

# **NORTHSIDE HIGH SCHOOL**

## **Student and Parent Handbook**

**2023-2024**



**Northside Patriots:  
Unlocking Potential; Changing the World**

**Martin Richburg, Principal**

**2002 American Way**

**Columbus, Georgia 31909**

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July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**3-31** Summer Break

**4** Independence Day Observed

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**1-4** Teacher Planning/Staff Development Days(PK-2)

**1-7** Teacher Planning/Staff Development Days(Secondary)

**2-7** System-wide Verification Days

**7** In-person grades PK-2(Phase-In)

**8** 1st Day of School/1st Semester Begins

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**4** Labor Day

**7** Progress Report



## 2023-24 School Year Calendar

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**6** Virtual Learning Day(No school PK-2)

**9** Teacher Planning/Staff Development Day

**11** End of 1st Nine Weeks

**13** Report Cards

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**10** Veterans Day

**13** Progress Reports

**20-24** Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**20** 1st Semester Grading Period Ends

**21-29** Winter Break

Student/Teacher holiday

Semester Start Dates

Teacher Planning/Staff Development/Student Holiday

Virtual Learning Day

Progress Reports/ Report Cards

In-person Phase-In for Students

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**1-2** Winter Break

**3** Teacher Planning/Staff Development

**4** 2nd Semester Begins

**8** Report Cards

**15** Martin Luther King Jr. Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**6** Progress Report

**16** Teacher Planning/Staff Development

**19** Presidents Day

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**11** End of 3rd Nine Weeks

**13** Report Cards

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**1-5** Spring Break

**18** Progress Reports

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**15-18** Graduation

**21** Last Day of School/Report Cards (Elementary)

**22-23** Teacher Post Planning

**23** Report Cards(Secondary)

**24-31** Summer Break

**27** Memorial Day

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**3-28** Summer Break

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## **MISSION STATEMENT**

Our mission is to inspire and equip all students to achieve unlimited potential.

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## **NORTHSIDE HIGH SCHOOL ALMA MATER**



Oh Patriots, Oh Patriots, we stand tall and proud.  
We fight our way to victory; defend our honor and our pride.  
Oh Patriots, there's none like us, we'll rise come what may.  
Succeed in everything we do, conquering each day.  
Northside High, Northside High  
Red, white, and blue.  
We are the best, above the rest. We pledge our hearts to you.  
Northside Patriots.

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## **ADMINISTRATION**

Principal..... Mr. Martin Richburg  
Assistant Principal..... Mr. Nathan Laney  
Assistant Principal..... Mrs. Nila Burt  
Assistant Principal..... Mrs. Natalie Teasley  
Athletic Director .....Mr. Morgan Ingram

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## **SCHOOL DEPARTMENT**

School Counselor.....Mrs. Teresa Dean  
School Counselor .....Mrs. Auburn Randolph  
School Counselor .....Mrs. Ashley Redondo  
School Counselor .....Mrs. Nicole Rolison

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## **DEPARTMENT CHAIRPERSONS**

Career Education/Technology .....Mrs. Emily Styers  
English..... Mrs. Jennifer Sparks-Grizzard  
Fine Arts ..... Mr. Isiah Harper  
Foreign Language ..... Mr. Chris Calle  
Magnet Coordinator .....Mrs. Denise Fuller  
Math .....Mrs. Leslie Cooper  
Physical Education.....Mrs. Tish Hidle  
Science .....Mrs. Melissa Seckinger  
Social Studies.....Mrs. Chelsie Rogers  
Special Education..... Mrs. Casey Dial

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## **POLICIES AND PROCEDURES**

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### **ABSENCES**

Parents are encouraged to make medical and legal appointments during non-school hours. If this is not possible, students should come to school and check-out just prior to their appointment time.

Attendance is taken each period and a student must be in attendance for at least 45 minutes of a class to be counted as present.

