may request up to **six days of pre-arranged absences** per year. Assignments should be turned in upon the student's return.

Assignments made prior to the absence, including tests/quizzes scheduled during the absence or for the day of return, are generally 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 to receive full credit.

#### PARTICIPATE REMOTELY

For days in which students can access the learning and complete assignments; students may have up to five participated remote days per semester.

Parents must request for their child to participate remotely via email (<a href="MISAttendance@fultonschools.org">NHSAttendance@fultonschools.org</a>) or form in advance of the planned remote day. Students should review with the teacher any instructions for lesson review and/or assignments that will be missed during the absence. Students have two days to turn in any work missed during a remote absence to teachers. Late penalties will apply if work is not turned in after two days.

The participate remotely request should be made to the Attendance Office *before the* absence occurs to ensure the absence is marked participated remotely and not counted as an absence.

For students that do not follow the remote day request process (same day or late remote day request), absences will be marked as an unexcused absence UNTIL work is turned it to the teacher. Students have two days to turn in any work missed during a remote absence to teachers. Late penalties will apply if work is not turned in after two days.

#### **HALL PASSES**

Students who are out of class for any reason must be in possession of a Northview Hall pass. Students are not to be present at any location other than for which the pass was issued. Hall passes are not allowed during the first ten minutes or last ten minutes of class.

#### **CODE OF CONDUCT**



Northview high school follows the Code of Conduct outlined by Fulton County Schools. Please visit <a href="https://www.fultonschools.org/codeofconduct">https://www.fultonschools.org/codeofconduct</a> to view the Code of Conduct in its entirety.

#### **COUNSELING**



Counseling Secretary/Registrar: 470-254-3711

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/after 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 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.

Except for 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.

#### **DEVICES**



To support a personalized approach to learning, Fulton County Schools provides devices to every high school student, Northview issues Laptops. Like a textbook, the laptop is a resource to support learning. Students are required to follow the guidelines within the device user agreement, as well as all school, classroom, and school district policies and procedures regarding behavior and technology use. Please be aware that nothing on district-issued devices is private. Use of the device is not transferable and will be turned in at the end of each school year.

#### FINES FOR DEVICE DAMAGE, LOSS, OR THEFT

All district-issued devices are the property of the Fulton County School District. If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the following fines during the school year:

#### **FCS Device**

- Lost/stolen \$250
- Damaged 1st offense: Swap Device and Notify Parent
- Damaged 2nd and subsequent offense(s): \$100
- Accessories Lost or damaged \$30 for each accessory

#### **DRESS CODE**



Fulton County School System Code of Conduct states that students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. Northview follows the Fulton County Schools dress code as outlined in the Code of Conduct.

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 a mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

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.

#### DISCIPLINE



The Fulton County Schools complete *Code of Conduct* may be found on the FCS website: <a href="https://www.fultonschools.org/codeofconduct">https://www.fultonschools.org/codeofconduct</a>

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. 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 with their class and follow all teacher directions.
- 6) Students may not use electronic devices during class time, unless given permission by staff.
- 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. No outside food deliveries from third parties are not allowed to students during lunch periods (Uber Eats, Door Dash, etc...).

#### **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.

#### **CELL PHONES**

Students may <u>not</u> use cell phones during class unless explicitly approved on a specific day for instructional purposes by the teacher.

• Upon entering the classroom, all students must place their cell phone in the assigned classroom location (pocket chart, box, etc..)

- Once placed in the cell phone holder, students may not access during class time without the explicit permission of the teacher on a specific day for instructional purposes.
- If leaving the classroom (hall pass) cell phones must remain in the classroom holder; students are <u>not</u> allowed to bring phones with them.
- If a student uses their cell phone during classroom instruction without permission, the teacher will submit an
  office referral. This is a Tier 2 offense. The first violation of this code of conduct rule will result in 4 hours of
  afterschool detention with each instance after moving up the progressive discipline model leading to revoking
  of cell phone privilege.

