

2015-2016 STUDENT PLANNER



NORCROSS HIGH SCHOOL

About Us

As the top International Baccalaureate School in the state of Georgia, Norcross High School aims to provide a world-class education for all its students, balancing rigorous academics with excellence in athletics and fine arts, ultimately leading students to their highest level of success after graduation.

Vision

Norcross High School is committed to excellence in education where a collaborative learning community equips students with the knowledge, skills and behavior to be successful in a competitive world.

Mission

The mission of Norcross High School is to engage each student in a higher level of learning, resulting in measured improvement against local, national and world-class standards.

NORCROSS HIGH SCHOOL

STUDENT HANDBOOK 2015 - 2016

**William Bishop
PRINCIPAL**

**5300 SPALDING DRIVE
NORCROSS, GEORGIA 30092**

**770-448-3674
www.norcrosshigh.org**

**School closing announced on WSB 750 AM and
all major radio and television stations beginning at 6:00 a.m.**

THIS AGENDA BOOK BELONGS TO:

Name _____

Address _____

City _____ **Zip** _____

Phone _____

Student # _____

Locker Combination _____

The information in this book was the best available at press time. Watch for additional information and changes.

Gwinnett County Public Schools
2015-16 SCHOOL YEAR CALENDAR

3 Independence Day observed
(Systemwide Holiday)

21-22 New Teacher Orientation

23-24 New Teachers Report*

27-28 New Teachers Report*
*(Schools determine which 2 of the 4 days new teachers report)

29 Administrative Staff Meeting

JULY 2015						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2016						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
(Systemwide Holiday)

4 Winter Break
(School Holiday)

5 Teacher Planning/Staff Development [#7]
(Student Holiday)

6 Begin 2nd Semester
(Day 8)

18 MLK Jr. Day
(Systemwide Holiday)

3-7 Required Teacher Pre-planning/Staff Development [#1-5]

10 First Day of School

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

15 Teacher Planning/Staff Development [#8]
(Student Holiday)
Incremental Weather Make-up Day (Priority 1)

24-25 Early Release Elementary and Middle School

7 Labor Day
(Systemwide Holiday)

23-24 Early Release Elementary and Middle School

SEPTEMBER 2015						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 Student/Teacher Holiday
Incremental Weather Make-up Day (Priority 2) or Teacher Planning/Staff Development Make-up

12 Teacher Planning/Staff Development [#6]
(Student Holiday)

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Student/Teacher Holiday
Incremental Weather Make-up Day (Priority 3)** or Teacher Planning/Staff Development Make-up

4-8 Spring Break
(School Holidays)

23-27 Thanksgiving Break
(School Holidays)

NOVEMBER 2015						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-25 Early Release for High School Exams

25 Last Day of School (Day 180)

26-27 Teacher Post-planning/Staff Development [#9-10]

30 Memorial Day
(Systemwide Holiday)

31-June 1 Teacher Planning/Staff Dev. Make-up Day(s)

**GCPs may make up any incremental weather days by utilizing scheduled make-up days, online instruction, and/or extending the school day or year.

16-18 Early Release for High School Exams

18 End 1st Semester
(Day 88)

21-31 Winter Break
(School Holidays)

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12-Month Employee Holidays 2015-16

July 3 Independence Day

Sept. 7 Labor Day

Nov. 26-27 Thanksgiving

Dec. 22-31 Winter Break

Jan. 1 New Year's Day

Jan. 18 MLK Jr. Day

April 8 Spring Holiday

May 30 Memorial Day

First and Last Day of School

Teacher Planning/Staff Development/Student Holiday

Student/Teacher Holidays

ADMINISTRATION

Principal	Will Bishop
Associate Principal	Memorie Reesman
Assistant Principals	Kirk Barton
	Robert Chase
	Jennifer Crofts
	John DeCarvalho
	Terry Mouton
	John Power
	Emily Russell
	Syreeta Ward
	Ashley Watson
	Steve White

PHONE NUMBERS

Activities Director	770 447-2656	Drama	770 447-2667
Attendance	770 447-2652	Football	770 582-7508
Band	770 326-8066	Main	770 448-3674
Basketball	770 326-8790	Marketing / School Store	770 447-2655
Cafeteria	770 447-2634	Media Center	770 447-2633
CBE	770 447-2654	Orchestra	770 447-2661
Counseling	770 447-2648	Parent Center	770 326-8748
Community School	770 447-2643	Registrar	770 447-2649

BELL SCHEDULE

Regular Schedule

7:20 – 8:15	<i>1st Period</i>
8:21 – 9:14	<i>2nd Period</i>
9:20 – 10:13	<i>3rd Period</i>
10:19 – 11:12	<i>4th Period</i>
11:18 – 12:11	<i>5th Period</i>
12:17 – 1:10	<i>6th Period</i>
1:16 – 2:10	<i>7th Period</i>

Extended First Period Schedule

7:20 – 8:21	<i>1st Period</i> (8:13 – 8:21)
8:27 – 9:19	<i>2nd Period</i>
9:25 – 10:17	<i>3rd Period</i>
10:23 – 11:15	<i>4th Period</i>
11:21 – 12:13	<i>5th Period</i>
12:19 – 1:11	<i>6th Period</i>
1:17 – 2:10	<i>7th Period</i>

ACADEMICS AND INSTRUCTION

ACADEMIC LETTERS

Academic letters are available to students seeking a general academic diploma. Upperclassmen that have an overall 90 grade point average may earn an academic letter. These averages are figured without rounding off scores. These will be given out annually during the Fall Awards Ceremony.

CLASS RANK

Class rank is based on cumulative grade average at the end of each semester. The student's class rank is listed on the back of his/her transcript.

COURSE AUDIT

Permission to audit a course is granted on a very limited basis. Permission to audit a course is approved by the Curriculum Office.

END OF COURSE TESTS (as mandated by the State of Georgia) will be given in the following subjects during spring semester unless otherwise specified:

Coordinate Algebra

Analytic Geometry

9th Grade Language Arts

11th Grade Language Arts

US History

Economics (both semesters since this is a one semester course)

Biology

Physical Science(8th grade)

****End-of-Course Test grades will count as 20% of the final course grade**

FINAL EXAMS

Cumulative exams are given the last four days of each semester. We ask that students avoid scheduling appointments the final days of the semester due to review for and administration of final exams. Exams will not be given early. Students are not permitted to check out during an exam period. If a student misses an exam due to an excused absence, the exam can be taken on the announced make-up day. Students are not granted pre-arranged absences on exam days.