### **RETURN TO SCHOOL AFTER AN ABSENCE:**

- Students should submit a parental/doctor's note containing the date(s) and reason(s) for the absence to their 1st period teacher within 3 school days of their return to school
- Students are only allowed 3 parent excused absences per 9 weeks
- All other absences will be considered unexcused without a doctor's note or court order
- It is the student's responsibility to make up all work missed as a result of an excused absence
- Student must make arrangements for make-up work upon their return within 3 school days
- Presentations/tests may be required on the first day of attendance after an unexcused or excused absence
- Any course work missed due to an UNEXCUSED absence will NOT be accepted for credit
- A checkout for any portion of a day will be considered as a parent note unless a doctor's note is provided

### **ARRIVAL**

Attendance is an important part of learning and all students are expected to be at school on time each day. School hours are from 8:45 a.m. until 4:00 p.m. Students who arrive at school before 8:35 a.m. should report to the Cafeteria or Courtyard. Students will be allowed in other areas of the school before 8:20 a.m. only if they have a pass from a teacher or administrator. A pass needs to be secured before the student leaves school on the previous day.

### **CERTIFICATE OF ENROLLMENT**

Students who need a "Certificate of Attendance" or "ADAP" form in order to get their driver's permit or license should sign up using the form found on the Northside Website the week before they will visit the department of driver services. Forms are available for pickup the following Friday in the Guidance Office and expire 30 days after issuance.

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

Students who need to check out for appointments should present a written notice from the parent or legal guardian (with a telephone contact number) stating the reason for leaving. All notices should clearly state the time and date for the checkout and be submitted to the attendance office the day before the checkout or no later than 8:40 a.m. the day of the checkout. Parents, legal guardians, or those specifically designated by the parents, will be the

only persons allowed to pick up the student. Parents are discouraged from requesting, by phone, for students to check out. Driving students are allowed 5 checkouts by note or phone call. After 5th checkout, a parent must be present to check student out of school. All students must be signed out through the Attendance Office before leaving campus. Proper photo ID must be shown by the parent/guardian/designee before the student will be released. A parent is required to go the attendance window for all INITIAL check-ins after 12 p.m. Students attempting to check out, using others to impersonate a parent, will be suspended from school for a minimum of one day. Students may not be checked out after 3:35 without an official doctor's appointment card being provided. No phone checkouts will be allowed on the last day of school before the following breaks: Thanksgiving Break, Winter Break, Spring Break, and end of the year.

### **TARDY TO SCHOOL**

Tardiness is a school and classroom disturbance. Students reporting to school after the 8:45 bell are considered tardy to school.

**Tardy to Class** - A student is tardy to class when he arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of the instructional time. Tardies are only considered excused when the student presents a doctor's note for that day. These excused tardies will not be counted in the disciplinary steps associated with habitual infractions.

**Tardies** - Students accumulating three (3) days of tardies will receive central detention from the teacher.

**Continued Tardies** - 6th & 7th - Referral to the Principal or the Principal's designee where ISS will be assigned. Subsequent Referrals will result in 3 days ISS, and mandatory parent conference.

**10 or More Days** - Referral to the school social worker and to support agencies outside the school system, as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

### **ALCOHOL, NARCOTICS, STIMULANTS, & OTHER DANGEROUS DRUGS**

The Muscogee County Board of Education places the highest priority on the elimination of substance abuse in the school and in the community. The use, possession, or transmitting of illicit substances will be met with firm and consistent disciplinary measures with referral to the MCSD Discipline Tribunal. Students in the Muscogee County School District are prohibited from possessing, using, selling, transmitting, intending to transmit, or being under the influence of alcohol and substances made illegal by the Georgia Controlled Substances Act. This includes, but is not limited to:

- √ On the school grounds during, immediately before, or immediately after school hours;
- √ On the school grounds at any other time when the school is being used by any school group;
- √ On the school grounds at a school activity, function, or event;
- √ Within legal proximity to school grounds as designated under Georgia Statutes;
- √ On the way to or home from school;
- √ At any school-sponsored function, whether held during or after regular school hours, whether held on or off school property;
- √ On the way to or from school functions, activities, or events or during any time that students are under the jurisdiction of school authorities.

Illegal and dangerous substances defined by local and state laws are covered by this policy. Such substances include, but are not limited to:

- √ Drugs (stimulants, depressants, hallucinogens, inhalants, opiates) including but not limited to narcotic drugs, amphetamines, barbiturates, marijuana, cocaine, or any other contraband or controlled substance or prohibited drug;
- √ Alcoholic beverages or intoxicants of any kind;
- √ Prescriptive medicine or drugs, with or without medical cause or medical permission, unless such medications have been registered with the school's main office personnel according to school procedures.

Parental permission to have or use substances prohibited by this policy, including alcohol, does not exempt a student from this policy. **Police will be involved with any violation of the Georgia Controlled Substance Act.** All students found guilty of being in possession of or selling illegal substances prohibited by the policy will be taken before the MCSD Disciplinary Tribunal and expulsion will be recommended.

