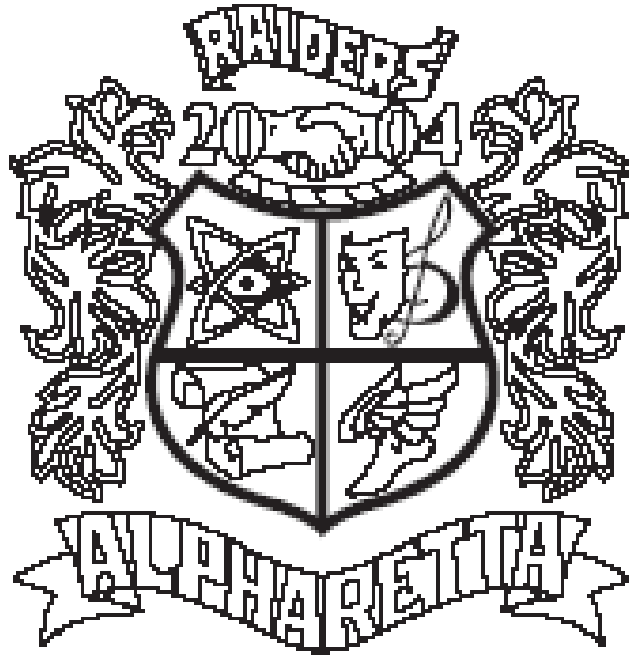


**ALPHARETTA HIGH SCHOOL**  
**2011-2012 STUDENT/PARENT HANDBOOK**



**Home of the Raiders!**

3595 Webb Bridge Road, Alpharetta, GA 30005

Phone: (770) 521-7640

Fax: (770) 521-7653

[www.ahsraiders.com](http://www.ahsraiders.com)

The administration reserves the right to amend or append this document at any time.  
Any such change will be communicated properly.

*Alpharetta High School is part of the Fulton County School System.*



### **Fulton County Board of Education**

Linda Schultz, *President*  
Linda Bryant, *Vice President*  
Julia Bernath  
Gail Dean  
Catherine Maddox  
Linda McCain  
Katie Reeves

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

786 Cleveland Avenue, SW  
Atlanta, GA 30315  
404-768-3600

[www.fultonschools.org](http://www.fultonschools.org)

Dr. Robert Avossa, *Superintendent of Schools*  
Dr. Linda Anderson, *Deputy Superintendent of Instruction*

## **Mission, Vision, Beliefs and Values of the Fulton County School System**

### **Our Mission**

Is to educate every student to be a responsible, productive citizen.

### **Our Vision**

Is for all students to learn to their full potential.

### **We Believe In**

- Excellence
- Trust and Honest Communication
- Common Understanding
- Personal Responsibility
- Commitment
- Academic Achievement
- Measured Results
- Continuous Improvement
- Safe and Nurturing Environment
- Involved Family, Community and Staff
- Transparency and Accountability

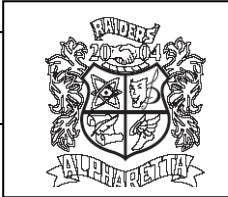
### **Value Statements**

- Each Fulton County school will educate every student to his/her fullest potential.
- Fulton County will engage parents as key partners in the educational process.
- Each Fulton County school will be the preferred school for its students and parents.
- Each Fulton County school will provide greater value for each child's educational experience when compared to top-performing public and private schools in the nation.
- Fulton County schools will prepare each student to excel in a rapidly changing global society.

**ALPHARETTA HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2011-2012**

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# ALPHARETTA HIGH SCHOOL

Alpharetta High School opened in the Fall of 2004 to serve students residing in north Fulton County. The rigorous, well-rounded academic program coupled with the clubs, service organizations, performing ensembles, and athletic program support the **school's mission to be nationally competitive in academics, the arts, athletics and service to the community.**

## ADMINISTRATION

<b>Shannon N. Kersey</b>	<b>Principal</b>	
<b>Clair Greenaway</b>	<b>Assistant Principal</b>	12 <sup>th</sup> Grade Supervision, Scheduling
<b>Vincent Haywood</b>	<b>Assistant Principal</b>	10 <sup>th</sup> Grade Supervision, Testing
<b>Michael LeMoynes</b>	<b>Assistant Principal</b>	11 <sup>th</sup> Grade Supervision, Curriculum
<b>Amy Moss</b>	<b>Assistant Principal</b>	Services for Exceptional Children Supervision
<b>Barry Russell</b>	<b>Administrative Assistant</b>	9 <sup>th</sup> Grade Supervision, Textbooks
<b>Kirk Alexander</b>	<b>Athletic Director</b>	Facilities Use, Master Calendar

## GUIDANCE COUNSELORS

Students served by first letters of last name:

<b>A</b>	<b>-</b>	<b>CHN</b>	<b>Dee Webb</b>	
<b>CHO</b>	<b>-</b>	<b>GRAM</b>	<b>Keisha Iton</b>	
<b>GRAN</b>	<b>-</b>	<b>LED</b>	<b>Matt Garrett</b>	504 Coordinator
<b>LEE</b>	<b>-</b>	<b>O</b>	<b>Stephanie Coleman</b>	
<b>P</b>	<b>-</b>	<b>SH</b>	<b>Susan Chamberlin</b>	
<b>SI</b>	<b>-</b>	<b>Z</b>	<b>Karen Bolt</b> , <i>Department Chair</i>	

<b>Graduation Coach</b>	<b>Jimmy Pagel</b>	Attendance, Tardies, SST Coordinator
-------------------------	--------------------	--------------------------------------

## DEPARTMENT CHAIRS

<b>Rebecca Perkins</b>	<b>Language Arts</b>
<b>Dorothy Davis</b>	<b>Mathematics</b>
<b>Teresa McGahee</b>	<b>Science</b>
<b>Michael Nance</b>	<b>Social Studies</b>
<b>Lisa Rollot</b>	<b>World Language</b>
<b>Michael Scheifflee</b>	<b>Fine Arts</b>
<b>Tom Hatcher</b>	<b>Career Technology</b>
<b>Jacob Nichols</b>	<b>Physical Education</b>
<b>Angela Reed</b>	<b>ESOL</b>
<b>Allison Tubiak</b>	<b>Talented and Gifted (TAG)</b>
<b>Laura Culp</b>	<b>Services for Exceptional Children (SEC)</b>
<b>Mark Swanger</b>	<b>Community Based Instruction (CBI)</b>



## CALENDAR HIGHLIGHTS

### First Semester August 15, 2011 – December 22, 2011

August 3 – 5	Professional Learning Days (Teacher workdays)
August 8 – 12	Preplanning for teachers
August 9	Freshman and New Student Orientation
	Student Information Day
August 15	First Day of School
August 30	Senior Parent Night
September 5	Labor Day Holiday (Schools closed)
September 9	Homecoming Game
September 10	Homecoming Dance
September 13	Freshman Parent Night
	Curriculum Night/Open House
September 27	Georgia High School Writing Test
October 4	Junior Parent Night
October 10	Columbus Day (Schools Open)
October 12	PSAT and College Fair
October 17	Teacher Workday (Students off)
November 11	Veteran's Day (Schools open)
November 23 – 25	Thanksgiving Holidays (Schools closed)
December 20 – 21 – 22	Exam Days (Early dismissal)
December 22	End of First Semester
December 23 – January 3	Winter Holidays

### Second Semester January 5, 2012 – May 18, 2012

January 4	Teacher Workday (Students off)
January 5	First Day of Second Semester
January 12	PSAT Night
	AP Night
January 16	Martin Luther King, Jr. Holiday (Schools closed)
January 24 – 25	Transition Nights for Rising 9 <sup>th</sup> Grade Students & Parents
February 17	Student/Teacher Holiday (Schools closed)
February 20	President's Day (Schools closed)
March 8	Middle School Tour of AHS
March 9	Teacher Workday (Students off)
March 19 – 23	Georgia High School Graduation Test
April 2 – 6	Spring Break
April 11	AP Prebubbling
April 21	Prom at The Fox
April 30 – May 4	End-of-Course Testing
May 7 – 18	AP Exams
May 16 – 17 – 18	Exam Days (Early dismissal)
May 18	Last Day of School
May 21 – 22	Postplanning for teachers
May 19	Graduation Ceremony
May 28	Memorial Day (Schools Closed)



# ALPHARETTA HIGH SCHOOL

Home of the Raiders!



## School Day

The school day consists of six academic periods and a lunch period. Classes meet for fifty-seven minutes daily. School hours are 8:35 am to 3:45 pm. Students are also assigned an advisement/homeroom that meets as needed. *Each student must carry a full schedule of classes.* Students enrolled in joint/dual enrollment, internship and online programs are considered full-time students. The school year consists of two semesters. Students earn one-half unit of credit for each course per semester. Many courses are taught over two semesters, earning a total of one unit of credit, while some are intended as one-semester experiences.

## Room Numbers

Each room number on a student's schedule may be decoded in the following manner: The first number on the left is the wing (1-7). 1=main hallway 2,3,4,5=academic wings 6-gym 7=fine arts

The second number is the floor of the building (1-3). The last two numbers are the room number on that hallway. Ex: 2317

## Mascot and Colors

We are the Raiders and proudly display the school colors of black and silver with the accent color of burgundy.

## Visitors / Volunteers

Students may not have visitors at school. All other visitors or guests who have official business are required to sign-in at the Front Office, register their vehicle, and receive a visitor's name badge. This badge must be prominently displayed to all in the building once a visitor leaves the front office. Volunteering is coordinated through our PTSA Volunteer Coordinator. You may access the PTSA website at <http://www.ahsptsa.org/>

## Mornings at Alpharetta High School:

<p><b>In the mornings before school, students may:</b></p> <ul style="list-style-type: none"> <li>✓ Be in a teacher's classroom studying</li> <li>✓ Be in the cafeteria</li> <li>✓ Be in the media center</li> <li>✓ Be on the patio behind the cafeteria</li> <li>✓ Be on the patio behind the media center</li> <li>✓ Eat and drink in the cafeteria</li> </ul>	<p><b>In the mornings before school, students may not:</b></p> <ul style="list-style-type: none"> <li>✓ Hang out on the top floor</li> <li>✓ Hang out on main floor</li> <li>✓ Sit down in the hallways on the top floor</li> <li>✓ Sit down in the hallways on the main floor</li> <li>✓ Eat or drink on the top floor</li> <li>✓ Eat or drink on the main floor</li> </ul>
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When students arrive to school before 8:23 a.m. in the mornings, students should either proceed to a teacher's classroom to study, to receive additional support, to make-up missed assignments, etc... If students do not need to see a teacher, students should proceed to the lower level of the building and remain in the cafeteria, media center or patio area behind the school. At 8:23 a.m., a warning bell will ring communicating to students to proceed to their advisement classroom or 1<sup>st</sup> period classroom. The school day will begin at 8:35 a.m.



## BELL SCHEDULES

Students should not plan to arrive before 7:30 a.m. unless they have a pre-arranged appointment with a teacher. Students must exit the building by 4:00 p.m. unless they are with a teacher. **Students are to be seated and ready to begin class when the tardy bell rings.**

**Lunch: 4A Lunch: Language Arts, Social Studies, World Language, P.E./Health**

**4B Lunch: Math, Science, Career Tech, Fine Arts**

### REGULAR SCHEDULE

First Period	8:35	-	9:41
Second Period	9:46	-	10:43
Third Period	10:48	-	11:45
Fourth Period	11:50	-	1:39
<i>4A: lunch 11:50-12:35/class 12:42-1:39</i>			
<i>4B: class 11:50-12:47/lunch 12:54-1:39</i>			
Fifth Period	1:44	-	2:41
Sixth Period	2:46	-	3:45

### 28-minute ADVISEMENT after 2<sup>nd</sup> Period SCHEDULE

First Period	8:35	-	9:30
Second Period	9:35	-	10:28
Advisement	10:33	-	11:01
Third Period	11:06	-	11:59
Fourth Period	12:04	-	1:48
<i>4A: lunch 12:04-12:49/class 12:55-1:48</i>			
<i>4B: class 12:04-12:57/lunch 1:03-1:48</i>			
Fifth Period	1:53	-	2:46
Sixth Period	2:51	-	3:45

### 30-minute ADVISEMENT before 1<sup>st</sup> Period SCHEDULE

Advisement	8:35	-	9:05
First Period	9:10	-	10:03
Second Period	10:08	-	11:01
Third Period	11:06	-	11:59
Fourth Period	12:04	-	1:48
<i>4A: lunch 12:04-12:49/class 12:55-1:48</i>			
<i>4B: class 12:04-12:57/lunch 1:03-1:48</i>			
Fifth Period	1:53	-	2:46
Sixth Period	2:51	-	3:45

### 10-minute ADVISEMENT after 2<sup>nd</sup> Period SCHEDULE

First Period	8:35	-	9:35
Second Period	9:40	-	10:35
Advisement	10:40	-	10:50
Third Period	10:55	-	11:50
Fourth Period	11:55	-	1:45
<i>4A: lunch 11:55-12:40/class 12:50-1:45</i>			
<i>4B: class 11:55-12:50/lunch 1:00-1:45</i>			
Fifth Period	1:50	-	2:45
Sixth Period	2:50	-	3:45

### 10-minute ADVISEMENT before 1<sup>st</sup> Period SCHEDULE

Advisement	8:35	-	8:45
First Period	8:50	-	9:45
Second Period	9:50	-	10:45
Third Period	10:50	-	11:45
Fourth Period	11:50	-	1:39
<i>4A: lunch 11:50-12:35/class 12:42-1:39</i>			
<i>4B: class 11:50-12:47/lunch 12:54-1:39</i>			
Fifth Period	1:44	-	2:41
Sixth Period	2:46	-	3:45

### PEP RALLY SCHEDULE

First Period	8:35	-	9:30
Second Period	9:35	-	10:25
Third Period	10:30	-	11:20
Fourth Period	11:25	-	1:10
<i>4A: lunch 11:25-12:10/class 12:20-1:10</i>			
<i>4B: class 11:25-12:20/lunch 12:25-1:10</i>			
Fifth Period	1:15	-	2:05
Sixth Period	2:10	-	3:00
Pep Rally	3:10	-	3:45

Students may access the cafeteria and cafeteria patio during their lunch period. Students are not permitted in any other areas of the building from the time lunch begins until the bell rings to return to class without a signed pass from a teacher. Students must be supervised at all times.