GIFTED PROGRAM

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for students intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee. The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school. NHS offers gifted level courses in some core subject areas at all grade levels. Students who are in the gifted education program may take Gifted Directed Studies or Gifted Internship as electives during their Junior or Senior year. These programs allow students to pursue their own interests in an academic setting. Any questions about the gifted education program should be directed to the Gifted Education Teacher.

INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate Diploma program at Norcross High School is one of two in Gwinnett County Public Schools and is for highly motivated, college-bound students. The IB program includes two years of Middle Years (MYP) honors or higher level courses that challenge the student and leads to two rigorous years of IB curriculum in 11th and 12th grades, culminating, at the highest level of participation, in the IB Diploma. The IB Diploma, which is received in addition to the Norcross High School diploma, is recognized in over 2000 schools worldwide and is structured to meet entrance requirements of the best universities. A directory of credits and university acceptance is available in the IB Office at Norcross High School or at www.ibo.org.

Level of Participation in the IB Program: The principle goal of the IB Program is to have earned the prestigious International Baccalaureate Diploma at the end of the four- year program. However, there are three levels of participation in the NHS IB Program.

Middle Years Participation: All freshman and sophomore classes at NHS are MYP classes. Teachers design MYP units of study at all levels of instruction that are designed to foster relationships between school subjects, the student as an independent learner, and the community. These instructional units culminate in activities that are assessed by the IB MYP achievement rubrics. Students are offered the opportunity to earn a MYP Certificate at the end of their sophomore year if they have completed two years of a modern language, the MYP Personal Project, and meet other criteria.

Full Diploma Participation: Full Diploma IB students engage in all six IB course sequences during their junior and senior years. In addition, they complete the Theory of Knowledge course, the extended essay, and complete the 150 hour CAS requirements. A Diploma student must submit all work samples for Internal Assessment points, sit for examinations in all six of the content and pass all IB course-work. If the IB Diploma student earns the minimum 24 obligatory points in the IB point system, the pupil is eligible for the awarding of the prestigious International Baccalaureate Diploma.

Course Candidate Level Participation: The Course Candidate Level student is a student who chooses to take one or more higher level IB courses. The Course Candidate student likewise must complete the Internal Assessment work samples for the IB courses completed and sit for the examinations in any Higher Level courses completed upon *teacher* recommendation.

GOVERNOR’S HONORS PROGRAM

Students are nominated by their teachers and compete at the county and state levels. Selected students pursue academic interest areas during the summer on a college campus.

GRADING SCALE

Excellent Performance	A	90-100	4.0
Above Average Performance	B	80-89	3.0
Average Performance	C	74-79	2.0
Minimum Performance	D	70-73	1.0
Failure to Achieve	F	below 70	0

GRADUATION

The graduation ceremony is by invitation to students in good standing who have met all credit requirements, as indicated in the senior application mailed in the fall. Students must also have returned all textbooks, library books, and school issued items, and cleared all fines. Students who have met all requirements except for passing all parts of the Gateway Test may participate in graduation but they will receive a certificate of attendance rather than a diploma. Appropriate behavior before and during ceremonies is expected.

GATEWAY ASSESSMENTS

Gwinnett County Public Schools requires students in the class of 2002 and beyond to pass the Science and Social Studies Gateway Assessments. The Gateway Assessments measure students’ ability to write effectively about Biology and/or Chemistry on the Gateway Science Exam and World History on the Gateway Social Studies Exam. Students are provided several opportunities to retake the assessment should they not be successful the first time.

GRADE CORRECTIONS

If a student questions a grade in a course, he/she should contact the teacher for that course. If a grade correction is warranted, the correction must be made no later than the end of the semester following the semester during which the course was taken. No grade changes will be made after one semester has passed since the course was taken.

GRAYSON HS TECHNICAL EDUCATION PROGRAM

Grayson offers technical classes in 3 hour blocks of time for qualified juniors or seniors. Interested students should contact their counselor for more information.

GWINNETT ONLINE CAMPUS

Students may enroll in supplemental classes offered through Gwinnett Online Campus, outside a student's regular class schedule. Students have teacher-directed deadlines, due dates, and examinations. Students must have their Norcross High School counselor's approval and meet the prerequisites to take each course. More information is available on the Gwinnett Online Campus website at www.GwinnettOnlineCampus.com.

HEALTH CLASSES

During the semester, a unit in Family Life Education will be taught in health class. If a parent or guardian prefers that a son/daughter be exempted from this unit, the request for exemption should be made in writing to the principal.

HOMEBOUND

Homebound/Hospital/Teleclass: A student who has a medically diagnosed physical condition restricting him/her to his/her home or hospital for a minimum of ten consecutive school days may be eligible for Hospital/Homebound/Teleclass instruction. Please contact the Assistant Principal for Special Education for more information.

HOMEWORK

The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension, and remediation of instructional objectives, and practice of skills. A student who will be out of school for **three or more consecutive days** may contact the Counseling Office (770-447-2648) to collect homework assignments for the period of time he/she will be absent. **The teachers must have forty-eight hours notice.** The student is expected to turn in all requested work within three school days upon returning to school.

HONOR GRADUATES

Students in all grades whose grade point average for the previous semester of high school course credit is 90.0% qualify for the Student Honor Roll (GPA is not rounded up). Students who have earned an average of 90.0% or higher at the end of the 1st Semester their senior year will be recognized as honor graduates. Grades lower than 90 will not be rounded up for this recognition.

HOPE GRANT

The HOPE Grant is available for Georgia residents seeking a certificate or diploma who are attending a branch of the Technical College System of Georgia or a unit of the University System of Georgia. Students are eligible for the Hope Grant regardless of grade point averages.

HOPE SCHOLARSHIP

The HOPE scholarship provides tuition assistance for qualified students in Georgia public colleges and technical schools. Specific eligibility requirements as outlined by the Georgia Student Finance Commission can be accessed on www.GACollege411.org. Additionally, the Free Application for Federal Student Aide (FAFSA) is available online at www.GACollege411.org. The form must be completed after January 1st of the student's senior year. The students must provide their social security number to the local school for Hope Scholarship registration.

MAXWELL SCHOOL OF TECHNOLOGY

Maxwell offers technical classes in 3-hour blocks of time. Interested students should contact their counselor for more information.

MEDIA/ELECTRONIC PRESENTATIONS

This is a **notice to parents** that NHS may develop, participate in, or be the subject of media and/or electronic based presentations and events that highlight various educational activities that take place during the course of the school year. If you do not want your child to participate in these presentations, contact the Main Office for a form requesting that participation be denied.