#### **ADMINISTRATIVE DETENTION / TITAN OPPORTUNITY SCHOOL**

Detention is held on Tuesdays and/or Wednesdays of each week from 3:40 pm – 5:40 pm.

#### 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. Students must exit the building at 3:45 pm unless attending a school sponsored activity supervised by an adult.

#### **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension will be assigned at the discretion of a student's administrator. It is the responsibility of the teacher to provide daily classwork and/or missing assignments to any students assigned to ISS.

#### **OUT-OF-SCHOOL SUSPENSION**

Students who are suspended out of school are not to be on school system property for any reason at any time. OSS students will 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. 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 to class. For more information refer to the Fulton County School System Discipline Handbook.

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

#### WEATHER-RELATED SCHOOL CLOSINGS

Local radio and TV stations, along with the Fulton County School's website (<a href="https://www.fultonschools.org/">https://www.fultonschools.org/</a>) and social media sites, will report school closings or delays due to weather. Decisions are based on factors such as transportation, the condition of the schools, weather forecasts and street conditions.

#### **DUAL ENROLLMENT / OFF-CAMPUS CLASSES**

If you are taking a Dual Enrollment or virtual course during the school year, you will need to remain off campus during your off-campus class. If your virtual class is in the middle of the day, you must be in the virtual lab, No exceptions. All students must adhere to the off-campus rules outlined in the Dual Enrollment FCS Contract (see below).

#10 Provide his/her own transportation if student takes courses on the college campus. Students are responsible for ensuring they arrive to courses scheduled at his/her high school on time and must **remain off the high school campus when not scheduled for courses** and/or participating in a supervised activity (Page 3 of the Fulton County Dual Enrollment Contract, under "Student Participation Expectations").

#### **GENERAL INFORMATION**

#### **ACCIDENT INSURANCE**

Students must have health insurance in order to participate in school-sponsored athletic events for field trips. Medical insurance may be purchased through the school by calling Fulton County Schools department of Risk Management at 470-254-2174 or contact the insurance company directly: T. W. Lord at 770-427-2461. Fulton County Schools does not provide student insurance of any kind.

#### **BUS INFORMATION**

Students must ride assigned buses 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 Front 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.

To find your bus stop, enter your home address and grade level by clicking on this link. Then click on "Northview." <a href="https://edulogweb.fultonschools.org/livewq/webquery/">https://edulogweb.fultonschools.org/livewq/webquery/</a>

#### **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.

#### CHAPERONES <a href="https://www.fultonschools.org/Page/3002">https://www.fultonschools.org/Page/3002</a>

All overnight chaperones who wish to provide non-paid services, duties in support of a school field trip but have a national and state background check and be fingerprinted prior to their volunteer service. They will need to go to FCS Safety & Security Department.

#### **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. <u>All</u> 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.

#### **CLUBS**

Partaking in clubs and organizations alongside your academic responsibilities allows students to practice not only discipline but time management. The Northview Student Council hosts a Club Fair every year during student lunches.

#### **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 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., <u>must</u> 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 during lunch the first week of school 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 <u>are not intended</u> 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**

Announcements are emailed to all students at the end of second period each day. It is the student's responsibility to open their student email account and keep up to date on current events at Northview. Morning announcements are posted on Northview's website daily.

#### **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 two days in advance if more than three *major* tests are scheduled.

#### **OUTSIDE FOOD**

No outside food (fast food restaurants) is permitted to be brought to students for lunch or during the school day. Any brought in will be confiscated and kept in the front office until dismissal. This includes all food delivery services (i.e Door Dash, Uber Eats, etc..).

#### **PAYMENTS OF SCHOOL FEES**

The Online School Payment system will be the preferred method of payment for all school related services. No personal checks are accepted at any time for payment of lost books, damaged equipment, or other fines.

#### **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 adjust 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.

#### **TRANSCRIPTS**

Students should access the Northview Counseling homepage (northview counseling.com) to request transcripts.