### Placement Procedure and Grade Level

Recommendations concerning instructional placement and progress of students are the responsibility of the local teacher and other professional staff directly involved with the students. The final decision concerning placement, however, rests with the principal. Promotion and retention at the high school level follow the guidelines listed below:

- Students in high school progress toward graduation on a course-by-course basis. Students take courses based upon academic performance, academic needs, graduation requirements and previous credits earned.
- A student entering high school in Fulton County is assigned a graduation year. The graduation requirements in effect at the time of entrance apply for the student's entire high school career.
- Students stay with their entering class for all school activities, including those related to courses, for their freshman year only. The number of credits earned by the student determines assignments beyond the freshman year.
- A student remains a freshman until such time that he/she earns **five credits to be a sophomore, 11 credits to be a junior and 17 credits to be a senior.**
- Students who do not complete high school within the traditional four years attend a conference including the student, parent(s)/guardian(s) and appropriate school staff, and are assigned to the open campus education program if this placement is deemed to be in the best interest of the student.
- At the end of the junior year, each high school provides notification by registered U.S. mail to the parent(s)/guardian(s) of any student who may not graduate the following year. Additional written notification is required at the end of the first semester of the student's senior year. Copies of the notification are kept in the counselor's office and sent to the student and parent(s)/guardian(s).

### Advanced Placement (AP) Courses

Advanced Placement is a program of college-level courses representing language arts, mathematics, science, social studies, world languages, music, and visual art which gives high school students the opportunity to receive advanced placement and/or credit in college through successful completion of an exit examination given in May. Enrollment is open to all qualified students. **All students taking and passing AP courses are required to take the exit examination.** The basic reasons for taking an AP course are to learn a subject in greater depth, to develop analytical reasoning skills and to develop disciplined study habits appropriate for continued success at the college level. Compared with regular high school courses, the AP courses are more demanding, often requiring more time and more work, but students find them rewarding in preparation for college-level work.

#### The following Advanced Placement Courses (26) are offered at Alpharetta High School:

Art History	Language Composition
Biology	Literature/Composition
Calculus AB	Macroeconomics
Calculus BC	Music Theory
Chemistry	Psychology
Computer Science A	Physics B
2D Drawing Portfolio	Physics C - Elec. & Mag
3D Drawing Portfolio	Physics C – Mechanics
Environmental Science	Statistics
European History	Spanish Language
French Language	Spanish Literature
Government/Politics: US	US History
Human Geography	World History

All AP exams (except Studio Art and Music Theory) contain both multiple choice and free response questions that require essay writing, problem-solving and other skills. In Studio Art, students submit portfolios of their work instead of taking an examination. In Music Theory, a competency examination in music theory is given.

Per Fulton County and College Board policy, any student that does not take their AP exam FOR ANY EXCUSED OR UNEXCUSED REASON is responsible for the returned/unused exam fee of \$13. Any student that is passing their AP class, even if it is with a 70%, MUST take their AP exam.

## **Dual/Joint Enrollment/Postsecondary Options**

High school juniors and seniors above the age of 16 may be eligible to attend Georgia colleges, universities and technical schools and receive simultaneous credit for college and high school. Participants must meet admission requirements for the individual institution for which they wish to enroll. **Students who want to enter a joint enrollment/dual enrollment program should discuss their plans with a counselor spring semester of their sophomore or junior year.**

## **Talented and Gifted Program (TAG)**

The Talented and Gifted (TAG) program provides curriculum extensions for academically advanced and talented students. This curriculum, which includes honors, Advanced Placement and joint/dual enrollment courses, is provided through the general education program and the gifted program. The gifted program augments classroom activities through seminars, subject-area extensions, independent studies, career internships and advisement.

At least one TAG option must be completed during each semester. Failure to meet this requirement may result in dismissal from the program. Grades are not given for seminars and subject area extensions; academic credit is earned through directed studies and internships. Students participating in the TAG program in middle school qualify for immediate placement in high school TAG. Screening is held each year at the high school level for students not previously recommended for TAG. If the parent wishes to remove a student from the TAG program, please contact the TAG Department Chair to initiate the process.

## **Services For Students With Disabilities**

Programs for students with disabilities are provided through the Services for Exceptional Children Department. Programs are offered for students meeting eligibility criteria in the areas of autism, learning disabled, behavior disordered, speech impaired, hearing impaired, visually impaired, physically disabled and intellectually disabled. Students with Disabilities access the Georgia Performance Standards curriculum through use of classroom accommodations, modifications or other supports based on individual learning needs as documented in the student's Individual Education Program (IEP).

## **Online/Night/Summer School**

Students may complete additional courses through Fulton County/Georgia Virtual School or during summer school. Night School courses are available through Independence and McClarin High Schools. Registration is done through the Counseling Office.

## **Work-Based Learning Programs**

Work-based learning programs allow students to receive course credit for supervised technical experiences in area businesses. The programs include Cooperative Business Education (CBE), Marketing Education, Family and Consumer Sciences, CTI Work Experience, Clinical Internships and Youth Apprenticeship. CBE combines classroom instruction, on the job work experience, and leadership training through the Future Business Leaders of America, to serve the needs of students interested in a business career. Students enrolled in these programs are given release time from school to complete their work experience. Students receive supervision at the work site from their employers and the work program coordinator. All programs are open to juniors and seniors. Students must provide their own transportation to the internship site.

## **Career and Technical Education**

Career and Technical Education programs and courses allow students to apply mathematics, science, and communication competencies in laboratory and occupational settings that develop specific technical skills applicable in broad concentration areas. Curriculum incorporates Georgia Performance Standards (GPS) in most content areas. **Alpharetta High School offers career technology courses in Architectural Engineering Drawing & Design, Broadcast Video Production, Business & Computer Science, Culinary Arts and Engineering.**

## GRADUATION REQUIREMENTS

The Georgia Board of Education establishes graduation requirements for all students in public schools. The Fulton County School System bases its requirements on the state requirements. Local school systems must meet all state requirements; however, they may go beyond those requirements.

### Credit for High School Courses Taken in Middle School

Students who take high school math courses and/or two years of the same world language in middle school may receive unit credit toward their high school requirements. It takes two years of the same world language in middle school to equate to one unit of high school world language.

### Eligibility for Graduation

A student shall become eligible for graduation upon meeting the following criteria:

- 23 units of appropriate credit have been completed
- State assessment requirements have been met
- Attendance requirements have been met



### Secondary School Credentials

- **High School Diploma** – This document certifies that students have satisfied attendance, unit credits and state assessment requirements.
- **High School Certificate** – This document is awarded to students who do not complete all of the criteria for a diploma but who meet all requirements for attendance and unit credits.
- **Special Education Diploma** – This is awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements or who have not completed all of the requirements for a high school diploma but who have completed the Individualized Education Program (IEP).

Students with significant cognitive disabilities are those with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities that require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA). Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

1. Completed an integrated curriculum based on the GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self determination, independent living and personal care to equal a minimum of 23 units of instruction.
2. Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
3. Reached the 22<sup>nd</sup> birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

### Graduation Exercises

A student will be allowed to participate in graduation exercises after all requirements for a High School Diploma or a Special Education Diploma have been met. If a student has not passed any portion of the GHSGT after four attempts, and they meet the criteria for a state waiver or variance, they should immediately submit a request to the Area Superintendent's Office designated for the local school. Criteria for waivers and variances can be found at <http://public.doe.k12.ga.us>. Qualified students should apply following the winter testing period of their senior year to assume their request is considered in time to participate in graduation exercises. High school counselors shall monitor student progress toward graduation requirements, and advise students who meet the criteria for a variance of this option in a timely manner. Both high school counselors and case managers shall monitor student progress toward graduation requirements, and advise students who meet the criteria for a waiver of this option in a timely manner. **For the class of 2008 to the class of 2014, students will not be able to march at the graduation ceremony if they have not passed all five sections of the GHSGT and all required courses.** For the class of 2015 and beyond who will only take the Georgia High School Writing Test (GHSWT), they will have to pass EOCT courses (but not the EOCT tests).

**FULTON COUNTY SCHOOL SYSTEM GRADUATION  
REQUIREMENTS  
CLASS OF 2012 and beyond**

<b>COURSES</b>	<b>UNITS OF CREDIT</b>
<b>Language Arts</b>	<b>4</b>
	1 unit of 9 <sup>th</sup> grade Literature and Composition 1 unit of 10 <sup>th</sup> grade Literature and Composition 1 unit of American Literature and Composition 1 additional unit: <ul style="list-style-type: none"> <li>• World Literature /Composition (.5) and British Literature/Composition (.5) or Multicultural Literature (.5)</li> <li>• AP Literature/Composition (1.0)</li> <li>• College English (1.0)</li> </ul>
<b>Science</b>	<b>4</b>
	1 unit of Biology (can be AP/IB) 1 unit of Physical Science or Physics (AP/IB) 1 unit of Chemistry, Earth Systems, Environmental Science, or AP/IB Science 1 unit of a 4 <sup>th</sup> science, including any AP/IB, academic science, or CTE Science
<b>Mathematics</b>	<b>4</b>
	1 unit of GPS Advanced Algebra or GPS Accelerated Advanced Algebra H 1 unit of GPS Geometry or GPS Accelerated Geometry Honors 1 unit of GPS Advanced Algebra or GPS Accelerated Pre-Calculus Honors 1 additional math unit: <ul style="list-style-type: none"> <li>• GPS Pre Calculus</li> <li>• Advanced Mathematical Decision Making (1.0)</li> <li>• AP Calculus AB/BC (1.0)</li> <li>• AP Statistics (1.0)</li> <li>• College Calculus II and III (via GA Tech)</li> </ul>
<b>Social Studies</b>	<b>3</b>
	0.5 unit of American Government/Civics 1 unit of World History 1 unit of United States History 0.5 unit of Economics
<b>World Language* AND/OR CTAE** (Career, Technical and Agricultural Education) AND/OR Fine Arts</b>	<b>3</b>
	*Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same world language. **Students wishing to receive industry certification in certain areas under Career, Technical and Agricultural Education programs must follow specific pathways.
<b>Health/Physical Education</b>	<b>1</b>
	0.5 unit of Health 0.5 unit of Personal Fitness
<b>Electives</b>	<b>4</b>
<b>TOTAL UNITS (Minimum):</b>	<b>23</b>

*The above represent minimum graduation requirements.*

1. **Science:** Courses to meet the 4<sup>th</sup> year requirement include AP Physics B/C, AP Biology, AP Chemistry, AP Environmental Science, Human Anatomy and Physiology, Astronomy, Environmental Science, Earth Systems, AP Computer Science A\*\*, and Engineering Application\*\*  
\*4<sup>th</sup> science unit may be used to meet both the science and elective requirements.  
\*\* CTE Sciences – Universities may not count as a Science
2. **Math Selectives:** AP Statistics, AP Calculus AB, AP Calculus BC, or Calculus II/III at Georgia Tech
3. **CTAE:** Architectural Engineering Drawing & Design, Broadcast Video Production, Business & Computer Science, Culinary Arts and Engineering

**Waiver of Requirements** - The total number of required unit credits (23) cannot be waived.

## New Graduation Rules Q & A

The Georgia Department of Education has adopted new graduation rules which change the assessment requirements starting this year. The End-of-Course Assessment program is comprised of the following content area assessments:

### English Language Arts

- Ninth Grade Literature and Composition
- American Literature and Composition

### Mathematics

- GPS Algebra\*
- GPS Geometry\*

### Science

- Biology
- Physical Science

### Social Studies

- United States History
- Economics

### Do students entering 9th grade for the first time in August of 2011 have to pass the End of Course Tests (EOCT) in Language Arts, Math, Science and Social Studies?

No. To earn a high school diploma, students entering 9th grade for the first time during the 2011-2012 school year and beyond will be required to pass the course. They must take the EOCT and it will count as 20% of the course grade.

### Do students entering 9th grade for the first time in August of 2011 have to take and pass the Georgia High School Graduation Test in Language Arts, Math, Science and Social Studies?

No.

### Do students entering 9th grade for the first time in August of 2011 have to pass the Georgia High School Graduation WRITING Test (GHSGT-Writing) to graduate?

Yes. All students, regardless of when they enter 9th grade, must pass the GHSGT-Writing.

### Do current 10th, 11th, and 12th grade students have to pass the Georgia High School Graduation WRITING Test (GHSGT-Writing) to graduate?

Yes. All students, regardless of when they enter 9th grade, must pass the GHSGT-Writing.

### Do current 10th, 11th, and 12th grade students have to pass the Georgia High School Graduation Test (GHSGT) in Language Arts, Math, Science and Social Studies to graduate?

For each subject, students may either pass the GHSGT or substitute a passing score on one of the two EOCTs offered in each subject (language arts, mathematics, science, and social studies).

786 Cleveland Avenue, SW, Atlanta, Georgia 30315-7299 404-768-3600 [www.fultonschools.org](http://www.fultonschools.org)

### Do repeating 9th grade students have to pass the Georgia High School Graduation Test in Language Arts, Math, Science and Social Studies to graduate?

The rules regarding the GHSGT transition are based on the year a student first enters 9th grade. If a student enters 9th grade before June 30, 2011, for each subject, they may either pass the GHSGT or substitute a passing score on one of the two EOCTs offered in each subject (language arts, mathematics, science, and social studies).

### What percent of the final grade is the End of Course Test?

For 9th grade courses the EOCT counts as 20% of the final course grade.

For current 10th, 11th, and 12th grade courses the EOCT counts as 15% of the final course grade.