### **ATHLETICS**

Northside offers a wide variety of sports for student participation. We are a member of the Georgia High School Association which governs student eligibility. Questions regarding eligibility should be directed to Morgan Ingram, Athletic Director. For information regarding a particular team, please contact the respective coach.

Baseball	Cross Country	Golf	Basketball	Drill Team
Rifle	Cheerleading	Football	Soccer	Softball
Track	Swimming	Volleyball	Tennis	Wrestling
Flag Football				

### **ATHLETIC SCHOLARSHIP SIGNING**

Student athletes will be allowed to participate in one of the three signing ceremonies that are scheduled each year in conjunction with nationally recognized signing dates. To be eligible to participate in one of the signings an athlete must: 1) notify their head coach and Coach Ingram of their intent to accept an athletic scholarship offer two days prior to the scheduled event; 2) provide written documentation from the college from which the scholarship is being offered; 3) have completed the last full season of the sport at Northside High School in which the scholarship is being awarded. Appropriate signing décor will be regulated and items must be pre-approved before they will be added to the signing table or stage. Appropriate attire by student athletes is at minimum business casual. Any questions concerning dress should be directed to Coach Ingram prior to the day of signing. Individuals not meeting this requirement will not be allowed to participate in the ceremony.

### **ATHLETIC SEASONAL PARTICIPATION**

Northside offers 25 team sports each year. In order to create a team first environment, student athletes are expected to complete the season of their chosen team prior to beginning another sport.

### **AUTOMOBILES**

Parking by permit only. All others are subject to tow at owner's expense. All students who drive to school must register their vehicles with the school. There is a \$40.00 charge for parking privileges and students must be a "full-time" driver to purchase a permit.

A completed application and current driver's license is required to purchase a parking permit. Parking permits must be properly displayed and clearly visible. Teacher parking is in the parking lot adjacent to the bus loop. This area is off limits to student drivers. Students parking in teacher areas may lose their parking privilege. Students are not permitted to go to their cars during the school day without permission from an administrator. Cars and the parking lot are off-limits during the school day.

#### Parking Lot Etiquette and Rules:

- \* Park in your assigned spot
- \* Display hang tag on rear view mirror
- \* 5 MPH max speed on campus
- \* Follow traffic patterns
- \* Exit Cars Upon Arrival
- \* Maintain Low Radio Volume
- \* Arrive on time daily (no more than 7 tardies or 15 absences)

A violation of any of the rules listed above, continued discipline infractions, or unsafe driving practices will result in the loss of parking privileges.

**\* The recreation center and its parking lot are city property and does not fall under the jurisdiction of NHS or the MCSD. Any incidents occurring there may be referred to the Columbus Police Department.**

#### **BUS TRANSPORTATION (MCSD BUS RULES APPLY AT THE BUS STOP)**

Free and reliable bus transportation is a service provided for students as long as their behavior is safe and acceptable. Bus passes are required for all students riding MCSD buses. Magnet students out of the area will be transported. Generally, transportation is not provided to students attending Northside through a hardship assignment.

Students can and will be disciplined by the administration when behavior on the bus is unsafe or disruptive. Disciplinary measures begin with a one day suspension from the bus, and can, after continued unsafe behavior referral from the bus driver, result in a student's suspension from the bus for the remainder of the school year.

Students must have written permission from a parent or guardian and approval of the administration in order to ride a bus not assigned to the student. Students must bring a note from their parents with a parent contact number to the attendance office that morning for verification purposes. If the request cannot be verified, it will be denied and the student must use their normal means to get home or to school.

Students transferring buses at the shuttle point are reminded that they are required to ride the bus from the shuttle point to their designated stop. Parents may not drop off or pick up students at the shuttle point. If this occurs, according to MCSD Department of Transportation rules, the student will be suspended from the bus for the remainder of the year.

#### **CAFETERIA/LUNCH AND BREAKFAST**

Eating at school is permissible only in the cafeteria or on the patio during lunch hour. No food or drinks will be taken to other areas or consumed during class. Teachers will monitor this before and after school and during every class period. Breaking in line or saving places in line for friends is not

permitted. You may bring your lunch from home, but food brought in from outside restaurants is not permitted in the lunchroom or patio eating area. Lunch trays and trash should be disposed of before leaving the cafeteria. You may not be tardy to lunch without a pass from a teacher or administrator.