#### **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.

#### **VOLUNTEERS**

Any person that volunteers in any capacity at our school must complete an online training and registration. The link can be found on the Fulton County website under the "Community" tab. After the online registration is complete volunteers are required to have their driver's license scanned in the Northview HS Raptor security system prior to volunteering. Any volunteer that will be chaperoning an overnight trip, must complete the online form, and be fingerprinted with Fulton County Schools at least five days before the trip. For questions regarding the volunteer application process, contact the Safety and Security Department at 470-254-7159.

## HARASSMENT and BULLYING (Respect/Caring/Fairness/Courage)



We wish to see Northview as a place we encourage and promote the well-being of all our students in all aspects of their school lives. Our inclusive and fair and just environment is central to what we value-an environment where students feel safe, accepted, and supported.

#### 6. a. Harassment: Disability/Race/Color/National Origin/Religion/Sexual Orientation

Harassment is strictly prohibited. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in <a href="www.fultonschools.org/titleix">www.fultonschools.org/titleix</a>. Harassment includes behavior that creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct, teasing, or taunting. Harassing behaviors may include, but are not limited to:

- Committing any act of bigotry directed toward another person's race, ethnic heritage, national origin, religion, age, sex, gender or disability
- Racial, sexual, or ethnic slurs
- Derogatory comments, insults, and jokes
- Physical harassment, such as offensive touching, and visual harassment, such as racially, sexually, or ethnically offensive posters, graffiti, drawings, clothing, or gestures
- Harassing behaviors based on actual or perceived race, creed, color, ethnic heritage, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

#### 6. b. Bullying

Bullying is strictly prohibited. Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix.

Bullying includes the following:

- Willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - Causes substantial physical harm or bodily harm capable of being perceived by a person other than
    the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen
    lips or other facial or body parts, or substantial bruises to body parts.
  - Has the effect of substantially interfering with the victim student's education
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

#### 6. d. Offensive Material (Non-Technology)

Possessing, displaying, or distributing profane, vulgar, pornographic, obscene, or ethnically offensive materials.

#### **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, visual exchanges (cheat sheets, copying, open books or notes, writing on hands, shoes, or desks, calculators, submission of another student's work, etc.), and verbal, electronic or coded exchanges. Other examples include, but are not limited to, plagiarism, discussing tests with students who have not taken the test, not citing sources, etc.

To confirm an Honor Code violation, teachers must ensure that:

- 1. Substantiated proof of infraction has been collected
- 2. Teacher has spoken to the student(s) about the honor code infraction
- 3. Parents have been notified by phone or conference if multiple students, all parents contacted
- 4. Confer with student's administrator
- 5. Submit referral
- 6. Grade of zero has been entered in the gradebook assignment not eligible for recovery

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

Instances involving academic dishonesty on major or minor assignments/assessments, students are referred to their administrator and issued a consequence. The assignment will receive a grade of "0". The teacher must contact the student, parent/guardian via phone on the day of the incident and enter the violation into the referral platform. An Honor Code Violation is placed in the student's permanent discipline file.

#### First offense:

- The teacher must contact the parent/guardian via phone on the day of the incident and enter the violation into the referral platform.
- Consequences
  - Assignment receives a zero –assignment not eligible for recovery (teacher)
  - Titan Opportunity School 4 Hours (administration)
  - Honor Code Violation is placed on the student's permanent discipline file (administration)

#### Second offense:

- The teacher must contact the parent/guardian via phone on the day of the incident and enter the violation into the referral platform.
- Consequences:
  - Assignment receives a zero assignment not eligible for recovery (teacher)
  - In School Suspension (administration)
  - Awards and organization consideration (National Honor Society, Beta, etc), clubs, class officers, and teacher/counselor recommendations will be revoked (administration)
  - Honor Code Violation is placed on the student's permanent discipline file (administration)