### Why is the percent of the final grade for the End of Course Test different by courses?

The state has adopted new graduation rules which change the assessment requirements for graduation starting this year. For students entering 9th grade after June 30, 2011, the EOCT will count as 20% of the final course grade. For students entering 9th grade before July 1, 2011, the EOCT will count as 15% of the final course grade.

### What percent of the final grade is the End of Course Test for students repeating 9th grade courses?

The EOCT counts as 20% of the final course grade because those are the requirements for 9th grade courses.

**What percent of the final grade is the End of Test Course for 9th grade students scheduled in accelerated courses?**

The EOCT counts as 20% of the final course grade because they entered 9th grade after June 30, 2011.

**Which semester is the EOCT score counted in the final grade?**

The EOCT score is always calculated in the second semester final grade. In the event the course is a one semester course it will be calculated in that semester.

**Georgia Board of Regents' Admission Standards for Graduating Class of 2012 and Beyond**

The Board of Regents, in 2007, approved new required high school curriculum (RHSC) for students who will enter University System of Georgia (USG) institutions in 2012 or later. Students will be required to present a transcript that includes four units of language arts, four units of mathematics, four units of science, three units of social studies, and two units of the same world language.

In addition to the 17 units of the required high school curriculum (RHSC), students seeking admission to research or comprehensive universities, will be considered for admission based on the "Freshman Index (FI)"—a formula using the applicant's SAT or ACT test scores and high school grade point average—will be used to help determine a student's readiness for college work. For more information visit [www.usg.edu](http://www.usg.edu).

**Georgia's HOPE Scholarship Program**

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. Current information about HOPE scholarship eligibility can be found at [www.gacollege411.org](http://www.gacollege411.org).

**Eligibility**

To receive HOPE Scholarship funding, students must:

1. Meet **one** of the following academic requirements:
  - Graduate from a HOPE-eligible high school with a 3.0 grade point average.
  - Complete a HOPE eligible home study program with a 3.0 grade point average.
  - Graduate from an ineligible high school, complete an ineligible home study program, or earn a GED, **and** score in the national composite 85th percentile or higher on the SAT or ACT tests.
  - Graduate from an ineligible high school or complete an ineligible home study program, and then earn a 3.0 grade point average on 30 semester hours or 45 quarter hours of college degree-level coursework. This option allows for payment of the first 30 semester hours or 45 quarter hours *after* they are taken.
  - Earn a 3.0 grade point average at the college level on degree coursework after attempting 30, 60, or 90 semesters hours or 45, 90, or 135 quarter hours, regardless of high school graduation status.
2. Be enrolled as a degree-seeking student at an eligible public or private college or university or technical college in Georgia.
3. Meet HOPE's Georgia residency requirements.
4. Meet HOPE's U.S. citizenship or eligible non-citizen requirements.
5. Be in compliance with Selective Service registration requirements.
6. Be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990. A student may be ineligible for HOPE payment if he or she has been convicted for committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs.
7. Not be in default or owe a refund on a student financial aid program.
8. Maintain satisfactory academic progress as defined by the college.

**Award Amounts**

The money provided to HOPE Scholars varies and depends on the type of institution (public institutions and private institutions) you are attending and your specific enrollment.

## Summary of HOPE CHANGES 2011-2012

**HOPE SCHOLARSHIP:** HOPE Scholarship (students seeking a degree) basic eligibility requirement for HOPE Scholarship have NOT changed: be a citizen, be a Georgia resident, Register with the Selective Service (if applicable), be in compliance with Georgia Drug-Free Postsecondary Education Act of 1990, attend a Georgia eligible school, graduate with a 3.0 GPA in core courses, maintain a 3.0 while in college

### CHANGES:

- The HOPE Scholarship will pay:
  - At an eligible public postsecondary institution, for FY2012, a **percentage amount** of the standard tuition charges from the previous year. View award amounts at [http://www.gsfc.org/main/publishing/pdf/2011/hope\\_award\\_amounts.pdf](http://www.gsfc.org/main/publishing/pdf/2011/hope_award_amounts.pdf). Every year these amounts will change based upon lottery revenues, HOPE enrollment numbers, and the previous year's award rate;
  - At an eligible private postsecondary institution, a **percentage amount** of the HOPE award for private colleges (for FY 2012 the maximum amount is \$3,600/year for 15 hours);
  - A separate Tuition Equalization Grant (TEG) in the amount of \$700 for FY 2012 is also available for students attending eligible private colleges in Georgia;
  - No book or fee allowances;
- The HOPE Scholarship will NOT pay for remedial or developmental courses;
- If a student falls below a 3.0 GPA while in college, he/she may regain the HOPE Scholarship only **one** time;
- Beginning with the Class of 2015 (students entering high school in 2011-2012), a new rigor requirement has been added. Students graduating in 2015 must pass at least 2 courses from a list of academically rigorous courses to meet requirements to be a HOPE Scholar upon high school graduation (i.e., courses in advanced math, advanced science, advanced foreign language, AP or IB courses in core subjects, and/or dual enrollment courses taken at a unit of the University System of Georgia in core subjects, not remedial or developmental). GSFC will provide a list of classes to further define each category.

### ZELL MILLER SCHOLAR PROGRAM-New program (for students seeking a degree):

- Students must meet all requirements for the HOPE Scholarship, **PLUS**. . .
- Graduate from an eligible high school with a 3.7 or greater GPA in core subjects as calculated by GSFC AND receive a score of at least 1200 combined critical reading and math score on a single administration of the SAT, or an ACT composite score of 26, **OR**
- Graduate from an eligible high school as the valedictorian or salutatorian;
- Maintain at least a 3.3 GPA in college to remain eligible for the Zell Miller Scholar program;
- The Zell Miller Scholar payment guidelines are the following.
  - For Georgia public universities/colleges or technical colleges, Zell Miller Scholars will have their tuition fully paid during the then current year, without regard for specific program of study;
  - Georgia private colleges, Zell Miller Scholars will receive \$4,000/yr for 15 hours for FY 2012;
  - On-line chart for Zell Miller Scholar award amounts for Georgia public institutions is the second page of the following link: [http://www.gsfc.org/main/publishing/pdf/2011/hope\\_award\\_amounts.pdf](http://www.gsfc.org/main/publishing/pdf/2011/hope_award_amounts.pdf)

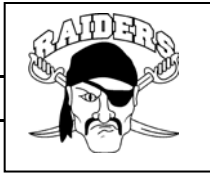
### HOPE GRANT (for students seeking a certificate or diploma):

- Only available to students seeking a certificate or diploma at a branch of the Technical College System of Georgia (TCSG) or a unit of the University System of Georgia;
- While there is no GPA requirement for the HOPE Grant upon entering a program at a TCSG school in Fall 2011, all HOPE Grant recipients must have a 3.0 GPA on all HOPE Grant coursework, excluding dual enrollment & learning support courses, when GPAs are checked at the completion of 30 & 60 hours;
- Students losing eligibility at the 30 hour checkpoint may regain eligibility at the 60 hour checkpoint if the student achieves a 3.0 GPA at that point;
- HOPE Grant will pay:
  - A percentage amount of the standard tuition charges from the previous year;
  - Students can use the chart posted on GAcollge411 to determine exact amounts for 2012 ([http://www.gsfc.org/main/publishing/pdf/2011/hope\\_award\\_amounts.pdf](http://www.gsfc.org/main/publishing/pdf/2011/hope_award_amounts.pdf)).

For more information, contact the Georgia Student Finance Commission (GSFC) by:

E-mail: [gacollege411@gsfc.org](mailto:gacollege411@gsfc.org)

Telephone: Toll-free at: 1-800-505-GSFC (4732), In Metro Atlanta: (770) 724-9000



## TESTING PROGRAMS

### NATIONAL TESTING

Fulton County Schools participate in national testing programs such as the Admissions Testing Program of the College Board, the American College Testing Program, and others administered primarily to high school juniors and seniors. Most colleges use these test scores as a criterion for admission. Students who expect to attend postsecondary institutions should prepare for these admissions tests and for their postsecondary work by taking a strong academic program in high school. The high school counselor should be contacted regarding the specific dates for the following tests:

- **DAT (Differential Aptitude Test) and Career Interest Inventory** - administered to selected 9th grade students in the fall. The results are designed to give a profile of students' interests and aptitudes with highlights of a student's strengths and areas that may need additional study. There is no cost to the student.
- **PSAT (Preliminary SAT/National Merit Scholarship Qualifying Test)** - administered in October to all students in 9th, 10th and 11th grades. Students who expect to take the SAT gain valuable experience through taking the PSAT. Funding is provided for all 9th, 10th, and 11th grade students. Scores of 11th grade students determine eligibility for National Merit Scholarships.
- **SAT (Scholastic Assessment Test)** - usually administered several times each year at sites designated by the testing company. Juniors are encouraged to take the SAT in the spring of their junior year and again in the fall of their senior year. Students should determine if colleges to which they are applying require the SAT.
- **ACT** - usually administered five times each year at sites designated by the testing company. College-bound students should determine if colleges to which they are applying require the ACT. If so, they are encouraged to take this test in the spring of their junior year.
- **Advanced Placement Exam** - administered in May for college placement. Students who take and pass AP courses are required to take the AP exam. Funding is provided.

### STATE TESTING

#### GHS GT (Georgia High School Graduation Tests)

Students who entered ninth grade after July 2008 must demonstrate their proficiency in the four Georgia High School Graduation Test (GHS GT) content areas by either passing each of the GHS GTs or by passing one of the two equivalent End of Course Tests in each corresponding content area. These students are also required to take and pass the Georgia High School Writing Test (GHS WT) to be eligible for a diploma. Students who enter grade nine in fall 2011 and beyond will not take, and are not required to pass, the GHS GT. They are required to take and pass the EOCTs and the Georgia High School Writing Test.

GHS GT Waivers and Variances . On December 7, 2005, the State Board of Education passed a new rule relating to waivers and variances of the Georgia High School Graduation Tests and the Georgia High School Writing Test. The state has added the opportunity to request a "waiver" which means that they will not apply all or part of the requirements of the GHS GT/GHS WT or a "variance" which means that they will modify all or part of the literal requirements of the GHS GT/GHS WT rule. Interested parents may gather additional information from this website: <http://public.doe.k12.ga.us> or contact the Student Testing Office at 404-763-5600 ext. 143. Parents may contact their student's counselor first to discuss possible eligibility. Then the official application process begins when parents send a formal request to the Superintendent's office.

## EOCT (End of Course Tests)

Students enrolled in the second semester of the year-long GPS Algebra, GPS Geometry, GPS Accelerated Algebra, GPS Accelerated Geometry, US History, Biology, Physical Science, Ninth Grade Literature and Composition, and American Literature and Composition courses or in the one semester of Economics must take the corresponding EOCT for the subject-area.

For students who entered grade nine prior to July 2011, the EOCT counts as 15% of the final grade and is the final examination for the indicated courses. For students who enter grade nine in the fall of 2011 and beyond, the EOCT counts 20% of the final grade and is the final examination for the indicated courses. If a student fails to take the EOCT, he/she will receive an "I" (Incomplete) for the course and will have one academic year to make it up. If the EOCT is not taken during this timeframe, the student will receive an "F" and must repeat the course.

Guidance regarding students who may take the EOCT courses by alternative means is below:

- Students who are **dually-enrolled** in an EOCT course to earn *both high school and college credit* **MUST** take the corresponding EOCT;
- Students who are taking online courses through Fulton County Virtual Campus or Georgia Virtual School and wish to receive credit **MUST** take the corresponding EOCT;
- Students who are taking additional or credit recovery courses at another **accredited institution** and wish to transfer the credit **DO NOT take the EOCT** (these are not the dually enrolled students)\*;
- Students who are taking additional or credit recovery courses at a **non-accredited institution** and wish to transfer the credit **MUST take AND pass the EOCT**.

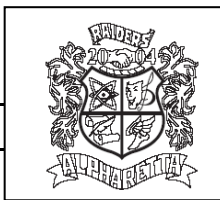
You can find a list of accredited institutions at <http://public.doe.k12.ga.us/askdoe.aspx?PageReq=ASKEducation>.

*\*These students must be advised before they attempt to take these courses and transfer them in without an EOCT that they will not be eligible for a variance on the GHSGT if they need one in the future.*

## 2011 – 2012 TESTING SCHEDULE

July 13, 2011	Georgia High School Writing Retest (GHSWT)	Grade 12
July 12-15, 2011	Georgia High School Graduation Retest (GHSGT)	Grade 12
Sep. 6, 2011-Mar 23, 2012	Georgia Alternate Assessment (GAA)	Grade 11
September 12, 2011	Georgia High School Graduation Retest (GHSGT) Sc/ELA	Grade 12
September 13, 2011	Georgia High School Graduation Retest (GHSGT) SS/Math	Grade 12
September 19-30, 2011	Differential Aptitude Test/Career Interest Inventory (DAT/CII)	Grade 9
September 27, 2011	Georgia High School Writing Test (GHSWT)	Grade 11
October, 2011	Work Ready Assessment	Grade 12
October 12, 2011	PSAT	Grades 9-11
November 7, 2011	Georgia High School Graduation Retest (GHSGT) Sc/ELA	Grade 12
November 8, 2011	Georgia High School Graduation Retest (GHSGT) SS/Math	Grade 12
December 12-15, 2011	Georgia End-of-Course Tests (EOCT)	Grades 9-12
December 20-21-22	Final Exams – Early dismissal at 12:40	Grades 9-12
January 17-Feb. 24, 2012	ACCESS for ELLs	Grades 9-12
February 29, 2012	Georgia High School Writing Retest (GHSWT)	Grades 11,12
March 19-23, 2012	Georgia High School Graduation Test (GHSGT)*	Grade 11
March 26-30, 2012	State-Required Remedial Testing	Grades 9, 10
April, 2012	Work Ready Assessment	Grade 12
April 30-May 4, 2012	Georgia End-of-Course Tests (EOCT)	Grades 9-12
May 7-18, 2012	Advanced Placement (AP) Exams AP students	Grades 9-12
May 14 - 15	Final Exams for Seniors begin	Grade 12
May 16-17-18	Final Exams – dismissal at 12:40	Grade 9-12

\*GHSGT Schedule subject to change based on state requirements.