We have ample eating space inside the cafeteria. In good weather there is also outdoor seating. This area must be kept clean and trash free or the privilege of eating outdoors may be revoked. Students are expected to exhibit good manners in order that everyone can enjoy breakfast or lunch break. Students are expected to follow these guidelines:

- ☐ Report directly to the cafeteria when the bell rings
- ☐ Do not be tardy to the cafeteria
- ☐ Remain orderly and maintain a low conversational tone
- ☐ Clean off the table before you leave and properly dispose of waste
- ☐ **REMAIN** in the cafeteria during your assigned lunch period; after you have eaten, remain in the cafeteria until you are dismissed.
- ☐ Breakfast is served from 8:10-8:35

### **SCHOOL NUTRITION PROGRAM (SNP)**

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, FDA standards for portion sizes and the elimination of the consumption of fried foods as well as foods containing > 35 % sugar by weight. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment. The use of candy and other food rewards for academic performance or good behavior is prohibited. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

The School Nutrition Program provides a healthy breakfast and lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children and a school lunch may be purchased to eat in the cafeteria with the students.

School meals may be captured at the point of sale in a variety of ways. Pin pads or bar code scanners will be used.

### **SPECIAL DIETARY NEEDS**

MCSD School Nutrition will make meal modifications and substitutions to the regular school meals for a student with a disability that restricts their diet. The Special Dietary Needs Prescription Form must be completed and signed by a licensed physician, unless the child has a healthcare plan or an IEP/504 Plan on file, and returned to MCSD School Nutrition Program, including the school cafeteria manager and the Nutrition Specialist before the school cafeteria can provide any modifications or substitutions. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. You may contact the School Nutrition office at 706-748-2386 for more information.

A nutrition analysis chart for menu items is available on the website. Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Supply chain issues may cause substitutions; manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school, so check with the Nutrition Manager at your student's school for specific information.

### **MENUS**

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

### **COMMUNITY ELIGIBILITY PROVISION (CEP)**

The Community Eligibility Provision (CEP) was established by Congress through the Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Programs. CEP aims to increase access to the School Meal Programs by offering breakfast and lunch at no charge to all students, without the need to process or collect individual free and reduced meal applications. Forty-one of our schools are CEP schools. Please contact your student's school office or call the School Nutrition Office at (706) 748-2386 to see if your student's school is a CEP school.

### **FREE & REDUCED MEAL PRICED MEAL APPLICATIONS (Non-CEP Schools Only):**

Free and Reduced Meal Priced Meal Applications (Non-CEP Schools Only):

If your student is enrolled in one of the 12 Non-CEP schools (see list on previous page), a new application must be completed and approved every school year before your child can qualify for free or reduced-price meal benefits. For quicker processing, an online application is available at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, a paper application is available upon request at your child's school or at the School Nutrition Office at 2960 Macon Road. If completing a paper application, we must receive the original since these applications are scanned. We cannot accept a faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. You will be notified with a letter regarding the outcome of your application.

Applications CANNOT be approved if they are not completely filled out so please COMPLETE ALL REQUIRED FIELDS on the application. Until your application is approved, please provide your child(ren) with money to purchase meals.

If you have an approved MCSD application from the previous year on file, benefits will be extended for the first 30 days of the new school year (or until a new eligibility determination is made, whichever comes first). After 30 days, your child's status will change to PAYING and they will be charged for meals until a new application is approved. If your application is denied or incomplete, please call our office with any questions at 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. For quicker processing of meal benefit applications, the Family Meal Application is available online at [www.myschoolapps.com](http://www.myschoolapps.com). If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road. Computers will also be available in the School Nutrition Main office.

### **PAYING FOR SCHOOL LUNCH**

Muscogee County SNP does accept personal checks as payment for meals in our cafeterias. Payments may be made by cash, money order, cashier's check, traveler's check, or on-line via our online payment system, My School Bucks, using your credit or debit card.  
[www.MySchoolBucks.com](http://www.MySchoolBucks.com)

### **SCHOOL MEAL PRICES**

School Meal Prices: Prices are subject to change based on USDA reimbursements rates

<b>Breakfast</b>		<b>Lunch</b>	
Elementary, Paid	1.00	Elementary, Paid	2.45
Middle/High, Paid	1.25	Middle/High, Paid	2.70
Reduced	.30	Reduced	.40
Adult, MCSD Staff	1.75	Adult, MCSD Staff	4.00
Adult, Outside MCSD	2.00	Adult, Outside MCSD	4.50

Free and reduced priced meals for breakfast and lunch are available for eligible students. Applications can be picked up at the School Nutrition Office, or parents may contact the School Nutrition Manager at any school.