#### Third or major offense:

- The teacher must contact the parent/guardian via phone on the day of the incident and enter the violation into the referral platform.
- Consequences:
  - Assignment receives a zero assignment not eligible for recovery (teacher)
  - Range of multiple days of ISS up to OSS (administration)
  - Awards and organization consideration (National Honor Society, Beta, etc), clubs, class officers, and teacher/counselor recommendations will be revoked (administration)
  - Honor Code Violation is placed on the student's permanent discipline file (administration)

When a student commits an Honor Code infraction, the teacher and/or administrator will consider the student's academic history and discipline file. 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, organizations (National Honor Society, Beta, etc), clubs, class officers, and teacher/counselor recommendations. Discipline offenses are cumulative throughout a student's high school career.

#### **HONORS AND AWARDS**



**Honors Night:** A celebration held each spring to recognize students for outstanding academic achievement. Following a formal ceremony, a reception is hosted by the PTO for all those in attendance. By invitation only.

**Arête Award:** A lunch celebration/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.

**Arete Cup:** The Arete Cup is awarded to the senior who has consistently lived up to one's potential while embracing Northview's Four Pillars: Compassion, Integrity, Positive Attitude and Personal Responsibility.

**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.

**Peter Zervakos 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.

#### LUNCH



#### LUNCH

Northview operates on a closed campus model. Students are not permitted to leave campus during their lunch period. Students are allowed to eat in the Cafeteria or Courtyard and must have a pass to visit the Media Center. Students are to stay in the Cafeteria, Courtyard, or Media Center for the duration of their lunch period. Students should not be in the main or academic hallways. No outside food deliveries from third parties are not allowed to students during lunch periods (Uber Eats, Door Dash, etc...).

#### **MEAL PRICES AND MENUS**

Middle and high school meal prices are \$1.35 for breakfast and \$2.85 for lunch. Lunch menus are published monthly on the Fulton County website: <a href="https://nutrition.fultonschools.org/MenuCalendar">https://nutrition.fultonschools.org/MenuCalendar</a>. Funds can be uploaded to your student's account by visiting <a href="https://www.mypaymentplus.com">www.mypaymentplus.com</a>. You will need to know your student's ID number.

Parents may apply for free and reduced lunch by visiting www.fulton.schoollunchapp.com.

#### **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 (practice, major, and minor) as the absence. For instance, a student is absent two days, he/she has two days to complete the assignment(s). The teacher will establish a reasonable schedule for completing tests, labs, etc. that cannot be done independently by the student.

Upon return to school, students will have an equal number of days as they were absent to complete any late or missing assignments for full credit. Teachers will enter a zero for any assignment not submitted on the assignment due date.

Students are expected to take an assessment upon their return if the assessment was scheduled prior to their absence.

If the assignment has still not been submitted within the absent day count, but is submitted before the end of unit, teachers will deduct 15% of the assignment grade. This will be calculated by multiplying the actual grade earned by 0.85.

If a student fails to turn in a late or missing assignment by the end of the unit, teachers will deduct 25% of the assignment grade if the assignment is turned in past the end of unit major assessment.

#### **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 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 can 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.

#### **NORTHVIEW UNITED**



The goals of the NHS Social Justice Leadership Committee (Northview United) are to encourage and promote the well-being of all our students in all aspects of their school lives. Creating an inclusive and fair and just environment is central to the mission of Northview United, an environment where students feel safe, accepted, and supported. Northview United recognizes that students from historically marginalized groups have experienced more difficulties due to existing prejudices and for this reason, the committee will work to identify and challenge social and institutional constructs that

have been barriers to a safe, accepting, and supportive learning environment. Through the united efforts of students, faculty, and community members, Northview United works to promote fairness and justice at Northview High School and in our Johns Creek community.

Northview is **UNWAVERING** in our pursuit of fairness and justice.

Northview <u>NURTURES</u> a school environment that welcomes diversity of cultures, values, religions, races, gender identities, abilities, and thinking, a place where we celebrate our uniqueness as well as our shared humanity.