## GRADING AND GRADE REPORTING

### Grading Scale

As mandated by the state, students earn numeric grades. Passing grades are 70 and above. A cumulative numeric average will be computed at the end of every semester. For scholarship and college entrance requirements the scale shown below appears at the bottom of each student's transcript. **Students enrolled in Advanced Placement, Honors, International Baccalaureate and joint enrollment/postsecondary options courses receive an additional seven points to be added to a passing final grade.**

**A = 90 and above**  
**B = 80-89**  
**C = 70-79**  
**F = Below 70**

**Numeric Average Computation: Example - How do Honors Points work?**

Course	Grade	Grade on transcript
9 <sup>th</sup> Lit/Comp H	90	97
GPS Advanced Algebra	90	90
Biology H	90	97
Ame Gov/Civics	90	90
Intro to Art	90	90
Spanish I	90	90
Total	540	554

**554 divided by 6 = 92.3 Numeric Average; NOT A GPA!**

**Please NOTE: If a student fails a class and then retakes the same class, the grades are averaged. The new grade does NOT replace the old grade on the transcript.**

### Grade Reporting - Progress Reports and Report Cards

The teacher's syllabus includes the grading categories and the weights. Progress reports are given to students to take home every six weeks and report cards are distributed at the end of the semester. A final grade and credit earned will be credited to the student at the end of each semester. Parents are encouraged to use Fulton County's online service, the Home Access Center to check their student's progress.

Parents/Guardians should feel free to contact the school about their child's progress at any time during the semester. Counselors and teachers will be glad to discuss with parents the program and the progress of their child.

The student transcript reflects all courses attempted in high school (and high school courses taken in middle school) as well as grades, credit received, and cumulative average.

### 2011 – 2012 Interim Grade Reports and Report Cards Distribution

Six weeks Progress/Interim Grade Report	September 29, 2011 (distributed during Advisement/Homeroom)
Twelve weeks Progress/Interim Grade Report	November 15, 2011 (distributed during Advisement/Homeroom)
Fall Semester Report Card	January 9, 2012 (distributed during Advisement/Homeroom)
Six weeks Progress/Interim Grade Report	February 23, 2012 (distributed during Advisement/Homeroom)
Twelve weeks Progress/Interim Grade Report	April 17, 2012 (distributed during Advisement/Homeroom)
Spring Semester Report Card	May 25, 2012 (mailed)

## Promotion/Retention

High school students must earn a certain number of units in order to earn promotion to the next grade level.

### Requirements for promotion are:

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

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

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

## Recovery Policy

Opportunities designed to allow students to recover from a low or falling cumulative average will be allowed when **all work required to date has been completed** and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must relate directly to course objectives and must be **completed ten school days prior to the end of the semester**. Teachers will determine when and how students with extenuating circumstances may improve their grade. To be eligible for recovery, you must have no missing assignments and have not been excessively absent. **The student (YOU) not the teacher is responsible for starting this process!**

## RISE - Re-teaching/Instructional Support and Enrichment Policy

RISE is an opportunity for students to relearn course standards OR receive other instructional support in the form of more focused instruction from their teachers. All teachers are available for extra help, should a student want or need it. However, once a student's course average drops below a 75, RISE policy requires that the student AND parent be notified AND that the student spend a minimum of 30 minutes per week with the teacher for that course (or another teacher of the same course) until the student attains a course average of 75\*.

RISE sessions are offered according to the schedule below in order to avoid conflicts with individual teachers' office hours.

### Departmental RISE Schedule:

**Mondays: All Electives (Lunch/PM)**

**Tuesday: Language Arts (AM/Lunch)**

**Wednesday: Science (AM/Lunch/PM)**

**Thursday: Math (AM/Lunch)**

**Friday: Social Studies (AM/Lunch)**

RISE is separate from and should not be confused with FCS Recovery policy.

\* If the below-75 student average is a consequence of failure to make up work missed when absent, student should follow the teacher's standard make-up policy.

## Honor Code against Academic Dishonesty

Student assignments turned in for grading should be the sole work of that individual student. To prevent plagiarism, students may not collaborate or work with other students or adults on their assignments unless the teacher has given specific instructions to do so. This includes the sharing of information via personal electronic devices.

In an effort to encourage good study habits, fair competition, and positive development in the area of academics, the Alpharetta faculty supports a strong policy against cheating. Students guilty of cheating will receive a grade of "0" on the assignment or test and will not be eligible to recover the grade. The assignment may not be made up (students having zero's are not eligible for recovery). Membership in honor clubs could be jeopardized. **Students receiving an honor code violation will be assigned two days of Extended Day Detention as a minimum.**

## AHS Plagiarism Statement

A particular kind of honor code violation occurs with plagiarism. Plagiarism is defined as the use of another's words or ideas and the presentation of them as though they are entirely one's own. Acts of plagiarism include but are not limited to using words or ideas from a published source without proper documentation; using the work of another student (e.g., copying another student's homework, composition or project); using excessive editing suggestions of another student, teacher, parent, or paid editor.

Plagiarism on any project or paper at Alpharetta High School will result in a zero for the assignment, two days of Saturday school, and an Honor Code Violation. Unless directly stipulated by the teacher, collaboration on written work is not acceptable. Students who willingly provide other students with access to their work are in violation of the Alpharetta High School Honor Code. From time to time, students will be required to register with and post assignments to the Fulton County approved plagiarism detection site, turnitin.com. Should the teacher require posting the particular assignment to turnitin.com, the assignment must have been posted to the website prior to the time the assignment is collected in class or the assignment will be considered late.

## Senior Final Exam Exemptions

During the **spring semester** of their senior year only, students may exempt the final exam in any class in which they meet the following criteria:

1. An average of **85 or higher** as of Friday, May 11, 2012 and maintained through the end of the semester
2. No more than four (4) excused absences from class (excluding field trips and school activities) – In-School Suspension (ISS), Out-of-School Suspension (OSS), excused, pre-approved, and unexcused are all considered absences from class
3. Students with ISS or OSS during their senior year will not be exempt from final exams.
4. No more than four (4) tardies to the class

Exemption is by period/class. It is possible to meet the requirements in one class but not in all classes.

Seniors must attend the class until the official exam days (short days) begin.

## 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 Alpharetta High School are in effect during field trips. Prior to participating 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 is based on academic progress, attendance and discipline for each class to be missed.

Eligibility exceptions will be considered for events such as music festivals, FBLA competitions, or Debate meets when activities are deemed as required major functions of the curriculum.

## Lockers

Each student may rent a locker (\$10.00) for the storage of books and equipment. Students should not share their combination. The school is not responsible for the loss or theft of items from lockers. All lockers are school property and remain at all times under the control of the school. School authorities, without the student's consent and without a search warrant, may conduct periodic inspection of lockers if reasonable suspicion of any wrongdoing exists.



## Home Access Center

Family engagement has long been a top priority of the Fulton County School System, quite simply because it is critical to the academic success of students.

Fulton County Schools provides parents real-time data and an opportunity to access to student information such as Student Schedules, Parent contact information (for updating email addresses on file), attendance, discipline, assignments, report cards, unofficial transcripts, and grades earned for their child online with *Home Access Center*. One feature allows parents to receive instant emails about absences, discipline, and failed grades received by their child.

Parents can register and receive their password for Home Access Center with Ms. Greene in Suite 1220 during the school day. Due to security reasons, you will need to bring a picture ID (driver's license) so that your own unique password can be released to you. After registering, you can change the assigned password to one of your choosing. Once you have your password, you will be able to return to the *Home Access Center* website and login to view your child's school information.

Getting to the **Home Access Center** is simple. Just visit the school system's web site, [www.fultonschools.org](http://www.fultonschools.org) and click on the **Parents** section.

## Student Responsibility for School and Home

Students are expected to share written notes, messages, report cards and other documents with their parents.

## Announcements

Announcements are made in the morning, on the Morning Show and posted in classrooms and on the school's website. Students must remain seated and quiet during the reading of the announcements. Afternoon announcements are made only in the event of an emergency and unexpected changes such as bus changes and cancellations.

## Message to Student

Due to the number of students enrolled at Alpharetta High School, messages will not be delivered to students. This is an inconvenience and causes disruption to both students and teachers. Emergency messages to students will be limited to the following: (a) notification of death, serious illness, or disaster in the family, (b) medical appointments that have been unexpectedly changed, (c) an unexpected change in work schedule by employer when a student is enrolled in a co-operative work program. **Parents, please do not call or text your students on their cell phones during school.**

## Telephones

Telephones located in school offices are business phones and not for general student use. Front office phones may be used before or after school. Front office phones may be used by students during the day if they have a pass from their classroom teacher to go to the front office and if they obtain permission from office personnel to use the phone. Students using the phone during class without permission will be disciplined. The clinic or attendance office staff will phone parents of students who are ill or need to check-out. Cell phones may not be used or displayed during the school day, and must be confiscated if seen or heard by a staff member. This includes lunch and class changes.

## Media Release

Media release forms are found in the Fulton County Code of Conduct and Discipline Handbook which is distributed to the students at orientation and the first days of school. Parents should return the forms to school with an indication as to whether or not they want their child photographed or interviewed during the school year.

## Poster Guidelines

The Principal, or designee (Jane Greene), must approve all posters, flyers, or banners. A copy of the flyer or a description of the poster or banner should be submitted to Ms. Jane Greene in Suite 1220. Approval/denial will be returned to the club/organization sponsor within 24 hours. Upon approval, flyers may be duplicated or posters/banners may be created and posted. Items put up without approval will be discarded. No poster, flyer, or banner will be approved if the content is determined to be inappropriate.

## Weather Emergencies

During periods of inclement weather when buses may have difficulty traveling or school may have to be closed, students and staff are encouraged to listen to local television and/or radio stations. School closing information will also be posted on Fulton County's website, [www.fultonschools.org](http://www.fultonschools.org).

## Directory Information

The Alpharetta PTSA produces a Student Directory that includes student's name, grade, parent's name, address, and phone number. If parents/guardians and/or students *do not* wish to be included in the directory, they should make their request *in writing* prior to September 1<sup>st</sup>. Requests to omit information from the directory should be submitted to the student's administrator.

As a general rule, schools may release directory information about students to appropriate organizations *without* prior written consent of a parent or guardian. Directory information includes:

- name, address, telephone number
- date and place of birth
- major field of study
- participation in school activities
- dates of school attendance
- honors and awards

Examples of organizations that request directory information include military recruiters, honor societies, colleges, and alumni groups. If parents/guardians and/or students *do not* wish to have directory information released, a request should be made *in writing* to the Data Clerk, Ms. Nancy McCleskey in Suite 1330.



## COUNSELING

Professional School Counselors provide guidance throughout a student's high school career. Their work impacts student achievement through academic, social/personal, and career counseling services. Students receive the services via individual counseling, group counseling, classroom guidance, transition guidance, and consultation. Graduation Coaches' primary responsibility is to identify at-risk students and to help them succeed in school by keeping them on track academically before they consider dropping out. The Graduation Coaches identify, recruit, and engage parents, concerned adults, organizations, and government agencies to serve in a variety of ancillary roles. Data is used to both evaluate and improve guidance and counseling Services.

### **Counselors provide the following services:**

1. enroll students;
2. advise students concerning course selections;
3. provide confidential counseling for personal problems;
4. assist students and parents in making personal and educational decisions;
5. assist students with study skills improvement or provide names of tutors;
6. provide information on college admissions and scholarships.

Counselors are assigned to students based on the first letter(s) of the student's last name:

**A – CHN**  
**CLE – GRAM**  
**GRAN – LED**  
**LEE – O**  
**P – SH**  
**SI – Z**

**Dee Webb**  
**Keisha Iton**  
**Matt Garrett**  
**Stephanie Coleman**  
**Susan Chamberlin**  
**Karen Bolt**

**Graduation Coach**

**Jimmy Pagel**

Students should adhere to the following procedures whenever they wish to see a counselor:

1. Counselors schedule their days by appointment. This provides a structure that allows them to see students effectively while limiting the amount of out of class time for students.
2. Except in emergency situations, students should make an appointment to see a counselor. Appointments are scheduled through the Counseling Office. Students may report to the Counseling Office before school begins, during their lunch period, or after school is dismissed.
3. A student should never be absent from class for the purpose of making an appointment or to visit the Counseling Office unless he/she has permission and a written pass from the teacher whose class he/she is missing.
4. The student should write his/her name on an appointment request form in the Counseling Office for the appropriate counselor. The counselor will send for him/her as soon as possible.
5. Parents can make appointments by calling their child's counselor at 770-521-7651. Emailing is also acceptable (For email addresses, visit [www.ahsraiders.com](http://www.ahsraiders.com)).

### **College and Career Center**

The Alpharetta High School College and Career Center is an integral part of the counseling services offered to all students. The goal of the center is to assist students in exploring career options and mapping a route to achievement via further education or training. Students explore careers, college and technical school options and military programs here. The College and Career Center, **The Cove** is located outside of Suite 1310.

## Transcripts

Transcripts are to be obtained from the Counseling Office. A transcript request form must be completed. All fines and school obligations must be cleared before transcripts can be released. For transcript requests see Ms. Lewis in Counseling Suite 1310. There are charges for each request:

- Electronic transcripts within Georgia are \$3.00
- Mailed transcripts with envelope and postage provided by the student are \$3.00
- Mailed transcripts with envelope and postage provided by AHS are \$5.00
- Common Application transcript fee is \$5.00

## Schedule Change Policy

Students are placed in courses based on specific criteria. Proper academic placement is essential for academic success. To help ensure that all students have the opportunity to take the appropriate classes, counselors may make schedule changes within the first ten days of each semester. Requests to change teachers, specific periods, and/or lunch periods will not be considered. Schedule changes are made as space is available.