NO PASS, NO PLAY REGULATIONS

Norcross High School offers the opportunity for students to participate on various athletic teams and academic activities. Team membership is subject to tryouts and Georgia High School Association regulations. In order to be eligible to compete in athletic and/or academic competition, students must have passed at least five subjects the preceding semester and be on track for graduation. Sophomores must have four units, juniors must have ten units, and seniors must have sixteen units in order to participate.

PARENT PORTAL

The Parent Portal is an online resource that allows parents and guardians the ability to check their student's grades, attendance, and discipline. To participate, parents must register by completing a registration form and showing proof of identification in the front office.

PHOENIX HIGH SCHOOL

Phoenix High School exists to serve the needs of high school students who prefer a non-traditional setting or who need to retake failed classes. The academic year is divided into four nine-week mini-semesters. Students may contact Phoenix High School to find out about the cost of the classes. Phoenix is accredited by the Southern Association of Schools and Colleges. Prior to registration students must consult a counselor to obtain a signed course registration form. Students who have withdrawn from their home school in order to attend Phoenix on a full-time basis may not participate in the graduation ceremony of their home school. Phoenix students participate in the Phoenix graduation ceremony upon completion of course requirements. In order for a full-time Phoenix student to graduate from his/her home school, the student must withdraw from Phoenix and enroll in his/her home school for the student's entire final semester of high school.

PROGRESS UPDATES

Students and parents can access academic, attendance and behavioral progress via the Parent Portal and Student Portal. Links to the portals are available on the school's website. Students can access the student portal directly at www.myclassgcps.com. Parents can access the portal directly at <https://go2.gwinnett.k12.ga.us>. If you desire additional information about your student's progress, please email the teachers individually. Our teachers will respond within 24 hours to emails.

PROMOTION CRITERIA

Students are assigned to grade level homerooms based on the number of credits attained by fall semester. No adjustments of grade level assignments will be made during the school year; however, exceptions will be made for seniors who are on track to graduate. Students are assigned as follows:

- 10th Grade – 5 credits
- 11th Grade – 11 credits
- 12th Grade – 17 credits
- 23 credits needed to graduate (including standardized assessment requirements as determined by state and district policy).

REPORT CARDS

Report cards for first semester will be mailed home at the conclusion of the semester. Report cards for second semester will be mailed approximately two weeks after the semester ends.

SCHEDULE CHANGES

All students should follow the schedule they receive prior to or on the first day of school. Students and/or parents who desire a schedule change must make the request for a change immediately. Requests made after the first ten days will not be considered.

Inappropriate class placements will be changed for the following reasons only:

1. Student has already passed the course.
2. Student has not passed the pre-requisite.
3. Course needed is a graduation requirement.

Reasons for schedule changes that may not be approved:

1. Request for a specific teacher.
2. Changes in order to rearrange an existing schedule (i.e., student prefers physical education class in the afternoon rather than in the morning.)
3. Change in electives.

SENIOR EXAM EXEMPTIONS

Exam exemption applies only to second semester graduating seniors. Exam exemption does not apply to state end-of-course exams. In order to exempt a final exam, graduating seniors must meet each of the following criteria:

Academics: Seniors who have a cumulative “A” average, 90.0 (not rounded) or greater, at the end of fall semester may be eligible to exempt all exams if they meet the other criteria; **OR** Seniors who have an “A” average, 90.0 (not rounded) or greater, in a specific course may be eligible to exempt an exam in that course if they meet the other criteria.

Attendance: Seniors will **not** be eligible to exempt an exam in a class if they have more than **ten** absences in the class for the semester. All absences, except school sponsored activities count against the total of ten. Students will be counted absent from class *if they miss more than half a period.*

Behavior: Seniors who have been suspended in or out of school during their final semester will **not** be eligible to exempt exams. Seniors may exempt all exams for which they qualify. Seniors who are eligible to exempt an exam must turn in textbooks prior to the exam day. Students must have clearance from the Media Center that they have no books outstanding. Seniors who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. *The exam can improve the average, but cannot lower it.*

Qualifying students must complete a Senior Final Exam Exemption Form.

STANDARDIZED ASSESSMENT ADMINISTRATION DATES

Test dates are available on the Norcross web page.

<http://www.norcrosshigh.org/>

SUMMER SCHOOL GRADUATION

In order to participate in the summer school graduation ceremony, **all courses** must be taken through Gwinnett County Public Schools (classroom instruction or GCPS online).

TEACHER-STUDENT ADVISEMENT – “Route 23”

This program has been developed and implemented to support student’s academic achievement and social skills. Activities will be conducted weekly during scheduled guided study periods to provide important support to our students. These activities will be facilitated by members of our faculty and staff and student leaders.

TEXTBOOKS/FINES

Students will be responsible for reimbursement to the school for lost or damaged textbooks. Checks for textbooks should be made payable to Norcross High School and submitted to the appropriate office for a receipt.

TRANSFER CREDITS

Gwinnett County students desiring to take course work outside GCPS must provide the following documentation **prior** to receiving credit.

- An official transcript of course title, grade and credit awarded must be sent to the local high school records department.
- Student or parent must provide official accreditation documentation of non-Gwinnett program to the receiving high school.
- Grading scale for outside course work must reflect the GCPS grading scale of 70% as the lowest passing grade for credit.
- Policy P.JBCB states that the grade for a non-GCPS course for a graduating senior must be received by the school by May 1 preceding graduation.
- School Accrediting programs directly accepted by Gwinnett County are as follows:
 - SACS (Southern Association of Colleges and Secondary Schools)
 - MSACS (Middle States Association of Colleges and Schools)
 - NCACS (North Central Association of Colleges and Schools)
 - NASC (Northwest Association of Schools and Colleges)
 - WASC (Western Association of Schools and Colleges)
 - GAC (Georgia Accrediting Commission)
 - APSAC (Georgia Private School Accreditation Council)

Students who take courses **NOT** accredited by one of the organizations listed above must pass a GCPS final exam or End-of-Course Test in order to receive credit for the course.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian will be determined after the completion of the fall semester. A senior with the highest cumulative grade point average will be recognized as the Valedictorian. The student with the second highest cumulative grade point average will be recognized as Salutatorian. Both students must be enrolled at Norcross High School from the first day in August and must take a minimum of three classes at the school (if jointly enrolled) first semester of their senior year to be eligible for these honors.