### **CHARGING MEALS**

Charging meals is discouraged, but may be necessary in certain cases. Elementary students will be allowed to charge a total of three breakfasts and three lunches. Middle and high school students will be allowed to charge a total of one breakfast and one lunch. If your child reaches his/her charge limit and does not have money in his/her account, and does not have cash with which to purchase their meal, an alternative meal will be provided. There is no provision for adults to charge. No charges will be accepted for a la carte items. Students will not be able to charge any meal after May 1st through the duration of the school year. It is necessary that all outstanding charges be paid to the cafeteria Manager prior to the last day of school. Please respond promptly to messages that you receive, both written and phone calls, regarding charges on your student's account.

### **SEAMLESS SUMMER OPTION**

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the website or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

### **CAMPUS AUTHORITY**

Students must be aware that all administrators, teachers and support staff have authority over students. Instructions from a teacher or staff member are to be followed by every student whether or not that student is assigned to that respective teacher, class or area. Failure to cooperate with school officials or personnel will result in disciplinary action. All faculty and staff members have the responsibility of enforcing all rules, regulations, and policies.

### **CELL PHONES**

Although students may bring cell phones to school, it is recommended that they be turned off during the school day. Cell phones may only be used in the classroom with explicit permission from the instructor or after school. They may not be used on school buses. Cell phone violations will result in disciplinary actions.

### **CLINIC**

Students who become ill during the school day can report to the Clinic from 10:00 a.m. - 1:30 p.m. or the Front Office at other times for assistance. If parents need to be notified, this will be done at that time. **Students may not call their parents from any other location.** Illness does not permit a student to stay in the restroom for an extended period of time.

Prescribed drugs and medicines are to be registered and kept in the clinic. Students who are required to take medication during school hours must have the medicine administered in the Clinic.

## **CLUBS AND ORGANIZATIONS**

Academic Decathlon  
Band – Marching, Jazz & Ensemble  
Chorus – Northside Singers Ensemble  
Jr. Class Council  
Drama  
Future Business Leaders of America  
Literary Magazine  
Math Team  
Model United Nations  
National Technical Honor Society  
Peer Helpers  
Science Academic Team  
Science Olympiad  
Spanish Club  
Technology Student Association  
Yearbook  
GSA

*\*\*Clubs added as approved by the Principal*

Art Club  
Book Club  
Chess Club  
Sr. Class Council  
DECA  
FCCLA  
Health Occupation Students of America  
Junior Class Council  
Literary Meet  
Mock Trial  
National Honor Society  
Odyssey of the Mind One Act Play - Drama  
SADD  
Science Honor Society  
Shakespeare Festival - Drama  
Technology Club - TSA Technology Vocational  
Industrial Clubs of America Earth Club  
Multicultural Club

## **COMPUTERS/ RESOURCE MATERIALS**

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

Computers in this school are for educational use only. They are not to be personalized by students in any way—no screen savers, no passwords, and no changes in programs added to or deleted from the programs list. A minimum punishment is three days In-School Suspension and a maximum punishment is assignment to alternative school if a student does **ANY ONE** of the following:

- ✓ Damages or password protects ANY computer, peripheral device or ANY equipment whatsoever OR changes ANY settings on them.
- ✓ Steals or removes parts from ANY computer or peripheral device.
- ✓ Downloads or accesses ANY program or file without consent from the teacher in whose room the computer is located.
- ✓ Accesses ANY program or inappropriate file (such as inappropriate photos, games or videos, or threatening, derisive, or hate-oriented information) on the Internet or from a personal storage device.
- ✓ Posts or creates threatening, derisive, or hate-oriented materials.
- ✓ Uses a flash/jump drive, or a disk without approval from a teacher.
- ✓ Puts a rude, threatening, or obscene file name or similar content in a file on any computer
- ✓ Tries to circumvent the district's WAN firewalls by using ANY alternate routes.
- ✓ Streams video or music from any website OR listens to music or watches videos without teacher approval

**Care and Use of School Property** - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges). A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

## **DATE APPROVAL FORM**

Attendance at the prom, homecoming dance and certain other events are exclusive to Northside students and to their pre-approved dates. Northside students wishing to bring a non Northside student to one of these events must submit a single date approval form 10 days prior to the scheduled event for administrative approval. Outside guest may not be 20 years of age and must be enrolled and in good standing in a high school or have recently graduated.