After the tenth day of the semester, only the following reasons for a change to a student's schedule will be granted:

- The student has had the teacher previously and has failed the class
- The student has not completed the necessary prerequisite
- The student needs a class to graduate

***\*FCBOE policy states that failure IS NOT a viable reason to request a schedule change***

Students should remember that placement in AP courses and College courses constitute a year-long commitment. Failure to complete summer reading is not a reason to be removed from AP courses. Summer reading grades will be figured into first semester grades.

Schedule changes that involve a scheduling error (for example, the student has already received credit for the course) will be made by the student's counselor throughout the school year.

## Withdrawal from School

A student withdrawing from school must notify Ms. Edmiston, Counseling Secretary in Suite 1320 immediately, as it is necessary that all records be brought up to date before the student leaves school. Students withdrawing from school should have a parent/guardian contact Ms. Edmiston *prior* to the withdrawal.

No student, regardless of age, will be withdrawn until parental contact is made. The student will circulate a withdrawal form among his/her teachers as well as other school personnel on the last full day of attendance. Each teacher will sign, indicating a current course grade and if any money or property is owed to the school. *Make sure that all financial obligations are cleared.* The completed withdrawal form should be returned to Ms. Edmiston in Counseling Suite 1320.

Students withdrawn *by the school* for non-attendance are expected to return all school property and clear all financial obligations (*cash or money order only*) before requesting records to be released.

## Teacher- Parent-Student Conferences

Parents may arrange individual teacher-parent conferences with the appropriate teachers through e-mail correspondence. However, if a parent is requesting a conference with more than one teacher, and/or needs assistance making an appointment for a conference, the student's counselor can help coordinate the meeting. The Counseling Office telephone number is 770 521-7651.

## Release of Records

In accordance with the Family Education Rights and Privacy Act, school records to a third party may be released only with permission from a custodial parent if the student is under 18 years of age except in cases where the records are required by an educational agency in which the student seeks to enroll. If the student is 18 or older, he/she may grant permission for the release. *All financial and/or equipment obligations should be cleared before requesting student records be sent.*

## Parent's Right to Know

In compliance with the requirements of the *No Child Left Behind* statute, Fulton Schools informs parents that you may request information about the professional qualifications of your student's teacher(s).

The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 770-521-7640.

## Change of Address or Phone Number

Ms. Edmiston in Counseling Suite 1310 should be informed *immediately* by completing a Contact Information Sheet, if a student changes his/her contact information (Home Phone, Cell phone, Email Address, etc). *When changing address of residence, the parent must complete an Affidavit of Residence form and present two pieces of approved documentation.* This is essential in order for school information and grade reports to reach the student's home in a timely manner. 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.

## Affidavit of Residence (FCBOE POLICY: JBC)

ALL "Affidavit of Residence" forms require a seal and stamp from a notary public documenting the signature of the parent/guardian.

- Newly enrolling students to Fulton County and rising 9th grade students must provide a completed "Affidavit of Resident" form AND two acceptable proof of resident documents.
- ALL returning 10th and 11th grade students must provide a completed "Affidavit of Residence" form along with a notarized parent/guardian signature. No documents showing proof of residence are required.
- ALL 12th grade students are exempt from the "Affidavit of Residence" requirement.

If proof of residency is delayed, the student will be provisionally enrolled for a period of 30 calendar days. Following the provisional enrollment period, the student may be withdrawn after a 10 day notification period is given.

## Work Permits

The necessary forms and information for obtaining a work permit are available in the Counseling Office (Main Office during summer months). Students must complete the applicable information *and have the employer* complete the required application information *before* the school can complete a work permit.

## Driver's License Certificate

Students may secure the Certificate of Attendance form required for a driver's license and permit at the Attendance Window. The signed and notarized form may be picked up in the Front Office two days later. **It is important for students to allow at least 48 hours when they are attempting to acquire their Certificate of Attendance.**

**The cost of the Certificate of Attendance is \$2.00. If you require a reprint of your ADAP Certificate to obtain your driver's license the cost will be \$3.00. If an ADAP Certificate is needed, please indicate this on the form when you request your Certificate of Attendance.**

**Congratulations!**



*Today is your day.  
You're off to Great Places!  
You're off and away!*

You have brains in your head.  
You have feet in your shoes.

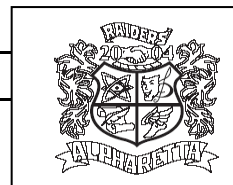
*You can steer yourself any  
direction you choose.  
– Dr. Seuss*

**Alpharetta High School**  
*"Oh, the places you'll go!"*

**Where to go for:**

<b>ADAP Certificates</b>	<b>Cari MacDonell</b>	<b>Attendance Window</b>
<b>Affidavits</b>	<b>Maggie Edmiston</b>	<b>Counseling Suite 1320</b>
<b>Certificate of Attendance</b>	<b>Cari MacDonell</b>	<b>Attendance Window</b>
<b>HAC Password</b>	<b>Jane Greene</b>	<b>AP/ESS Suite 1220</b>
<b>Lockers (to buy)</b>	<b>Kirk Alexander</b>	<b>Front Office</b>
<b>Lockers (trouble opening)</b>	<b>Dana French → Custodian</b>	<b>Front Office</b>
<b>Lost and Found</b>	<b>Deborah Brown</b> <b>Dana French</b>	<b>Clinic</b> <b>Front Office</b>
<b>Notary Public</b>	<b>Dana French/Cathy Thomas</b> <b>Cari MacDonell</b> <b>Jane Greene</b> <b>Lynne Loudy</b> <b>Maggie Edmiston</b>	<b>Front Office</b> <b>Attendance Window</b> <b>AP/ESS Suite 1220</b> <b>AP Suite 1330</b> <b>Counseling Suite 1320</b>
<b>Official Transcript/Records</b>	<b>Brenda Lewis</b>	<b>Counseling Suite 1310</b>
<b>Parking Permits</b>	<b>Kirk Alexander</b>	<b>Front Office</b>
<b>Pre-Approved Absence Form</b>	<b>Cari MacDonell</b>	<b>Attendance Window</b>
<b>Temporary Parking Passes</b>	<b>Dana French</b>	<b>Front Office</b>
<b>Textbooks</b>	<b>Barry Russell</b>	<b>AP Suite 1330</b>
<b>Work Permits</b>	<b>Maggie Edmiston</b> <b>Lynne Loudy</b>	<b>Counseling Suite 1320</b> <b>AP Suite 1330</b>

## HONORS AND AWARDS



### Honor Roll

Students earning a cumulative average of 90 or higher for any one semester are named to the *Honor Roll*. Students who earn this honor are recognized by the AHS PTSA with an Honor Roll Recognition Gathering during a lunch period in the plaza.

### The Georgia Certificate of Merit

The University of Georgia awards the Georgia Certificate of Merit in recognition of outstanding scholastic achievement throughout the first three years of high school. Recipients of the award must rank in the top five percent of the current junior class. Students who earn this honor are recognized at Honors Night in the spring.

### Honor Graduate

AHS recognizes graduates who have achieved a cumulative average of 88 or above. AHS further recognizes honor graduates with a 96 cumulative average as Magna Cum Laude. Rounding up is not used in computing the average (i.e. a student with an 87.95 would not qualify). The honor graduate list is established at the end of the first semester of the senior year.

### Star Student

The senior having the highest SAT score of all graduates. Scores received for any one SAT taken prior to the specified test date of the senior year will be considered. The Star Student selects a outstanding teacher to receive the STAR teacher award.

### 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.

### 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. To be eligible for the honor of class salutatorian, a senior must have been an enrolled member of the high school during the five consecutive semesters prior to the graduation date (fall semester sophomore year thru fall semester senior year) and must be a four year graduate.

### 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. To be eligible for the honor of class valedictorian, a senior must have been an enrolled member of the high school during the five consecutive semesters prior to the graduation date (fall semester sophomore year thru fall semester senior year) and must be a four year graduate.

### Honors Night

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

### Georgia Governor's Honors Program

The Georgia Governor's Honors Program is a six-week summer instructional program designed to provide intellectually challenging and enriching educational opportunities. It is recognized nationally as being one of the best of the summer high school enrichment programs. Each year, thousands of sophomores and juniors from Georgia are nominated by their teachers and subsequently go through an application and interview process on the local level, and for those fortunate enough, again on the state level. The process is grueling and highly competitive. Semi-finalists and Finalists were selected through teacher nominations, outstanding applications, and state-wide interviews.

## ATTENDANCE INFORMATION



### Attendance (FCBOE DISTRICT POLICY: JBD)

Regular attendance positively impacts student achievement. Absence is one of the major causes of poor performance and failure in school. Studies have proven that frequent absences are a predictor of academic failure. Every AHS student must strive to attend school each day and arrive to class on time ready to learn. Since every day is important, "skip days" are not recognized, condoned or excused by the AHS administration. Home Access Center (HAC) is an effective resource for following a student's attendance record. For information regarding access to HAC, contact Jane Greene at [GreeneJ@fultonschools.org](mailto:GreeneJ@fultonschools.org) or 770-521-7640 ext. 128.

The attendance window opens at 7:30 a.m. Students must conduct business at the attendance window during non-instructional time. Students *will not* be issued excused late passes because they were at the attendance office.

Parents/Guardians may be asked to submit doctor, dentist, court, or funeral documentation, etc., after a student has had ten (10) absences of any kind. By law, students with excessive absence rates will be referred to the school social worker, the grade level assistant principal and the State of Georgia. Excessive absences can prevent a student from receiving a Georgia Driver's License.

### Attendance Procedures Regarding Absences

Students absent from school must present upon return, a note with a parent/guardian signature explaining the nature of the absence. This should be done at the Attendance Office **before school begins** on the day of the student's return.

Absences for which a student fails to submit an excuse note including reason, parent/guardian signature, and a daytime phone number will be considered as truant until a note is presented. Students have up to three days to submit a note to receive an excused absence; parental notes are also required for unexcused absences.

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.

To be considered in attendance for a school day, a student must be present for one-half of the school day. If not, the student may not participate in school sponsored activities that day. Suspended students *may not* participate in school sponsored activities while under suspension. Students suspended Friday and Monday may not participate in or be present at weekend events.

### Excused Absences

Students are allowed to make-up all work missed due to an excused absence. For all absences, a written note of explanation signed by a parent/guardian is required within three days of the student's return to school. The written note should be turned in to the Attendance Office. Emails and faxes will not be accepted. After three days notes cannot be accepted. Failure to comply will result in absences being marked as "unexcused". The State Department of Education recognizes six unavoidable (and hence, excused) reasons for absence.

1. Personal illness of the student
2. Medical/Dental or Court appointments
3. Serious illness or death in the immediate family
4. Religious holidays
5. Working as a page in the GA legislature
6. Official cancellations of school by the district

Students may make up all work missed on an excused absence. A note verifying one of the reasons above must be received at the attendance window within **three days** of a student's return to school or the absence remains officially unexcused.

## Unexcused Absences

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

To be considered in attendance for a school day, a student must be present for one-half of the school day. A student may not participate in after school activities/sports activities if he/she is not present for one-half of the school day.

**It should be noted that OCGA § 20-2-690.1 states that any parent, guardian, or other person residing in this state who has control or charge of a child or children that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.**

## Pre-Approved Absences

If it is known in advance that a student will be absent, a note should be submitted at the Attendance Window at least one full school day prior to the absence. All pre-approved absences require a parent-signed note in order to receive an official pre-approved form for assistant principal signature and then teacher signatures. The completed form should be returned to the Attendance Window prior to the absence. Pre-approved absences cannot be granted after the date of the absence. No student should ask for more than **THREE** pre-approved college visits during instructional time. Assignments should be turned in upon the student's return.

## Excessive Absences

Students who accumulate excessive absences are subject to withdrawal or may be required to submit doctor, dentist, court, or funeral documentation, etc., after the student has had ten (10) absences of any kind. By law, students with excessive absence rates will be referred to the school social worker, the grade level assistant principal, the Student Support Team (SST) and the State of Georgia. Excessive absences can prevent a student from receiving a Georgia Driver's License.

## Checking in / Checking out

If a student arrives at school after first period, or checks-out and returns, he/she must check-in through the Attendance Office **immediately** upon arriving on campus. Failure to report to the Attendance Office **immediately** upon arriving on campus constitutes a major attendance violation.

No student will be dismissed from school unless permission is granted by the parent or legal guardian. All notes will be verified by a phone call to or personal contact with the parent. Students must bring a parent-signed check-out note to the attendance window **prior to school** on the day of check-out. The Attendance Clerk will issue a checkout pass to the student stating when the student is authorized to leave campus. This pass must be presented to the teacher in order to be released from class.

In emergencies, when a parent is unable to be contacted, the school may dismiss a student to an adult designated as approved to check a student out of school in the medical/emergency information on the student enrollment form.

**To be considered "in attendance" for a school day, a student must be present for one-half of the school day. Students leaving school before meeting that requirement will be considered absent for the day.**

Once students arrive on the school campus, they may not leave prior to the end of the day dismissal without checking-out through the Attendance Office. Failure to follow check-in or checkout procedures constitutes a major attendance violation. Students failing to adhere to the policy will be referred to an administrator for appropriate action.

**SPECIAL NOTE:** On all days immediately preceding a school holiday, a parent/guardian must come in person to the attendance window to check out any student. The check-out note should still be sent with the student that morning.

## Hall Passes

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

## Tardiness to School or Class

Students are expected to be in class and ready to begin work before the bell sounds for class to begin. Students arriving tardy to school or any class period are to report immediately to class. If the student has a note or is more than ten minutes late to any class period, they should report to the attendance office for a note that must be presented to the teacher in order to gain admittance to class.

**In accordance with our school's parking policy, accumulated tardies that result in ISS will also result in student parking privileges being suspended.** Excessive tardies to school will result in a referral to the student's assistant principal and school social worker.