Northview <u>INSTILLS</u> a belief that progress is only possible when we grapple with and come to understand injustices of the past, and in so doing, we reject language and symbols that are divisive, that have suggested harm of another person in the past and the present.

Northview stands <u>TOGETHER</u> as a community with an openness to education that challenges systematic prejudice. Northview ENSURES our academic curriculums are inclusive in representing the diversity of the student body in the materials used in classes.

Northview is **<u>DEDICATED</u>** to making our school a safe place for all.

#### **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 if applied for during 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
- 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 up to **\$100.00** fine.

#### **RECOVERY on ASSIGNMENTS/ASSESSMENTS**

All students will have the opportunity to recover all major assignments/assessments.

- Students will have <u>one</u> opportunity to recover their grade on each <u>major</u> assignment/assessment if they scored below 75% on the initial attempt. Recovery is not provided for minor or practice assignments.
- Students can earn a <u>maximum</u> grade of 75% on the recovered major assignment/assessment. Students who earn between 75 100 on the recovered assignment/assessment will receive a 75%. Students who earn below a 75 on the recovered assignment/assessment will receive the grade earned or the original grade, whichever is higher.
- To best position students for success, teachers may require students to complete any missing assignments, remediation activities, and/or attend extra-help sessions prior to recovery opportunities.
- Recovery must be requested by the student and completed <u>prior</u> to the due date for the next major assignment/assessment.

#### **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.

#### TECHNOLOGY OFFENSES (Respect/Honesty/Citizenship)



Technology is vitally important to student success. Rule 18 in Fulton County's Code of Conduct refers specifically to Technology Offenses:

#### 18.d. Display Inappropriate Material Using Tech

Use or participate in using personal or school technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following (See Rule 6b for bullying using technology):

Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening; Advocates illegal or dangerous acts; Causes disruption to Fulton County School District, its employees or students; Advocates violence; Contains knowingly false, recklessly false, or defamatory information; or Is otherwise harmful to minors as defined by the Children's Internet Protection Act. (The local school police officer must be notified of such incidents.)

Title IX: Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.

Any type of school communication that is inappropriate via the following media sources, but not limited to, TEAMS posts, Class Group chats, social media posts are a violation of the student code of conduct and will be subject to disciplinary consequences.

#### 18. f. Tamper/Phish/Hack District Network

Gain or attempt to gain unauthorized access to the District's computer data, network, system, Internet connections, e-mail accounts, or intranet or to any third party's computer system, data, or network, such as: Malicious tampering, phishing, or hacking activities; Intentionally seeking information about passwords belonging to other users; Disclosing a user's password to the District's computer network, system, Internet connections, e-mail accounts, or intranet to other individuals. Students, however, may share their passwords with their parents. Modifying passwords belonging to others; Attempting to log in through another person's account; Attempting to gain access to material that is blocked or filtered by the District; Accessing, copying, or modifying another user's files without authorization; Disguising a user's identity; Using the password or identifier of an account that does not belong to the user; or Engaging in uses that jeopardize access into others' accounts or other computer networks or systems.

#### 18. h. Sexually Explicit or Pornographic Material Using Technology

Behaviors that implicate Title IX regulations (as implemented) will be managed as discussed in www.fultonschools.org/titleix. Both student complainants and student respondents may be provided Supportive Measures.

# **TOBACCO USE/VAPING/JULING (Responsibility/Citizenship)**



For the safety of our students, the possession or use of any vape or tobacco product is strictly prohibited.

#### 14. a. Tobacco/Vaping use/possession

Possess, distribute, or use, cigarettes, electronic cigarettes (a.k.a., e-cigarettes, ecigs), Hookah, Vapes, Juuls or like products, or related tobacco products of any kind, including cigarette wrapping paper or containers for such products.