Honor Graduates: Senior students who have achieved an overall cumulative grade point average of 90.0 or above at the completion of the fall semester in December will be recognized as Honor Graduates. Grade point averages will not be rounded to determine Honor Graduate status.

ATTENDANCE

Absences: The *first* day a student returns to school after an absence, he/she should bring a note signed by his/her parent or guardian including the date and the reason for the absence. The note must be presented to the **Attendance Office**. If a student has forgotten his/her excuse, he/she has until the second school day after the absence to present it; otherwise, the absence will be considered unexcused. *Work missed during unexcused absences may be made up for partial credit at the teacher's discretion.*

An absence will be unexcused unless it qualifies to be excused under one of the following areas as defined by state law:

- A. Students who are personally ill and whose attendance in school would endanger their health or the health of others.
- B. Students in whose immediate family there is a serious illness or death that would reasonably necessitate absence from school.
- C. Students who observe special and recognized religious holidays observed by their faith.
- D. Students who are mandated by order of governmental agencies (pre-induction physical examination for service in armed forces or court order).
- E. Students who are expelled from school for short-term suspension.
- F. Students who are at least 12 years of age and are serving as pages in the General Assembly.
- G. Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health and safety.

Tardies: If a student checks in late to school due to a doctor's appointment, they must provide a doctor's note; otherwise, a tardy to class will be given. The doctor's office may fax a note to 770-447-2664 and the tardy will be changed.

Tardy Procedures: All teachers will personally close their doors after the bell rings. The student is then considered tardy and must report to the tardy station to receive a pass to return to class.

Consequences for excessive tardies will include detention, in school suspension, and out of school suspension.

Absences - Pre-Arranged: If parents find it necessary for students to miss school due to a pre-scheduled event, absences must be approved by the attendance administrator 3 days in advance. If the absence is approved, it will be classified as unexcused, but students may be allowed to make up missed work. The required pre-arranged absence form should be obtained from the attendance office, completed and returned 3 days prior to the days missed. This procedure should also be followed for college visits. All pre-arranged absences will count toward the ten days absent per class, per semester and will effect senior exemptions. Prearranged absences are unexcused and can impact a student's eligibility for receiving a driver's license.

Absences - Make-up Work: The school will give permits to make up work only to students who bring a note verifying the absence is excused based on the seven state approved reasons previously noted.

A student returning from an excused absence has two school days to make up work. Arrangements to make up work must be completed within *two school days* of receiving permission to make up work. Exceptions to the two-day rule may be made for students with three or more consecutive excused absences based on a plan devised by the individual teachers. Every effort should be made to make up work as soon as possible.

It is the student's responsibility to see that this is done at the teacher's convenience, outside the regular class period. The two day rule does not apply to long-standing due dates on assignments such as projects or term papers. In these cases, the students would be expected to make arrangements to return the assignment on time.

Other Attendance Guidelines:

- No student is allowed out of the room for the first and last 10 minutes of class.

Attendance Protocol: Under Georgia law (O.C.G.A.) Section 20-690.1), it is mandatory for a parent to ensure that their child(ren) attend school, with failure to do so punishable by a fine not to exceed \$100, imprisonment not to exceed 30 days, community service, or any combination of penalties. Each day's absence from school in violation of this law shall constitute a separate offense.

Students must be present at least half the school day in order to be recorded present, and participate in, or attend any extra-curricular activity that afternoon, evening, or weekend. This includes practices or rehearsals. Extenuating circumstances may be appealed through the administration.

Checking In: Students arriving after 7:20 a.m. must enter the school through the front doors and proceed directly to the Attendance Office to check in prior to attending class. See Attendance Policy.

Late arriving students must present a note signed by a parent stating the reason for tardiness, which will be verified. A note must be presented at the time of checking in. Only 5 personal illnesses will be accepted per semester, after that unexcused tardies will be issued. Students checking in from a doctor or dentist appointment must have a note or fax from the doctor or dentist otherwise a tardy will be issued. Students may not make up work that is missed because of an unexcused tardy to school. Unexcused check-ins may result in disciplinary action. Failure to follow check-in procedures may result in disciplinary action.

Checking In/Out Repeated: Check ins/check outs are monitored by the Attendance Office. The administrator may monitor the student's checking out, place the student on restrictions, or use some other alternative. A student who checks in/out of school five or more times in a semester may have his/her parking privileges revoked at any time or not be given permits to make-up work.

Checking Out: Once a student arrives on campus, he/she must check out through the Attendance Office. Contact with the parent will be required before a student is released. Parents checking students out will be required to present identification. Parents will not be permitted to check out students after 1:40 pm. Students leaving without checking out are considered truant, even if the school day has not yet begun. Truant students will not be allowed to make up any work and will face disciplinary measures. Students who check out or attempt to check out under a false pretense will be subject to disciplinary action.

Check Outs/Emergency: Students who leave school during the day due to illness or emergency must follow routine check out procedures. Only parents or guardians may give permission for a student's release from school. No student may be released prior to contact with a parent either in person or by telephone. Alternate numbers listed on the student clinic card are for emergency purposes only, not for routine checking out.

Check Outs/Pre-Planned: If a student has a note from the parent requesting permission for the student to leave school for an appointment, the students should present the note to the Attendance Office prior to the beginning of first period so that the appointment can be confirmed. The student must report back to the Attendance Office to sign out at the appropriate time. If the parent intends to pick up the student, no note is necessary. However, the student must present proof of the medical appointment upon return to school in order for schoolwork to be made up. A receipt for services will be sufficient.

Funerals: If a parent/guardian wishes for a student to check out to attend a funeral, he or she should write a note and it should be turned in to the Attendance Office prior to first period. A parent will be contacted to verify the note.

CLINIC INFORMATION

CLINIC CARDS

For the safety and well being of students, it is imperative that a card be completed for every student. This card must include the student's current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the clinic. This card must be on file before students are allowed to check out, otherwise a parent will have to come to school to check the student out.

CLINIC POLICY

The clinic worker is present in your child's school to act as a liaison between home and school regarding health concerns. Although we provide this service, clinic workers are not registered nurses, therefore, we cannot diagnose or treat illness. Prompt arrival of the parent/legal guardian upon notification of your child's illness is extremely important. By working together and keeping contagious illnesses contained at home, we can strive to ensure the health and well being of every student so that he/she can benefit from the educational program. Please remember to make sure the school knows how to reach you during the day.

MEDICATIONS ON SCHOOL CAMPUS

Gwinnett county regulations indicate that our Clinic Worker must have permission in writing to administer medication to your child. Please complete one form for each medication. A "Parent/Guardian Authorization to Administer Medication at School" form is available for your convenience on the school website or in the clinic.