### **Tardiness to class during any semester will result in the following disciplinary actions:**

- 1<sup>st</sup> Tardy—Teacher Consequence
- 2<sup>nd</sup> Tardy—Teacher Consequence
- 3<sup>rd</sup> Tardy—Teacher Consequence
- 4<sup>th</sup> Tardy—Parent Contact and Referral for Public Detention
- 5<sup>th</sup> Tardy—Referral for Extended Day Detention
- 6<sup>th</sup> Tardy—Referral for Two Extended Day Detentions
- 7<sup>th</sup> Tardy and above—Referral to Administrator

## Class Cuts / Skipping

**A class cut occurs when a student is absent from class** without having permission from the teacher or authorization from the administration. Students who become ill or need to see a counselor or administrator during class should report to class first, obtain permission from the teacher to be excused, and have a written pass. Students who become ill and are not able to report to class must report directly to the clinic. Make-up work may be penalized up to 10% of the maximum value of the graded assignment.

## Truancy

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant. Students are considered *truant* if they are absent from school without parental knowledge. Truancy is considered as a major attendance violation. Classroom work missed due to truancy may be made up, but the grade earned may be reduced. Additional referrals will be made to counselors and the social worker.



## MAKE-UP WORK

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

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

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

Failure to complete make-up work within the designated time frame may result in a grade reduction or loss of credit for the assignment.

**Students are allowed to make up work due to an unexcused absence but the make-up work may be penalized up to 10% of the maximum value of the graded assignment.**

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

### Requesting Assignments for Extended Absences

If it is expected that a student will be absent three or more days (including OSS), parents should contact the teachers directly via email by visiting [www.ahsraiders.com](http://www.ahsraiders.com). Any material that cannot be forwarded electronically from the teacher to the parent should be ready for pick-up from Ms. Edmiston in Counseling Suite 1320 at the end of the following day. Requested assignments are due upon the student's return unless the teacher has stated otherwise.

### Make-Up of Exams

Make-up work procedures do not include final exams. If an absence has been planned in advance, the student must obtain a Pre-Approved Absence form from the Attendance Office and attach a written request signed by the student's parent/legal guardian to take make-up exams. The form along with the written request must be submitted for approval to the Administrative Suite 1330 no later than 4:00pm, Friday, December 9, 2011 for First Semester Final Exams and Friday, May 4, 2012 for Second Semester Final Exams.

If a student is absent on the final exam day(s) due to an illness, a doctor's note must be provided upon the student's return in order to obtain permission to make up your exam(s). If a student is absent from a final exam, the teacher will calculate the final grade counting the exam as a zero. Upon make-up of the exam, the teacher will calculate and submit a revised grade. Incompletes will not be given.

**No exams will be administered prior to the scheduled time. Teachers are not authorized to give early exams.**

Final Exam Make-up days for first semester will be January 4, 2012 during the day (Session 1: 9:00 am – 11:00 am; Session 2: 11:15 am – 1:15 pm; Session 3: 1:30 pm – 3:30 pm) and January 5, 2012 after school (4:00 pm – 6:00 pm) and Final Exam Make-up days for second semester will be May 21 and 22, 2012 (Session 1: 9:00 am – 11:00 am; Session 2: 11:15 am – 1:15 pm; Session 3: 1:30 pm – 3:30 pm) in the Media Center. Any student who is unable to make-up exams during these sessions will need to make arrangements directly with Mr. LeMoyné (10<sup>th</sup> and 11<sup>th</sup> grade students) or Ms. Greenaway (9<sup>th</sup> and 12<sup>th</sup> grade students). Teachers will not be administering any make-up exams.

## Behavior Expectations/ Discipline

### FULTON COUNTY CODE OF CONDUCT RULES

To maintain a positive school climate, the Fulton County Board of Education, the Superintendent, and/or their designees have established a Code of Conduct governing student behavior and discipline. Compliance with these requirements is mandatory. Annually, parents and students receive a copy of the Fulton County Code of Conduct that summarizes our discipline guidelines outlining standards of conduct, means of reporting misconduct, and possible disciplinary sanctions. Disciplinary responses to conduct rule infractions will reflect a progressive disciplinary process. Some behaviors may also be reported to law enforcement authorities.

- Rule 1: Disruption and Interference with School
- Rule 2: Damage, Alteration, or Theft of School Property
- Rule 3: Damage, Alteration, or Theft of Private Property
- Rule 4: (Physical or Verbal) Assault or Battery or Abusive Language to a School Employee
- Rule 5: (Physical or Verbal) Assault or Battery or Abusive Language by a Student to any Person other than a School Employee
- Rule 6: Threats, Harassment, Bullying, Disrespectful Conduct and Acts of Bigotry
- Rule 7: Sexual Harassment
- Rule 8: Weapons and Dangerous Instruments (Weapons Categories: I, II, and III)
- Rule 9: Alcohol and Other Drugs/Psychoactive Substances
- Rule 10: Disregard of School Rules; State, Federal and/or Local Laws; Directions or Commands
- Rule 11: Unexcused Absences
- Rule 12: Dress and Grooming
- Rule 13: Tobacco Use
- Rule 14: Gambling
- Rule 15: Sexual Misconduct/Sexual Offenses
- Rule 16: Technology Offenses
- Rule 17: Gang Related Activity
- Rule 18: School Bus Disciplinary Rules
- Rule 19: Off-Campus Misconduct
- Rule 20: Encouraging Violations of Code of Conduct

### AHS Administrative Discipline Assignments

Freshmen:	Barry Russell
Sophomores:	Vincent Haywood
Juniors:	Michael LeMoyne
Seniors:	Clair Greenaway
Services for Exceptional Children:	Amy Moss



**The authority of AHS personnel to enforce behavior expectations and address violations is in effect when any AHS student is:**

- on school grounds at any time
- off school grounds at a school-endorsed event
- traveling to or from school grounds or a school event

Alpharetta High School students are expected to conduct themselves in a manner that exemplifies good citizenship and respect for others, themselves, and our school. We expect that no student will create a negative disturbance or distraction that interferes with our educational environment. The following are general guidelines and are not intended as an exhaustive list. Behave as a role-model high school student and no discipline issues should ever arise.

1. Keep your hands to yourself.
2. Always follow the directions of any AHS adult personnel.
3. Keep your voice at a normal conversation volume.
4. Show respect for others, yourself, and your school building.
5. Disruptive behavior is not tolerated. Disruptive behavior is defined as any behavior that interferes with the educational process, event, or with the flow of traffic in public areas.
6. Students may not leave campus once they have arrived unless they have checked out through the Attendance Office.
7. Students may not leave class for any reason without a pass/agenda that includes the student's name, the date, time, destination, and the teacher's signature indicating permission.
8. Students are not permitted to remain in parked cars before or during school hours. Once they leave their cars, students must receive permission from office personnel to return to their cars.
9. Students are not permitted to turn on, display, or use ANY personal electronic devices during the regular school day (between the hours of 8:35 am and 3:45 pm).
10. Students who are serving Out-of School Suspension are restricted from representing the school in the extracurricular activities of that day. Students serving In-School Suspension may be restricted from extracurricular activities until the ISS term is complete.
11. Students are responsible for damage to or loss of their textbooks. Students are responsible for damage to school property.

### **Care of the Building**

The Alpharetta facility is one of the finest in the nation. Students are expected to support and cooperate with the custodians regarding care of the building. Open containers of food or drink should only be present in the food court or courtyard. Pride is to be taken in keeping the building and grounds ready for inspection at all times. Trash cans have been placed in the corridors for student use as well as in the cafeteria. Please assist us in keep your school building clean by putting away your trash.

### **Disobedience of a Staff Member's Request**

Failure to comply with the request of a staff member *is absolutely forbidden* at all times. If a student feels that a directive of a staff member is unreasonable, he/she may later discuss the situation with an administrator so that clarification and/or corrective action may be initiated. All staff members have full authority to direct and discipline any student.

### **Disrespectful Conduct toward Employees, Students and/or Others**

A student shall not exhibit disrespectful, rude or discourteous behavior or language toward an employee, student or other person: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; or (c) under the jurisdiction of school system transportation.

### **Profanity**

The expression of profane, vulgar, abusive, or suggestive language on school property is strictly prohibited. Such language will result in an administrative discipline.

### **Displays of Affection**

Students of are expected to refrain from excessive displays of affection while at school.

### **Off-Campus Misconduct**

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that 1) is prohibited by the Georgia or United States criminal codes; 2) is punishable as a felony or would be punishable as a felony if committed by an adult; and 3) is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted. [OCGA § 20-2-751.5(c)]

## Off-Limits Areas

The stadium, athletic fields, parking lots, canopy areas, auditorium, and gyms are off limits to students during school hours unless under the supervision of a teacher. While students are on lunch break, all academic halls and the bus canopy are off-limits. The media center, counseling office, cafeteria, and front office are also easily accessible to students throughout the day.

## School Safety Zone

A School Safety Zone is defined by the School Safety and Juvenile Reform Act of 1994 as in, or within 1,000 feet of any property owned or leased by a school board. Criminal activity in a School Safety Zone results in enhanced penalties for violators.

## Criminal Activity

The Fulton County School System takes seriously its responsibility to educate students in safe schools where they are free from fear of harm or intimidation. ***Weapons, drugs, and gang activity will not be tolerated in Fulton County Schools.*** Students who violate state laws and/or board of education rules related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

These rules apply to all students:

- at school or school-sponsored activities including field trips and/or any site used for a school-sponsored activity;
- on buses, athletic fields, stadiums, parking lots, official school bus stops.

Students in possession of a ***deadly weapon*** (knives, pistols, pellet guns, martial arts weapons, razors, etc.) on their body, book bag, purse, locker, or automobile face possible expulsion from school and will be reported to police. Knives with 3" or longer blade require a *mandatory* tribunal hearing. Criminal charges may be filed.

Students found ***in possession of, using, selling or distributing illegal drugs*** face possible expulsion from school and will be reported to police. Violators may be charged with a felony.

Any student who engages in an activity that threatens, intimidates, or physically harms another student, staff member, or guest faces possible expulsion and the filing of criminal charges. Activity ***that is gang related*** will result in the filing of criminal charges under the Georgia Street Gang Terrorism and Prevention Act

## Loitering at/or Disrupting Schools

Georgia Code Section 20-12-1180 addresses loitering and disrupting schools. Under this law, it is illegal to remain on a campus or within a School Safety Zone when there is no legitimate need or cause to remain. Smoking, "hanging out" with friends and other related activities are *not* considered legitimate needs under this law; therefore, students must leave campus upon dismissal unless there is a legitimate reason to remain. Violation of this law is a misdemeanor of a high and aggravated nature and will be strictly enforced at Fulton County Schools.

## Possession of a Weapon at School or School Functions

It is a felony to be in possession of a weapon on school property or within a school safety zone. It is a designated felony for a juvenile (under 17 years of age) found guilty under this statute. A designated felony calls for a mandatory five-year sentence and the juvenile will automatically serve a minimum of twelve months in the juvenile detention facility and serve the remainder of the sentence on probation.

**Fulton County Schools policy prohibits the possession of any type of knife** on the school campus. If the blade of the knife is less than two inches, the incident can be handled through the local school administration. If the knife blade is more than two inches in length, the knife is considered to be a weapon under the law and possible expulsion and/or arrest will result. Any type of switchblade knife is considered a weapon.

## Fighting

There is no circumstance in which resorting to physical altercation or any form of violence is acceptable on school property, at a school function, or within a School Safety Zone. Fighting will result in **mandatory** suspension. Mediation is available for the purpose of resolving conflicts in a peaceful manner. Students are expected to remove themselves from situations that could lead to a physical altercation. Students should seek the assistance of a staff member or peer mediator *before* a situation escalates to the point of disruption or altercation.

## Bullying

**CODE SECTIONS 20-2-751.4** This law is applicable to students in grades six through 12. It prohibits bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that school system. Local board policies shall require that, upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

## Encouraging Violations of Code of Conduct

Students shall not incite, urge, encourage, advise, or counsel other students to violate any Rule of this Code of Conduct. [OCGA § 20-2-751.5(a)(11).]

<h3>Alpharetta High School Disciplinary Cycle of Interventions</h3>
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When appropriate, disciplinary violations will be handled immediately by teachers utilizing consequences *such as* conferences, phone calls to parents, private or public detention assignments, counselor referrals, school social worker referrals, behavior contracts, etc. Other violations will be referred to an administrator. Violations of a chronic nature, or a violation of state law, may be referred to a disciplinary tribunal.

## Private Detention (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.

## Public Detention (Administrative Detention)

Public Detention options:

### Morning Detention – 7:30-8:30 am

<b>Tuesday</b>	<b>Room 3218</b>
<b>Thursday</b>	<b>Room 3218</b>

### Afternoon Detention - 3:55-4:55 pm and

<b>Tuesday</b>	<b>Rooms 3218 and 3219</b>
<b>Thursday</b>	<b>Rooms 3218 and 3219</b>

Tardiness to detention is not acceptable. Students who are tardy must attend a different detention for the full 60 minutes. Any misbehavior in detention will result in further disciplinary action. During detention, there is no talking without permission or communication by other means to fellow students; no sleeping or putting head down on desk (may stand next to your chair with permission from instructor); must do school work or read during detention; no food or drink (water is allowed); and no electronic devices except calculators (no cell phones, CDs, DVDs, MP3 players, etc./ devices will be confiscated and turned over to administrator). Students serving in detention must arrange for transportation, work coverage, etc. Students assigned to detention needing an extension or absent the day of the detention will need to see their administrator.

## Lunch Detention

Administrators have authority to assign lunch detention for failure to follow classroom rules and procedures. The detention occurs during the student's lunchtime, either 4A or 4B. The student has ten minutes to get their lunch before reporting to the lunch detention table outside of the main entrance to the cafeteria. They must check-in with the administrator or teacher at that location.