#### **SUPPORT ORGANIZATIONS**



#### **FINE ARTS ASSOCIATION**

The Northview Fine Arts Association (FAA) is a group of parents dedicated to enhancing the outstanding art, band, chorus, drama, and orchestra programs at Northview High School. We raise money through membership fees, and by running concessions at home football games. These funds are then used to provide clinicians, accompanists, instrument repair, choreographers, and other supplies the teachers request. We have been able to partner with the NHS administration on some bigger projects like new display cases and furniture in the NHS theatre lobby and having the marching band trailer re-wrapped. Find out more about us and become a member at: https://northviewfaa.org.

#### NORTHVIEW ATHLETIC ASSOCIATION

The Northview Athletic Association (NAA) is an organization that financially supports, promotes, and helps to advance student participation in high school athletics. The NAA serves as the umbrella booster club for all sport-specific booster clubs that provides guidance, oversight, and accounting functions. The NAA raises money through the sale of sports passes and sponsorship revenues. Partnering with the school and its athletic director, the NAA has created the Northview Wall of Fame, hosts student athlete breakfast, and weight room improvements.



Admittance to all sporting events at Northview will be via payment on the GoFan App. Cash will not be accepted at the ticket gates. Single tickets and All-Season All-Sports Passes may be purchased through the GoFan app. Set up your app now so you are ready for the first game!

#### PARENT-TEACHER ORGANIZATION (PTO)

Join the PTO today on their website: http://northviewhighschool.my-pta.org/

We want you, and we want your support. Our organization is volunteer run, all for the betterment of our students and Northview staff. Our programs will be focused in three areas:

- Mental Health and Wellness for our students, teachers, and staff
- Celebration activities for each of our grades, including our Senior Treats
- Enrichment events that reach as many of our students as possible

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



#### **HELP!** I lost my device.

If a device is damaged throughout the year, the student will bring the device to the media center and use the Kiosk to submit the device for repair. If a student loses a device, they must report the loss to Mr. Paul in the media center.

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

> Check the front office as well as the cafeteria bins for lost-and-found items. Lost clothing can be claimed in the clinic.

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

> See the Front Office or Attendance Office. The front office will also help if your locker is jammed.

#### **HELP!** My <u>locker is jammed</u>.

Go to the Front Office and request a custodian.

#### HELP! I need a <u>Certificate of Enrollment</u> for my driver's license.

➤ Visit <u>www.dds.ga.gov</u> 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 the counseling website for more information on how to request transcripts https://www.northviewcounseling.com/transcript-requests-

#### 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 Front Office by 8:20am for approval.

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

Visit Fulton County's transportation page to enter your address and find out your bus information https://www.fultonschools.org/transportation

#### **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 Schwarzer or his secretary Ms. Angel in the Attendance Office

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

See your counselor.

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

Ask the Media Specialist, Mr. Paul.

#### 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 5 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 need to get something out of my car.

> Check in at the front office and they will ask someone to escort you to your car.

#### **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 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.



# **Promoting Success For All**

# NORTHVIEW HIGH SCHOOL COMMUNICATION PROTOCOL

Below you will find our communication protocol which is designed to promote direct, open, and respectful communication so that problems and concerns can be resolved quickly and effectively between the parties involved. We strongly encourage students and parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls/emails within 48 hours.

By working together, we can continue and strengthen our commitment to Success for All.

#### PARENTS & STUDENTS

- 1. SPEAK DIRECTLY TO THE TEACHER. All students are encouraged to express their concerns directly to the teachers. If you as a parent, are concerned about an issue involving your child's education, classroom experience or grade, go right to the source and contact the teacher. Staff emails are found on the Northview website at <a href="http://northviewhigh.com/faculty.php">http://northviewhigh.com/faculty.php</a>. Teachers will make every effort to get back to you as quickly as possible, up to 48 hours. Please be patient. If you do not receive a return email or call within 48 hours, try again. After that, proceed to the next step.
- 2. If you have not heard from the teacher in a reasonable amount of time, contact:

#### **COUNSELOR**

or

#### **DEPARTMENT CHAIR**

If you need an update on your child's progress (academic or behavior) in a particular class, contact the counselor.