## **DETENTION**

Individual teachers, for a wide variety of offenses, can assign detention to students. Detentions assigned on any given school day are to be served by the student on the next school day. Detentions assigned on Monday, for example are to be served by the student on Tuesday. Detentions will last for a minimum of 30 minutes beginning at 4:05 p.m. Students are to leave the building immediately after detention. Timely transportation home after detention is the student's responsibility, and lack of transportation is not an excuse for missing detention. If a student misses detention, he/she must serve after school for the next two school days to make up for the absence from detention on the day originally assigned. These two days are automatically assigned, and the teacher does NOT give another detention notice. ISS or Discipline School assignments are assigned to students who fail to serve detention. Out of school suspension will result if students miss detentions on a frequent basis.

## **DRESS CODE**

**Northside adheres to the Dress Code set forth by the MCSD Board of Education. Updates will be published on the MCSD website under Board of Education and Policies. Students in violation of the dress code will suffer the following consequences:**

- ☐ 1<sup>st</sup>-3<sup>rd</sup> offenses will result in Central Detention.
- ☐ Subsequent offenses will result in one day ISS.

### **Please note:**

- ☐ Students wearing extremely disruptive dress will be sent home immediately.
- ☐ Dress code violations must be corrected in order to attend classes throughout the day. The inability to correct the violations will result in the student spending the day in ISS.

It is not the intent of the Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

Individual schools may create a school-specific dress code, and are permitted to designate uniforms or apparel for students to wear. The schools shall present their choice to the Board of Education for review.

## **Shirts**

No undergarments are to be worn as outer garments

No midriffs should be exposed while sitting, standing or in any normal maintained position.

No see-through shirts/blouses

No tank tops, spaghetti straps, tube tops

Nothing that advocates drugs, sex, alcohol, violence, gangs, hate, or profanity

### **Shoes**

Northside High School is a very large campus that requires students to travel sizable distances both indoors and outdoors. It is our recommendation that only shoes that are suitable for inclement weather and safety in all scenarios be worn. \*\*Some classes will require specific types of footwear to be worn.

### **Pants**

Pants are to be worn on or above the waist / No Sagging

If pants can be worn properly on or above the waist, no belt is required

Pants with holes 3 inches above the knee are not to be worn

Pajamas are not to be worn

### **Dresses and Skirts**

Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.

### **Tights/ Leggings/ Yoga Pants, etc.**

Leggings and compression shorts may only be worn with a shirt that meets the minimum length for skirts and shorts.

### **Shorts**

Shorts may be worn with the length to be no higher than three (3) inches above the top of the knee cap.

### **Coats & Hoodies**

Hooded garments may be worn to school as long as the hoods are not worn indoors.

### **Hats**

No head coverings i.e., bandanas, do rags, sweat bands, and hats

### **Jewelry**

No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed. Items such as chains on a belt, wallet, etc. and items with spikes are not permitted.

Each school is expected to create a progressive discipline plan to address dress code violations using out of school suspension as the last intervention. The administration shall determine whether any particular mode of dress, apparel, jewelry, grooming, emblem, insignias, badge or symbol results in such interference or disruption as to violate the dress code. Those students who, in the opinion of an administrator, are not dressed appropriately may not return to classes until properly dressed and groomed and may be subject to disciplinary action.

## **EMERGENCY PROCEDURES**

Fire drills and tornado drills are mandated by law. Plans for Emergency Preparedness are updated yearly, kept on file in the main office, posted on the bulletin board in the office, listed as part of the NHS Teachers' Handbook and Crisis Response Handbook, and are covered in detail in faculty meetings. Teachers should remind students of procedures for drills and emergencies during the first week of school and periodically throughout the school year.

Fire drills are signaled by a special alarm siren that continues to sound for an extended period of time. Students are to move quickly and silently, in single file, to the exit designated for the class to which they are assigned. Fire drill routes are posted prominently in every classroom. Teachers will take roll and note any missing students.

The signal for a tornado drill is three (3) long tones sounded over the PA system. Students are to remain calm and quiet, and follow the instructions posted in each classroom and/or given verbally by the teacher.