## Extended Day Detention (EDD)

For some attendance and behavior infractions, students are assigned to one or more sessions of Extended Day Detention. EDD is held each Tuesday or Thursday, 3:55 pm to 6:55 pm in Rooms 3218 or 3219. Students *are not* admitted late and every student must bring a picture ID to enter EDD.

Students will complete 2 hours of silent study and 1 hour of community service. Students may use the silent study time to complete schoolwork, read, or complete other projects as approved by the EDD instructor. Students must bring appropriate study materials. Students will not be allowed to go to their lockers before, during or after EDD. Students who fail to bring adequate materials needed for silent study may not receive credit for participation in EDD. Students may not talk or communicate in any way, sleep, eat, chew gum, rest head upon desk, or otherwise waste time. Students may bring a snack to be eaten at a 10-minute break at 4:40 pm. EDD participants must meet school dress code requirements and be properly dressed for community service projects. Students who do not meet dress code requirements will not be admitted to EDD.

Students must follow the directions given by the EDD instructor at all times. Any misbehavior or violation of school or EDD rules will result in a referral to the appropriate administrator for disciplinary action. Transportation to and from EDD will be provided by the parent/guardian or student. EDD will conclude promptly at 6:55 PM. Students must leave campus immediately upon dismissal.

Students who violate any EDD rules will be asked to leave and will receive no credit for participation. A parent will be notified if a student is asked to leave. Students who fail to attend/report on time to EDD will receive 2 days in-school suspension.

## In-School Suspension (ISS)

Students assigned to In-School Suspension will report to the **ISS room (Room 1240)** and be seated *prior* to the tardy bell. Students must complete *all* assignments before they will be released from ISS. This includes assignments sent by the classroom teacher as well as those made by ISS personnel. Students *will not* be given a pass to return to class until the number of assigned days has been served with no rule infractions *and* all assignments are complete. Credit will be given only for *full days* served with *no* rule infractions. ISS students who check-in *or* check-out will be given NO credit or more days of ISS unless a doctor's note is presented.

## Out-of-School Suspension (OSS)

Students suspended out-of-school are not to be on school system property for any reason at any time. Out-of-school suspension serves two purposes: First, it provides a "cooling off" period for all involved parties following the circumstances that led to the suspension. More important, out-of-school suspension is assigned in situations where the student's actions are not acceptable, and if the actions continued, might result in permanent removal from the school setting.

OSS students have the opportunity to make-up all work missed during the period of suspension. All make-up work must be completed within the same number of days as the suspension, not including the day of return. *It is the student's responsibility to initiate all make-up work with the teacher.* Prior announced and requested assignments are due upon the student's return.

## 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.

## Resource Officers

Officers Anthony Cutroneo and Rick Fiorenza are certified police officers possessing full arrest powers. They are on duty full-time and also provide supervision for students participating in after school activities.

## Dress code

It is vital that no form of dress be distracting to the educational process. Students are expected to dress and groom to reflect neatness, cleanliness and modesty, as well as a sense of pride in themselves and in the school.

The following expectations must be met by all AHS students:

- Shoulders must be entirely covered at all times.
- Skirts/Dresses/Shorts must be as long as the student's longest finger when hands are held at sides, even if leggings are worn.
- No holes or appearance of holes may be in clothing, even if leggings are worn.
- Tops must not be low-cut to the point of being revealing
- No undergarments should be visible at any time; pants must be worn at waist.
- No head gear, including, but not limited to, hats, hoods, athletic head bands, grooming aides, or sunglasses may be worn in the building from arrival on campus in the morning until the dismissal bell.
- Bandanas will not be worn/displayed at any time on campus.
- No clothing that resembles pajamas, lounge wear, or lingerie will be worn; this includes sheer clothing.
- No shoes resembling bedroom slippers may be worn.
- No depiction of alcohol, drugs, tobacco, weapons, gangs, or derogatory, inciteful, or sexually suggestive words, pictures or symbols may be on, or a part of, any clothing or accessory.

**An AHS administrator will have absolute authority to enforce the spirit of these expectations. The decision of the administrator that this dress code has been violated is final.**

### Dress Code Violations:

First Offense – 1 day of Public Detention

Second Offense – 2 days of Public Detention

Third Offense – 1 day Extended Day Detention and phone call to parent

Fourth Offense – 1 day In-School Suspension

## Personal Electronic Devices Policy

Students are not permitted to turn on, display, or use ANY personal electronic devices during the regular school day (between the hours of 8:35 am and 3:45 pm). Examples of personal electronic devices include, but are not necessarily limited to:

- Cell Phones of any type, including I-Phones and Smartphones
- I-Pods, MP3 Players, etc.
- I-Pads or other tablet devices
- Kindles, Nooks
- Laptops
- Gaming systems of any size



These devices should be turned off during the school day. Students found to be in violation of the Personal Electronic Device Policy will be referred to their administrator for disciplinary consequences. If a student allows another student to use his or her cell phone during school hours, then both students will serve the discipline consequence.

### The normal progression of consequences will be:

First Offense – 1 day of Public Detention

Second Offense – 1 day Extended Day Detention and phone call to parent

Third Offense – 2 days Extended Day Detention, parent conference

Fourth Offense – 1 day In-School Suspension

Refusal to relinquish – 2 Days In-School Suspension

A staff member may request that a student turn over their device upon committing a violation of this policy. It is expected that the student will comply with this request, and the device will then be available for the student to pick up between 3:45 and 4:00 in their Administrator's office. Failure to comply with this clause could result in additional consequences for insubordination according to the Student Code of Conduct.

**\*\*\*Important Note - If these devices are used during an assessment, it could result in an Honor Code violation as well, so it is imperative that they not be used or turned on during assessments**

### **PLEASE NOTE:**

**A dress code ticket or personal electronic device ticket may be written at anytime around the building when a dress code infraction or personal listening device infraction is noted.**

**No flower or balloon deliveries will be accepted for AHS students. No balloons may be carried in the school building.**

**No Valuables at School - Do not bring any personal valuables to school. Loss or theft of personal items not necessary for the instructional day will not be routinely investigated. You bring personal valuables at your own risk.**

### **Personal Property**

Students are expected to bring to school only the items of personal property necessary for class participation and extracurricular activities. Items considered potentially dangerous or disruptive of school procedures will be confiscated. Student theft will be severely dealt with by the administration. Students are especially encouraged not to bring valuables and large sums of money to school. Students who participate in physical education should lock their assigned gym locker to insure security of personal property. Valuable items should not be left unattended.

### **Laptop computers**

Board Policy forbids the use of personal internet-accessible devices, such as laptop computers, on school property without administrative approval. Students/adults must use school computers only for internet access or other related tasks. Items brought on campus will be confiscated.

### **Lost and Found**

Students who find lost articles are asked to take them to the Clinic or Front Office. Items can be claimed from the clinic, Front Office (valuables) or cafeteria carts (items left in cafeteria).

### **Clinic**

Students who become ill during a time he/she is assigned to be in class, should report to class first, obtain permission and a written pass to be excused to the clinic. Students who become ill and are not able to report to class first must report directly to the Front Office. If a student is too ill to report to the office, he/she should have another student or teacher notify the office at once in order that appropriate attention can be given to the student.

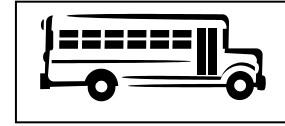
Unless there is a true medical emergency, students should not request a pass to the clinic during the last ten minutes of the class period. Students should report to their next class and request a pass from that teacher.

High School students may carry medications in the following categories with them during the school day, field trips or other school related activities.

- Acetaminophen
- Antacids
- Aspirin
- Cough or throat lozenges
- Ibuprofen
- Midol
- Oral antihistamines

**All prescription medications should be kept in the clinic with a signed doctor's authorization form and parental letter providing specific instructions. All medications must be in the original labeled container.**

## Transportation/Bus Information



Upon arrival, by automobile or school bus, students must come inside the building where adults are supervising.

Buses are provided for all students living within the Alpharetta High School attendance district. Consult [www.fultonschools.org](http://www.fultonschools.org) for busing and bus stop information. Students must ride assigned busses and board/debark at the designated stop. Exceptions to this rule must be requested in writing, including phone numbers for verification, by a parent/guardian.

No student may ride a bus other than the one assigned to his home bus stop. **No more notes for changes will be accepted.** If there are emergency situations, a parent must work that out personally with our system-level transportation supervisor at 770-667-2970.

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* appropriate disciplinary actions.

Students riding a school bus that arrives after 8:20 am due to traffic or mechanical failure will be admitted to class without penalty.

## Fines

Students are responsible for damage to, or loss of, their books, sports uniforms, or any school property. School records may be delayed, including report cards, if restitution is not made. *Money owed for fines, lost books, damaged equipment, etc., must be paid by cash, money order, personal check or bank check.*

## Cafeteria/Lunch Period

Alpharetta offers breakfast and lunch including a la carte items and a variety of beverages. Students must be in line by 8:20 am in order to be served breakfast. Students may choose to bring their lunch and purchase drinks and/or other items. The food court is operated for the benefit of those who use it. The school nutrition program operates under the State Hot Lunch Division of the Georgia Department of Education.

Food and/or drinks are to be consumed only in the cafeteria or cafeteria patio commons during the school day. Consumption of food and/or drink is not permitted in any other areas of the building (This rule does not apply to approved classroom or organization activities).

No student may cut, or allow others to cut, in food court lines.

Students are reminded that everyone is expected to pick up their own trash in the food court and courtyard. Trays and utensils must be returned to the proper area. There are no personnel available to “bus” tables! Failure to fulfill this responsibility is considered as a disciplinary infraction.

Students are not to bring “fast food” items into the school. Parents also are to refrain from bringing “fast food” into the building during school hours for consumption by students.

The cafeteria, cafeteria patio and school store and with a pass, the media center, clinic, counseling office, and main office are open for students during their lunch periods. All other areas of the building and campus are off limits during the lunch periods unless a faculty member has given permission by providing the student with a signed pass.



## Media Center

The Media Center is open from 7:30 a.m. – 4:00 p.m. each school day. It is an active learning environment where appropriate student activity includes checking out books, studying, researching, reading, and browsing the shelves for materials. Inappropriate activities include eating, drinking, using cell phones, listening devices, and playing games (i.e. video games, card games, board games, etc.). Because of the food and drink policy, students should not bring boxes of candy or other food items to sell into the Media Center. The Media Specialist and Media Paraprofessionals are available throughout the school day to assist students.

### Computers in Media Center

Students must have a signed Alpharetta High School Computer/Network/Internet Acceptable Use Agreement form on file to use school computers. One student per computer is permitted; grouping around computers is not permitted.

### Passes to Media Center

Before school, 7:30 am to 8:30 am and after school, students may visit the Media Center without a pass. During school hours, each student who visits the Media Center without a teacher must have an **official** school pass (their **own** agenda pass or the gray colored hall pass) from their teacher for that class period. Daily Lunch Passes to visit the Media Center during lunch are available in Media Center from 7:30 am until 8:30 am.

Students must always check-in at the information desk immediately upon entering the Media Center during the instructional day. Because both formal and informal instruction occurs simultaneously throughout the day, students are expected to show respect for others and Media Center resources.

### Lunch period visits to Media Center

Students must pre-arrange for lunch period passes. To visit during lunch periods, students may pick up a daily lunch pass between 7:30 am and 8:30 a.m., or use an official school hall pass signed by their teacher prior to their lunch period. Once students are signed into the Media Center, they are expected to remain there unless they are returning to the cafeteria for lunch. Students are allowed to leave for the restroom or to go to the academic floors during lunch.

### Book check-out

Books may be checked out for two weeks, and may be renewed once. Reference books may be checked out overnight, **after school**, only. Teachers may place materials on special reserve during research projects. Check-out of these materials may be restricted. Current issues of magazines may be used in the Media Center and back issues may be checked out.

Students may use the Media Center Webpage to access online databases and more...  
[http://www.fultonschools.org/school/alpharettahs/media\\_center/](http://www.fultonschools.org/school/alpharettahs/media_center/)

### Media Center fines

Fines are .05 cents per day for non-reference books. Fines are .75 cents per day for reference books. Students will not be charged fines if they are absent and can produce an admit slip showing that the absence has been excused.

At the end of each semester, students must return all media center materials and clear all fines. Reminder notices of fines or overdue materials are distributed to students periodically throughout the semester. A coin operated copy machine is available to students at a cost of .15 cents per page. Printing from a computer resource is .10 cents per page for black and white prints and .25 cents per page for color prints. Students are responsible for all pages printed and all prints must be paid for when picked up at the information desk.

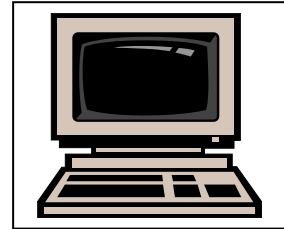
## Computer Use

### Terms and Conditions for Local/Wide Area Network and Internet Access

The computers and its systems are for the use of the students, faculty, and staff of Alpharetta High School. Fulton County School System's Electronic Network (EN) is to be used solely in support of the school system's educational mission. All computer work must be curriculum related. All other uses are strictly prohibited. Transmission of any material in violation of any U.S. or state regulation is prohibited. Use for commercial activities is prohibited.

Unauthorized use of the computer network or any failure to comply with the local and system wide provisions will be grounds for loss of EN access and other disciplinary and/or legal action. Students are prohibited from the following:

- 1) Unauthorized access to the EN;
- 2) Unsupervised use of the computer;
- 3) Giving his/her school assigned password to another person;
- 4) Logging in or attempting to log in using another person's password;
- 5) Using the computer for non-curriculum related activities;
- 6) Adding software of any kind to a computer or to the network;
- 7) Abusing copyright rules;
- 8) Intentionally wasting limited resources such as paper and printer ink;
- 9) Accessing unauthorized files;
- 10) Downloading games, video, or audio (including music) unless for a curriculum related activity and supervised by a faculty member;
- 11) Accessing inappropriate material from the EN;
- 12) Participating in unauthorized Internet "chat" rooms;
- 13) Posting personal information on the web;
- 14) Computer vandalism, creating/spreading viruses, interfering with the performance of the system, harming or attempting to harm or cause damage to the EN, hardware, software, or data;
- 15) Employing the network for financial gain;
- 16) Circumventing or attempting to circumvent the filtering system.