- Students may not possess prescription or over the counter medications on campus. However, self-administration of asthma medication and prescription auto-injectable epinephrine is permitted with written parental approval and required documentation to the principal or his designee. See an administrator for completion of proper forms/procedures.
- The clinic does not store any kind of medication except for medications brought into the clinic by the parent for their child. The medication is then stored in a student file and only given to the student in whom it belongs.
- Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribe for three times daily often can be given before school, after school and at bedtime. If you have any questions about this procedure, please call the school clinic.
- All medications, both prescription and over the counter, must be accompanied by the medicine release form and brought to the school clinic by an adult. All medications must be in the unopened ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medication stored in envelopes, baggies, etc, will not be administered, and will be discarded.
- Medications must be picked up at the end of the year, or the school will dispose of them.

DRESS CODE

Norcross High School acknowledges that appropriate and personal attire positively affects student achievement and conduct. The dress code for Norcross High School is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus.

Dress Code Violations: Instruction is interrupted when a student has to be seen by an administrator because of inappropriate dress. If in the judgment of the administration or staff, a student is dressed inappropriately, the student will be required to change clothing. There may be additional disciplinary consequences as well. Norcross High School's administration and staff would like the cooperation of the students and parents in reviewing the student's dress to insure it meets the following dress code guidelines before the student comes to school.

1. **Headgear** is prohibited and must be kept out of sight in classrooms and hallways. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, headbands, sunglasses, or any other head covering. No combs, rakes, curlers, picks may be worn in the building. *Exceptions for religious or medical reasons may be granted by the principal.*
2. **Shirts/Blouses/Tops/T-shirts** – Blouses/shirts should be constructed so the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, cleavage or midriff are not allowed. (If you raise your arms to shoulder level and your stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, lingerie-like, or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not to wear sleeveless shirts, except in P.E. Boys must wear shirts in P.E.
3. **Shorts/Skirts/Pants** – All shorts and skirts must extend beyond the reach of the fingertips. Slits in skirts cannot be above mid-thigh. Waistline of shorts/skirts/pants must be on or above the hips with no underwear showing. There should be no rips or holes above mid-thigh.
4. **Trench Coats/Long Coats** – Students may not wear trench coats or other long coats that resemble the style of a trench coat to school. Students may not wear blankets, capes or cloaks to school. All coats must be properly worn.
5. **Shoes** – Health regulations and safety factors require that shoes be worn at all times at school. Bedroom shoes are not allowed.
6. **Undergarments** – Undergarments should not be visible.
7. **Pajamas/Sleepwear** – No pajamas or sleepwear of any kind are allowed to be worn to school.
8. **Outer Garments** – Stretch lycra, spandex or nylon tights, leotards, biker pants or underwear worn as an outer garment are strictly prohibited, except in dance class or P.E.

9. *Overalls* – Overalls must fit and be fastened appropriately. A shirt of proper length and style must be worn under the overalls at all times.
10. *Display of Words or Symbols* – No student’s clothing shall display words or symbols that advocate or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity express or implied. No student’s clothing or accessories shall be disruptive or have caused past disruption to the school environment.
11. *Jewelry and Accessories* – Jewelry and accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, jewelry such as spiked rings, spiked bracelets, two or three finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes or safety pins, are not allowed on clothing or book bags. Removable teeth grills or caps are not permitted.
12. *Gang Related Clothing or Symbols* – Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. Gang related attire includes, but is not limited to, the following: students rolling up one pant leg, long bulky chains and necklaces, gang-styled belt buckles or other clothing (which have Olde English script letters and symbols), large oversized pendants on necklace and chains, bandanas, altering clothing from its original form to change the names and/or intended marking on the clothing, sweatbands and/or headbands, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive. The NHS web site should be consulted frequently in order to keep informed about additions or changes to this rule.
13. *Belts* – All belts must be properly fastened around the waist. The belt should not be excessive in length and should not be hanging from either side of the body.
14. *Distracting Dress/Appearance* – Any student’s dress/appearance not specifically stated which the faculty or staff deems distracting will not be permitted. It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person’s taste in attire, but rather to better facilitate the process of education through reasonable guidelines of “dress” which instills dignity and pride. A student wearing clothing or accessories not described in these rules but which become distracting to the learning environment or identified as gang attire will receive disciplinary action.
15. *Exceptions* – Exceptions to the Norcross High School dress code may be made by the principal or his/her designee for specific reasons.

GENERAL INFORMATION

BULLY POLICY

Any student who is considered to be “bullying” other students with oral, written or physical threats or threatens the safety of any student, staff, faculty member or community member will receive a discipline consequence. Bullying is considered a threat and disruptive to the educational function of the school.

BUS POLICY

Gwinnett County Public Schools provides a service of transportation for students to and from school. Students must abide by all policies, procedures and disciplinary rules on the way to the bus stop, while at the bus stop and en route to and from school. Violation of county rules, policies or procedures may result in disciplinary action that may include revoking bus riding privileges.

Students are not allowed to ride any other bus than the assigned bus to the student’s home address. In the case of an emergency a student will be allowed to ride an alternate bus if a note from the student’s parent/guardian is submitted to the Front Office before school begins. The note must include the emergency situation and a contact number.

CAFETERIA

The cost of a student lunch is \$2.50. Reduced lunch is .40. Portions may be purchased separately. The breakfast program is from 7:00 – 7:15 am and the cost is \$1.50 for students and .30 for reduced (charging will not be allowed). Forms for free and reduced lunches are available from the cafeteria manager or the front office. A new application for free or reduced lunch must be submitted within the first 30 days of school each year. Students on the Free and Reduced Program may not allow others to use his/her number. Students may pre-pay for their lunches with a cashier at anytime. Containers are provided for trash disposal. No fast food may be brought to school by friends or parents to be delivered to students.

CLUBS AND ORGANIZATIONS

A complete listing of Norcross High School clubs, organizations and athletic teams is available on the Norcross High School website at: NorcrossHigh.org

COMMUNITY SERVICE SEAL

The purpose of awarding a Community Service Seal is to make high school students more aware of the community in which they live and to offer avenues for them to learn about the interdependence of mankind.

1. The seal can be earned by completing a minimum of 50 hours during their high school career. Students are required to complete 150 hours of service to wear a cord at graduation. Service hours must be earned outside of the 7:20 – 2:10 school day. Service hours may be earned during the summer prior to each school year. Students who earn 200 hours or more are recognized at Honors Night.