If your concerns stem from a classroom practice, grade or a particular book or assignment, contact the content area department chair.

3. If you are dissatisfied with the response, you may contact one of the following administrators who will act as an intermediary when communication has failed between the student/parent and either the counselor or department chair.

#### **CURRICULUM SPECIALIST / AP:**

or

#### **ASSISTANT PRINCIPAL**

If your concerns are regarding grade disputes, curriculum waivers, compliance with waivers, course placement or class leveling, contact the Curriculum Specialist Assistant Principal.

If your concerns are outside the parameters listed for the Curriculum Specialist, or related to a behavioral concern, contact your student's Assistant Principal.

- **4. PRINCIPAL**. Most problems will have been resolved by this point. If you still need to speak with someone about your situation, please contact the Principal's Office at 470-254-3828 x43829.
- 5. If your problem has not been resolved through the Principal's office, contact the appropriate Area Superintendent, then the Superintendent, then ultimately the Board of Education.

  www.fultonschools.org

# NORTHVIEW HIGH SCHOOL COMMUNICATION DIRECTORY

### **TEACHERS**

Emails for teachers may be found on the Northview website: <a href="http://northviewhigh.com/faculty.php">http://northviewhigh.com/faculty.php</a>

#### **DEPARTMENTS**

DEPT. CHAIR	DEPARTMENT	DC EMAIL
Ms. Pope	3DE	PopeT@fultonschools.org
Ms. McCall	Career Technology	MccallS@fultonschools.org
Ms. Dunn	Counseling	DunnC1@fultonschools.org
Mr. Copeland	Fine Arts	CopelandM1@fultonschools.org
Mr. Schwarzer	Health & PE	SchwarzerS@fultonschools.org
Mr. Rawlin	Language Arts	Rawlin@fultonschools.org
Mr. Bombard	Mathematics	Bombard@fultonschools.org
Mr. Kemp	Science	KempJ@fultonschools.org
Mr. Dixon	Social Studies	DixonM@fultonschools.org
Mr. Parham	Special Education	ParhamK1@fultonschools.org
Ms. Wilson	World Languages	WilsonM3@fultonschools.org

#### **COUNSELORS**

Name	Caseload Assignment	Email	Phone Number
Ms. Dunn	A -Ci	DunnC1@fultonschools.org	470-254-3716
Ms. Choung	Cl - Ji	ChoungC@fultonschools.org	470-254-3836
Mr. Alhadeff	Jo - M	AlhadeffA@fultonschools.org	470-254-3717
Ms. Tilaka-Heller	N - Si	TilakaT1@fultonschools.org	470-254-3839
Ms. Wilkerson	Sk – Z	WilkersonSJ@fultonschools.org	470-254-3837

### **ADMINISTRATORS**

Name	Title	Caseload	Email	Phone Number
		Assignment		
Mr. Neuhaus	Principal		NeuhausM@fultonschools.org	470-254-3828
Dr. Bounds	Assistant Principal	A-E	BoundsC1@fultonschools.org	470-254-3832
Ms. Butera	Curriculum Administrator		Butera@fultonschools.org	470-254-3759
Ms. DiSano	Assistant Principal	L-R	DiSanom@fultonschools.org	470-254-3831
Ms. Dismuke	Assistant Principal	F-K	Dismuke@fultonschools.org	470-254-3830
Mr. Hunter	Assistant Principal	S-Z	HunterR@fultonschools.org	470-254-3834
Dr. Ames	AA: 504/RTI Support		Ames@fultonschools.org	470-254-3710

# **SCHOOL ADDRESS:**

Northview High School: 10625 Parsons Road, Johns Creek, GA 30097 PH: 470-254-3828 Fax: 470-254-3844

# Alma Mater



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