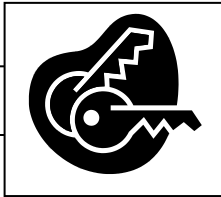
The Electronic Network, all computer hardware, and all software are the property of the Fulton County Board of Education. **Use of this property is a privilege that may be discontinued at any time.**

### Conditions of Use and Account Management

Students who access the electronic network agree to abide by the restrictions outlined in Fulton County Schools' policy for acceptable use. The specific conditions and services being offered may change from time to time. Fulton County Schools makes no warranties with respect to Internet service or content. Parents and students should be aware that Fulton County Schools does not have control of the information on the Internet, nor can it provide impenetrable barriers to accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

Alpharetta High School students are assigned a unique network account name and password. Passwords should not be shared with anyone. With this account, students will have an assigned folder on the school's server to store work. Students may store only needed files and should clean out their folder on a regular basis.

Students and their parent or guardian will be asked to sign the Alpharetta High School Computer/Network/Internet Acceptable Use Agreement. If the agreement is not signed by both student and parent, the student will not have computer access.



## Parking

Parking spaces will be issued to students on a semester basis to those who qualify. Students who have received a day of ISS or OSS during the previous semester will not qualify for parking. Students must provide all required information listed on the application and submit it by the deadline to be eligible. Applications must be accompanied by a legible photocopy of the student's driver license and a valid insurance card for the registered vehicle.

It is the student's responsibility to apply for a parking permit. Early release students, work study, and those on hardship do not have priority and must meet all the requirements for parking. Parking is based on the student's grade level, attendance and discipline record from the previous semester. Parking permits will be issued to seniors, and then juniors who qualify and have submitted an application prior to the deadline posted on the AHS WEB site. Students who fail to meet application deadlines and/or complete necessary paperwork will not be considered for a parking permit.

Requirements for eligible students for a semester parking permit:

- Complete a permit application form
- Legible copy of applicant's driver's license and insurance card
- \$50.00 Check made payable to Alpharetta High School or cash on the permit issue date

\* Parking applications for students registering after the deadline will be processed on a "space available" basis, but students still must meet all requirements.

A 25.00 fee will be charged for replacement stickers.

**Student drivers, who receive a 6th tardy to school in the semester, leave campus without permission or violate any parking or attendance regulation may be subject to permanent loss of parking privileges for the remainder of the semester. Refunds will not be issued.**

Students enrolled in an early release or work study program who do not meet set application dead-lines will not be eligible for a parking permit.

Since school buses provide transportation, access to the school parking lot is a privilege. School officials have the authority to regulate the operation of motor vehicles on, and within 1,000 feet of school property. Violation of the rules may result in the revocation of a student's parking permit, disciplinary action, and reporting of infractions to local police. Alpharetta High School reserves the right to revoke the parking permit of any vehicle that is used during a disciplinary violation. This includes, but is not limited to, leaving campus, truancy, and unauthorized presence in a restricted area.

### AHS Parking Regulations

1. All automobiles parked on the school grounds must be registered. The parking decal must be displayed in the front left driver's windshield. Vehicles, which do not display a current parking permit, will be towed or booted at owner's expense.
2. Students are not to park in any space marked FACULTY, HANDICAPPED, VISITOR or any unmarked areas. Illegal parking will result in loss of permit, booting and/or towing.
3. Students who drive to school must accept responsibility of being on time to school. If a situation occurs that requires a student, who holds a valid parking permit, to drive a car to school other than the AHS registered vehicle, the student must obtain a temporary permit from the front office for \$1.00. Late passes will not be issued to students who are requesting temporary permits.
4. All students must be covered by liability insurance. The school is not responsible for the automobile or its contents. No student may drive a motor vehicle on school property that is not registered to that student or his/her parent/guardian.

5. Students will observe a 10 mile per hour speed limit while on school grounds. Students, who drive recklessly on school grounds, or within 1,000 feet of the school grounds, are subject to disciplinary action and/or loss of parking permit.
6. Student vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, another student's property, or contraband might be present in the vehicle. Failure to comply with a vehicle search may result in permanent forfeiture of parking privileges and the notification of local police if school officials believe a crime has occurred.
7. All passengers including the driver MUST have a seat belt on before leaving the student parking lot. Failure to adhere to this law will result in disciplinary action, which could include an interruption of parking privileges.
8. Parking permits are non-transferable. Students found buying, selling, exchanging, altering, or counterfeiting permits will have their parking privileges permanently revoked and will be subject to suspension with no parking fees refunded. This rule includes temporary permits. Students may also be charged with theft.
9. Parking is assigned on a semester basis. Obtaining a permit for the first semester in no way implies that the student will be eligible for a second semester permit.
10. The parking fee must be paid when the parking permit is issued. **A student may NOT drive to school until displaying a valid permit.**

Students receiving parking permits accept responsibility for following all parking rules and regulations. Suspension of driving privileges, towing, booting, and/or suspension from school may occur when violation of these rules occurs. Parking privileges will be revoked anytime the student receives ISS or OSS. Any car that is parked illegally is subject to towing by A-Tow (770-475-1810) or booting at **owner's expense.**

## Community Support Organizations

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

Alpharetta High School is fortunate to have an outstanding unit of the National PTA to provide support for our school programs and student activities. The PTSA provides volunteers to assist with various school projects and services, sponsors various Drug & Alcohol Abuse Awareness and Parenting Programs, coordinates networking groups for parents, and serves as an advocacy group for improving educational opportunities. PTSA funds provide expanded technological resources, educational enhancements, funding for substance abuse programs, and capitol projects for the school.

PTSA highlights include sponsoring Information Nights, guest speakers, Honors Night, and Red Ribbon Week. Activities are open to all parents; dates for specific events are listed on the AHS PTSA website at <http://www.ahsptsa.org/>. Parents are encouraged to sign up for the AHS E-Mail News (ENN).

### **Local School Council (LSC)**

The Local School Council serves as a vehicle of communication between the community and Alpharetta High School as well as the Fulton County Board of Education. LSC is an advisory, not policy making, committee that functions under the guidelines of the Governor's Education Reform Act. The council is comprised of teachers, parents, students, representatives from PTSA and booster organizations, and the principal.

Parents or students having concerns about policies and procedures, or who wish to provide input regarding proposed policy and procedure revisions are encouraged to utilize LSC as a forum to voice their concerns and suggestions. Individual concerns regarding a particular teacher or student should be communicated through individual teachers, department chairs, assistant principals, or the principal. All meetings are always open to the public; however, those wishing to speak must contact the principal in advance to be placed on the agenda.

### **Booster Clubs**

The Athletic and Fine Arts Associations exist to provide support to our athletic and performing arts organizations. Each year, our parent groups provide much needed equipment, transportation, uniforms, awards, and other services that supplement the resources of the school system. Parents of students involved in school activities are highly encouraged to participate in the appropriate booster organizations.

## Fundraising and School Funds Procedures

### Student Activity Funds

All must follow FCBOE policies and procedures for handling school funds. This information is available from the bookkeeping office or the club sponsor.

- Reimbursements will be made only with prior written approval.
- Requisitions **must be completed prior to purchases** and must be signed by the Sponsor and the Principal
- Deposits should be made as collected-Nothing paid for with cash from a deposit
- All transactions should run through the bookkeeping office so that all monies are accounted for on the ledger for the club.
- Any Fundraiser or Charity Collection must have prior written approval – **30 days prior to activity**.
  - Clubs must have sponsor and principal's signature
  - Music Assoc. must have AHSMA Board approval/signature and principal's signature
  - Athletics must have head coach, booster, and principal's approval/signature. Forms are in Public Folders (Sponsors have access in Outlook), in the mailroom, and on the AHS website.

### Booster/Parent Organizations

Please check with the school bookkeeper, your sponsor, director, coach, or bookkeeper for your organization before collecting funds or purchasing items so that proper policies and procedures are followed. The principal must be informed through the school bookkeeper if your organization is interested in opening an individual checking Booster/Parent Organization account. Copies of your organization's budget may be requested periodically for review by the principal. General policies and procedures are on the Fulton County website.



### ATHLETICS

#### 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.

All students *must* have a physical exam on file **before tryouts or athletic practice begins**. Athletes must provide a waiver stating that they have appropriate insurance coverage or purchase school insurance. All eligibility requirements established by GHSA *must* be met and maintained.

Fifth-year students **are not eligible** to participate in competitive events. They may participate in other activities provided they meet eligibility requirements.


All athletes *must* obey training rules at all times, especially the *Interscholastic Competition Drug/Alcohol/Tobacco Policy* concerning the non-use of alcohol, tobacco, and controlled substances, and consequence for violations of the policy. Athletes are expected to obey all local, state, and federal laws.

# ALPHARETTA RAIDERS ATHLETIC TEAMS



Teams representing all Georgia High School Association (GHSA) sanctioned sports are available at the varsity and sub-varsity levels, including football, baseball, basketball, volleyball, lacrosse, cheerleading, soccer, track, softball, cross country, golf, gymnastics, tennis, wrestling, and swimming. In addition, Debate and Literary Competitions are offered under the auspices of GHSA. Participants must meet academic eligibility requirements.

Please visit [www.ahsraiders.com](http://www.ahsraiders.com) and select "Athletics" for information about an individual sport and/or to contact the head coach. Mr. Kirk Alexander serves as Athletic Director for Athletic.

<i><b>Fall Sports – Head Coach</b></i>	<i><b>Winter Sports - Head Coach</b></i>	<i><b>Spring Sports - Head Coach</b></i>
<p><b>Competition Cheerleading</b> Katie Gumm Arnold</p> <p><b>Football Cheerleading</b> Lynne Loudy</p> <p><b>Girls Cross Country</b> Melissa Massey</p> <p><b>Boys Cross Country</b> Coleman Binford</p> <p><b>Fast-Pitch Softball</b> Jon Gustin</p> <p><b>Football</b> Jason Dukes</p> <p><b>Volleyball</b> Kathryn Houghton Ely</p>	<p><b>Girls Basketball</b> Angela Anderson Hurt</p> <p><b>Boys Basketball</b> Fredrick Hurt</p> <p><b>Basketball Cheerleading</b> Cheryl Solan</p> <p><b>Swimming</b> Emily Santowski</p> <p><b>Wrestling</b> David Burton</p> <div style="text-align: center;">  </div> <p><b>Athletic Director</b> Kirk Alexander</p>	<p><b>Baseball</b> Steve Bohn</p> <p><b>Girls Golf</b> Jimmy Pagel</p> <p><b>Boys Golf</b> Kirk Alexander</p> <p><b>Gymnastics</b> Katie Gumm Arnold</p> <p><b>Girls Lacrosse</b> Laurie Adkins</p> <p><b>Boys Lacrosse</b> Mike Scheifflee</p> <p><b>Girls Soccer</b> Rebecca Parker</p> <p><b>Boys Soccer</b> Sheldon Karp</p> <p><b>Girls Tennis</b> Bill Reese</p> <p><b>Boys Tennis</b> Steve Kolkka</p> <p><b>Track &amp; Field</b> Rod Chance</p>

## TITLE IX

It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments. Students are thus protected from discrimination in all areas and aspects of school life. If you believe that you have been discriminated against on the basis of sex, you may go the Main Office and make a claim that your rights have been violated.

**Sexual Harassment:** A student should inform a teacher, counselor, or administrator immediately if he/she believes that he/she is receiving unwanted comments, touching, or sexual advances.

**Harassment or Acts of Bigotry:** A student shall not insult, intimidate, or harass any person by committing any act of bigotry (directed toward another person's race, ethnic heritage, religion, national origin, age, sex, disability, or economic status) that would tend to cause substantial disruption of the educational setting or school activity. Teasing and taunting are also prohibited.

## CLUBS, SERVICE GROUPS, AND PERFORMING ORGANIZATIONS

By participating in a school activity, students play an important role in establishing traditions and events that will benefit our community for many years. Alpharetta's academic, social, service, and performing organizations coupled with a full sports program will offer something for everyone. Furthermore, students who get involved in school activities realize greater academic success than those who are not involved.

Our school's mission is **“to be nationally competitive in academics, the arts, athletics and service to the community.”** The many organizations listed below provide students with an opportunity to personally fulfill this mission. Membership announcements are made and posters go up throughout the year. Below is a sampling of opportunities:

Academic Bowl	Key Club
Alpha Productions	Leo Club
Amnesty International	Literary Magazine
Animal Rights and Rescue (ARR) Club	Math Team
Anime (Japanese animation)	Medical Club
BETA Club	Mission Life
Black Student Alliance	Mu Alpha Theta
Bridge Club	Multicultural Club
Community String Ensembles	Muslim Student Association (MSA)
Composer's Society	National Art Honor Society
Dance Club	National English Honor Society
Environmental Club	National Honor Society
Equestrian Team	Newspaper
Fashion Club	Policy Debate
FBLA	Raider Ambassadors
FCA	Raider Readers Book Club
FCCLA (Family, Career, Community)	Raiders for a Cure (Breast Cancer)
Feed My Read	Running Club
Fencing Club	SADD
Fiddle Team	Science Olympiad
FLOOD	Shuffle Club
Free the Children	Spanish Honor Society
French Club	Speech Team
FRIENDS Club	Student Council
Frisbee Club	Student Diplomats
Geocaching Club	Table Tennis Club
Giving Point	TRI-M
Global Citizes	Vibha Youth
iHope	Website
Jewish Student Union	Yearbook
Junior Civitan	Yellow Ribbon Club
Junior State of America	



***It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any program, activity, or service.***

***If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone 404-763-6801. TTY 1-800-255-0135.***