2. Service is not restricted to, but may include, community, hospital, church, scout or club activities that help those who are in need. Fund raising activities, other than for charitable causes, do not count for the seal. Hours worked for a commercial business for purposes other than charitable causes are not valid. Service to family members in special situations (such as babysitting) may be considered but are not guaranteed to count toward the Community Service Seal (please attach a letter of explanation and speak with the Service Seal Coordinator).
3. All service must be accurately recorded on the Community Service Seal Activity Log including name of organizations involved, description of service, dates, volunteer hours and signatures of adult supervisors.
4. Possible sources for community service may come from local service organizations and school personnel or ideas from the Community Service Center, but must meet with the approval of the Service Seal Coordinator.
5. The community service log is due to the Service Seal Coordinator in March of the senior year.
6. Rising ninth grade students may begin earning service hours during the summer preceding their ninth grade year.
7. Service requirements for International Baccalaureate students differ. See the Community Service Coordinator about how to count these hours for IB and NHS Service Seal.

CONFIDENTIAL HOT LINE

Help keep your school safe! If you think you know that someone is carrying a weapon, drugs, or alcohol, then you can call 770-822-6513, 24 hours a day to make a report. You do not have to give your name.

COUNSELING OFFICE

The school counseling department provides an important system of support for students, parents, teachers, and administrators. Counselors work with students individually, in small groups, and through classroom guidance activities. Parent meetings are held throughout the year to provide both parents and students with information specific to each grade level to facilitate an on-time graduation. Students are assigned counselors according to their last name.

Appointments

Students and parents may schedule individual counseling appointments through the counseling office. A counseling appointment is considered instructional time and is not a class absence. The counseling office is open 7:00 AM – 3:00 PM.

College and Career

The school houses a wealth of information concerning occupations and post-secondary choices. A counseling staff member or volunteer is available to assist students and parents in their search for information. Information concerning colleges, technical schools, careers, college admission testing, and financial aid is available.

Crisis Help Numbers

Abused Women's Services & Shelter	770-963-9799 (24 hours)
AID Gwinnett, Inc.	770-962-8396
Alanon, Alateen	404-685-9040
Child & Elder Abuse Reporting	770-995-2122
Gwinnett Sexual Assault Center	770-476-7407 (24 hours)
SAFE House	770-995-7620
(Available 24 hours; help also available at any Quick Trip)	
Suicide Prevention Hotline	770-963-8141 (bus. hours), 770-985-2495 (24 hours)

College Credit Now

Juniors and seniors who wish to participate must be enrolled in a college or university to receive both high school graduation credit and college credit. Please access www.GAcollge411.org for specific guidelines. Contact Phyllis Gerrard in the counseling office for more details.

Records Transfer

Copies of a student's educational record may be transferred to officials of other schools in which the student seeks to enroll. Please note that we are unable to fax student records. Effective July 1, 1977, Georgia law requires:

Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian execute a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.

Student Records

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of the Gwinnett County policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school. Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records. The rights include: the right to receive this information in a format understandable to the student and parent; the right to inspect and review student records by parents (and in the case of students over the age of eighteen, by students) within 45 days of the request and the right to

have the records explained; the right to copies of student records; the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes; the right to request that material be removed from student records and the procedures for doing so; the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances; the rights of separated or divorced parents and legal guardians pertaining to student records; the schedule of destruction of particular student records; the content, location and particulars concerning permanent records, official records and supplemental records

Transcript Requests

Official transcripts can be sent directly to Georgia Colleges and Universities on www.GACollege411.org. Transcripts can also be requested in the front office for a fee of \$5.00. Students are responsible for mailing applications, officially sealed transcripts, and all supporting materials. Transcripts require a 48 hour turnaround.

Withdrawal Requests

NHS reserves the right to allow a minimum of twenty-four hours to process withdrawal requests.

Work Permits

Procedures for obtaining work permits are available in the Front Office. Work permits are issued for a fee of \$2.00. Work permits are prepared after normal school hours and require a 24-hour turnaround.

DELIVERIES TO SCHOOL Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction. We do not deliver flowers, gifts, or fast food lunches to students. Federal lunch program prohibits delivery of fast foods during the school day.

DRIVER'S LAW

All students 15 through 17 years old are required to bring a notarized Certificate of Attendance when applying for a driver's license or permit. Certificates of Attendance are available in Main Office and there is a minimum 24-hour turn around time to process the form. The cost of having this form processed is \$3 and must be paid at the time the form is presented to be processed. This form certifies that a student has not missed ten or more unexcused absences in the current and/or prior school year.

ELEVATOR ACCESS

An elevator is available for those who are unable to use the stairs. Students must have Administrators written permission to obtain access to elevator.

EMERGENCY PREPAREDNESS PLAN

A comprehensive safety plan has been established for the welfare of all students. A copy of this plan is located in all administrative offices.

FOOD SERVICES

Students may put money on an account using their student ID number. It is a debit account and may be used to purchase meals and a la cart items. Any amount of money can be put on an account at any time through the cashier stations. Students are allowed to charge up to \$7.50, after which charging privileges are suspended.

HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title One Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

INDIVIDUALS WITH DISABILITIES

It is the practice of Norcross High School to provide instructional and related services appropriate in order to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact any office for information regarding mobility impaired issues or handicapped access.

IN-SCHOOL SUSPENSION

Students who violate the rules and/or regulations of Norcross High School or the Gwinnett County Public School may be assigned In School Suspension (ISS). Students are to follow the rules of ISS. Any violation of the rules of ISS may result in Out of School Suspension. Failure to report to ISS as assigned may result in Out of School Suspension. Any student that is absent the day(s) of assigned ISS should report to ISS upon returning to school. Failure to do so may result in Out of School Suspension.

LOCKERS

All students who pay a locker fee of \$2.00 are assigned a school locker to use. Students should not give locker combinations to anyone, share lockers with other students without administrative approval, or leave money and valuables in a locker. The school assumes no responsibility for lost or stolen articles, including textbooks. If a locker does not lock properly, the student should notify Ms. Renee Thomas and should not use that locker. The non-working locker will be repaired, or a new locker issued as soon as possible. If the student fails to report the broken locker, he/she takes full responsibility for the items placed in it (including textbooks). Lockers are the property of Norcross High School and may be inspected and searched by school officials. No decals, stickers, or padlocks may be put on lockers. Gym lockers may be rented for Physical Education.

OUT OF SCHOOL SUSPENSION

Students who violate the rules and/or regulations of Norcross High School or the Gwinnett County Public Schools may result in Out of School Suspension (OSS). Students may not be on any Gwinnett County schools' grounds during Out of School Suspension at any time, including attending extracurricular activities.

PARKING

A limited amount of parking is available on campus for students. Parking on campus is a privilege. Certain rules and regulations are expected of the student to maintain this privilege. Students who choose to park a vehicle at Norcross High School must purchase a parking permit for \$60.00 per year or \$30.00 after spring break. No refunds will be issued. Students who purchase a parking permit will be given a decal that must always be displayed on the car. No student may obtain a parking permit for another student or give someone else permission to use his/her parking privilege. Refer to the parking permit application for necessary documentation in order to obtain a parking permit and for parking rules/regulations and eligibility guidelines. The student who purchased the parking decal originally is the only person allowed to use that decal. If a decal is stolen or lost, replacement decals will be issued at the same cost as the original decal and there will be no refund for replacement decals if the original decal is found. No student is allowed in any parking lot at any time except when arriving on campus or leaving campus. Upon arrival at school, students should go directly to the building and not remain in the parking lot or return to the parking lot without permission. Vehicles brought on campus are subject to search by school officials.

Violations of parking regulations may result in revocation of parking privileges, having the vehicle towed off campus and/or receiving a parking ticket. Vehicles without appropriate parking permits will be given one warning. If corrective action is not taken, the vehicle may be towed.

PROOF OF RESIDENCY AND IMMUNIZATION

The parent or guardian of student must provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. All students must be properly immunized and have the official Georgia immunization form on file in the counseling office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from Norcross High School.

TITLE I OFFICE

Title 1 of the No Child Left Behind Act of 2001 (formerly known as ECIA, ESEA or Chapter 1) is the largest federally funded educational program. This program, authorized by Congress, provides supplemental funds to school districts to assist schools with the highest student concentrations of poverty to meet school educational goals. Schools qualify for Title I based on demonstrating that the enrollment of the school has a sufficiently high percentage of economically disadvantaged students.

Title 1 funds must be used to promote:

1. High academic/achievement for all children;
2. A greater focus on teaching and learning;
3. Flexibility to stimulate local initiatives coupled with responsibility for student performance;
4. Improved linkages among schools, parents and communities.

If you have questions or would like to be an active parent please contact the Title I Office at Norcross High School.

TITLE IX INFORMATION

If you believe you are being mistreated by school employees on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. You may also contact the school system's TITLE IX COORDINATOR for assistance by writing or calling: Office of the Chief of Staff, Gwinnett County Public Schools, Instructional Support Center (ISC), 437 Old Peachtree Road, Suwanee, GA 30024, 678-301-6000.

VISITORS

Students are not allowed to have visitors during the school day. Parents or others with business at Norcross High School must sign the visitor's log and obtain appropriate identification in the main lobby.

NORCROSS HIGH SCHOOL

STUDENTS ACADEMIC INTEGRITY POLICY

Rational/Purpose/Mission: Norcross High School is committed to the academic, social and ethical development of each member of our learning community. We feel that plagiarism and cheating inhibits a student's academic achievement and compromises the trust between teacher and student, which is fundamental to the learning process. The guidelines set forth in this policy identify what constitutes plagiarism/cheating, the consequences of participating in such endeavors, and promotes the values of academic integrity among students, faculty, and administration.

Student Behaviors Constituting Academic Fraud:

1. **Plagiarism:** According to *Webster's New International Dictionary of the English Language*, to plagiarize is: "To steal or purloin and pass off as one's own the ideas, word, artistic productions of another." Joseph Gibaldi indicates: "Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's argument, and presenting another's line of thinking. You may certainly use other person's works and thoughts, but the borrowed material must not appear to be your creation. In your writing, then, you must document everything you borrow; not only direct quotations and paraphrases but also information and ideas."

Joseph Gibaldi, MLA Style Manual and Guide to Scholarly Publishing, New York: The Modern Language Association of America, 1998.

Plagiarism includes, but is not limited to, the following:

- a. Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
 - b. Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
 - c. Having a parent or another person write an essay or do a project which is then submitted as one's own work.
 - d. Failing to use proper documentation and a bibliography.
2. **Cheating:** According to the *Funk and Wagnall's Standard Dictionary of the English Language*, to cheat is: "to deceive and act dishonestly."

Cheating includes, but is not limited to, the following:

- a. Obtaining test or quiz materials for an assessment without the instructor's knowledge.
- b. Inappropriate use of graphing calculators, programmable watches, cell phones, cameras and other computer or electronic devices.
- c. Sharing student work that should be individually/independently produced.
- d. Using cheat sheets during test situations.

- e. Substituting another source such as Cliff Notes or Monarch Notes study guides, in place of completing an assignment.
- f. Discussing information about a quiz or test with students who have not completed the assessment.
- g. Obtaining answers from another student during a test with or without the student's knowledge.
- h. Obtaining or providing answers from any source during a quiz or test.
- i. Failing to follow teacher guidelines regarding collaboration on assignments or projects – completing all work independently unless expressly instructed otherwise.

Teacher Responsibilities:

1. Provide students with explicit requirements and directions.
2. Structure conditions during testing to alleviate the possibility of cheating.
3. Specify the types of collaboration that are allowable and those that are not allowed.
4. Teach and review correct use of documentation when assigning work.
5. Provide for checkpoints to facilitate the research process to assist students in time management, and provide opportunities to help students during the process.
6. Review the Academic Integrity Policy often, particularly before major assignments and tests.

Administrator Responsibilities:

1. Assure that all faculty, students and parents have knowledge of the Norcross High School Academic Integrity Policy.
2. Create a school-wide environment that encourages a consistent culture of adherence to the academic integrity policy.
3. Encourage teachers to enforce the Academic Integrity Policy.
4. Maintain cumulative records of reported violations.
5. Facilitate Academic Integrity Policy violation conferences when follow-up is appropriate.
6. Enforce appropriate disciplinary actions.

Media-Technology Personnel Responsibilities:

1. Collaborate with teachers to teach ethical use of property and computer applications.
2. Seek assistance from media center personnel

Student Responsibilities:

1. Avoid situations that might contribute to cheating, plagiarizing, lying, and stealing.
2. Avoid giving or receiving unauthorized assistance on all school assignments.
3. Document borrowed materials by citing sources.
4. Avoid plagiarizing by:
 - a. Using quotation marks for statements taken from others.
 - b. Acknowledging information, ideas, or patterns of thought borrowed from any source.
 - c. Consulting faculty about any questionable situations.
5. Notification of honor society sponsors, extracurricular and sport coaches/sponsors for possible expulsion/suspension from those activities.
6. Discipline referral with appropriate consequences.

Discipline Procedures:

1. Teacher investigates the matter with student(s) involved.
2. If an infraction or violation of the policy has occurred, teacher determines the consequence or elects to have the grade level administrator handle the situation.
3. If an infraction or violation of the policy has occurred, an Academic Incident Report is filed.
4. The decision is communicated to the student.
5. The parent is contacted by the teacher or administrator.

(Portions adapted from Langley High School's Honor Code with their permission.)

NORCROSS HIGH SCHOOL

FOUR YEAR TIMELINE

Freshman (9th)

- Ask your parents/guardians to help you monitor your academic progress. Be sure to share progress reports.
- Encourage your parents/guardian to sign up for and check grades, attendance, discipline, etc on the parent portal.
- Become involved in sports, clubs, and community activities.
- Be present on the day your counselor completes the “Four-Year Plan”. Make certain you’ve selected the most appropriate and challenging courses for your sophomore year.
- Begin an “Activities and Awards Portfolio” – record activities, organize and file important documents like the Community Service Log.
- Remember to record all Community Service hours on a Norcross Community Service Log. Copies are kept in the Counseling Office and on the bulletin board right outside the counseling office.
- Log onto your GaCollege411 account to look up your Hope GPA after the after the Fall and Spring Semesters.
- Continue to check your progress on the parent portal

Sophomore (10th)

- Continue to monitor your academic progress.
- Take the Preliminary SAT (PSAT).
- Start to explore and discuss post-secondary options (college, university, technical college, military, work, apprenticeship programs, etc.)
- In the spring, meet with your counselor for a 10th grade “Credit Evaluation”.
- Log on to your GaCollege411.org account to look up your Hope GPA after the Fall and Spring Semester.
- Make certain that you have selected the most appropriate and challenging courses for your junior year.
- Choose meaningful activities for the summer months (work, community service, athletics, travel).
- Continue in the two to three activities that you enjoy the most. Do your best to assume leadership roles/positions.
- Create a list of seven to ten universities, colleges, or programs.
- Update your Activities and Awards portfolio.
- Continue to keep track of all Community Service hours on the log.

Junior (11th)

- Continue to monitor your academic progress.
- Be prepared to meet with your counselor to review your credit evaluation. The key is to ensure that you are on track for graduation.
- Be sure to register for the Preliminary SAT (PSAT). The test is administered in October and students must register and pay a fee to participate. The PSAT is the required qualifying exam for the National Merit Scholarship.
- Talk to your parents/guardians about post-secondary options. Have a frank discussion about your family's financial ability to pay for college, technical college, etc.
- Take a test-prep class for the SAT and/or the ACT. Check with your counselor to see what preparation classes might be available to you through Gwinnett County Public Schools.
- In the spring, register to take the SAT and/or the ACT.
- Go on college/university visits.
- Carefully select appropriate and challenging classes for your senior year.
- Start looking into scholarships. Visit the Counseling Office for a list of legitimate sites!
- Update your Activities and Awards portfolio.
- Narrow your list of choices to five or seven colleges/universities or programs.
- Continue to keep track of all Community Service hours on your log.
- Assume leadership roles in clubs, sports, activities, etc.
- Log onto your Gacollege411 account to look up your Hope GPA after the after the Fall and Spring Semesters.
- Continue to check your progress on the parent portal.

Senior (12th)

- Continue to monitor academic progress.
- Be prepared to meet with your counselor to review your graduation status. He/she will help you to complete your “GCPS Senior Application for Graduation” form.
- Set up a calendar for the year. It is most important to include impending deadlines!
- Take the SAT and/or the ACT again in early fall.
- Narrow your college choices. By now you should have identified five to seven schools to which you will apply for admission.
- Apply to colleges, universities or programs that you are interested in. Pay attention to DEADLINES!
- Apply for financial aid and scholarships. Visit the counseling office for a list of legitimate websites.
- Complete the “Free Application for Federal Student Aid” (FAFSA) from the Counseling Office in January! Complete and submit form at www.fafsa.ed.gov.
- Log onto your Gacollege411.org account to look up your Hope GPA after the after the Fall and Spring Semesters.
- Continue to check your progress on the parent portal
- Be aware of Norcross High School’s deadlines for requesting transcripts, letters of recommendation, etc.
- If you wish to graduate with a community service cord and/or seal, be sure to turn in your completed Community Service forms to the Counseling Office by early April.
- EXPECT to graduate on time and do everything in your power to achieve that goal!
- Complete your activities and award portfolio

STUDENT GUIDELINES FOR MEDIA CENTER USE

The NHS media center is open Monday – Thursday from 6:30 am to 3:00 pm and Friday from 6:30 am to 2:30 pm. The Media Center is occasionally closed after school for meetings. Students may come to the media center any time during the school day, including lunch, with a signed agenda book or hall pass. If students would like to come to the media center during guided study, they will need to get a pass from one of their academic teachers. The media center staff is happy to help with research, technology projects, and reading recommendations, so don't hesitate to ask!

- Students may check out a Kindle for up to two weeks once they have a signed Kindle User Agreement on file.
- Students will be held responsible for any damage or replacement costs associated with their Kindle check out.
- Students may check out up to 10 books at a time and keep them for three weeks. Items may be renewed as necessary.
- Fines are charged for overdue books. A fine of \$.10 per school day is assessed on each overdue item. Students will not be able to check out until their record is clear. Take care of fines as soon as possible or you will lose check out privileges.
- Students are held personally responsible for items checked out under their student number. Do NOT share your student ID number with friends.
- If you lose a library book, the cost to replace it is \$20 for a hardback book and \$10 for a paperback book.
- Printing school related research is free. There is a \$.10 per page charge for printing other items including papers or other publishing documents. Color printing is available for \$.25 per page.
- Food and drink are not allowed near computer equipment in the Media Center or Production Lab.
- Students needing to use technology equipment, such as digital still or video cameras, projectors, or scanners, should see a media specialist to reserve these items in advance.
- All students are expected to abide by the GCPS Acceptable Use of Electronic Media Policy.

Student resources available at home: Go to the Norcross homepage www.norcrosshigh.org, click on Academics > Library Media Center > Research. Look for the home access link under the red “High” button. For all GALILEO databases, see the media specialists for the current password. For other resources:

Username: gwinnett

Password: stu45dent

The password for the Norcross eBooks, also available from the Research page of the media center's website is: norcross.



We Believe That We Will
Win...