In a "Lockdown" situation, an announcement will be made over the PA system to notify teachers that we are now in a "Lockdown". Teachers are to make sure students are in class, seated, and the doors to their respective classrooms are locked. **Under no circumstances** are students to be allowed to leave the room once this announcement is made, and they are not to be released to their next class or to go home **until specified by an administrator**. Further information or instructions will be provided as quickly as possible by courier, radio, television monitor, or over the PA system.

Teachers are reminded that, in any emergency situation, their primary responsibility is their students. Teachers will carry their roster or attendance books with them any time they leave the room in any emergency situation. Students should stay with their classes for roll call.

### **FIGHTING**

Fighting is considered a major offense because it threatens the safety of our students and teachers, and is a major disruption to the school day. Students who fight at school will be suspended for a minimum of **five** school days and may be charged by the MCSD Police Department with a minimum charge of disorderly conduct.

Let a teacher or administrator know when there is a potential problem so we can help before the fight erupts. Fighting will not be tolerated.

### **GRADING SCALE**

MCSD uses a ten point grading scale. Quality points are used to calculate Grade Point Averages.

90-100	A	4 Quality Points
80-89	B	3 Quality Points
70-79	C	2 Quality Points
Below 70	F	0 Quality Points

### **HIGH SCHOOL CURRICULUM REQUIREMENTS FOR DIPLOMA AND ENDORSEMENTS**

Current Georgia High School Graduation requirements are effective for students enrolling in the ninth grade for the first time after the 2008-2009 school year. The Muscogee County School District offers several programs leading to completion of high school. Special programs such as Magnet Schools, Performance-Based, and Special Education may have different requirements.

### **COURSE REQUIREMENTS FOR ALL STUDENTS**

All students will take:

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 ½ units of Social Studies
- 1 Health/Personal Fitness Course
- 3 units (at least) of Career/Technical/Agricultural and/or Modern (Foreign) Language /Latin and/or Fine Arts
- 3 ½ (at least ) Electives

A total of 23 Carnegie Units are required by the Muscogee County School District.

- Core Courses include mathematics, English/language arts, science, social studies and modern language.
- CTAE designated courses may be used to meet the fourth science unit.
- Core Area Electives may include fine arts, CTAE, and/or modern (foreign) language. Two units of one selected modern (foreign) language are required of students with intentions to enter a University System of Georgia institution. A total of three (3) units are required from CTAE and/or modern (foreign) language and/or fine arts for all students. Students are encouraged to choose electives that support their future academic and career goals. A wide range of courses are available.
- Students with Disabilities will be eligible to earn a regular diploma by meeting the requirements outlined in the rule and in their Individualized Education Program.

### **GRADUATION REQUIREMENTS FOR MCSD**

A student must meet the graduation requirements in effect at the time of enrollment in the ninth grade, regardless of changes in requirements affecting subsequent classes. The requirements include the following:

1. Earn a total of twenty-three (23) Carnegie units of credit in grades 9 through 12.
2. Pass specific courses as prescribed.
3. Complete one Term (18 weeks) of attendance immediately preceding graduation in a Muscogee County School District high school.

### **GUIDANCE SERVICES**

(706) 748-2935 – Northside Guidance Department

Hours of Operation: Monday – Friday 8:05 a.m. - 4:05 p.m. (Lunch: 12:00 p.m. - 12:30 p.m.)

The efforts of the Guidance Department are directed toward encouraging Northside students to develop self-knowledge and self-discipline and to define and attain their educational and vocational goals to the highest degree consistent with their abilities. Northside's multifaceted approach with counselors, advisors and classroom teachers providing information and guidance, play an important role in the total educational process. Parents, students and faculty are invited to make use of this service. Students and parents are encouraged to seek the assistance of the guidance department for scholarship information, financial aid, college applications, problems in the classroom or academic advice. Parents should contact the guidance department 48 hours in advance to schedule conferences with teachers or staff. Parent teacher conferences are available for schedule from 8:05-8:35 AM Monday-Friday.

### **HALL PASSES**

Students are not to be out of class without the classroom teacher's permission. Teachers may allow students to leave class only when absolutely necessary. Students should be issued passes that specify their name, destination, the time and the date. Students are not allowed to leave the lunchroom or the courtyard areas during lunch periods without a pass from a teacher. Students out of class without authorization are considered to be skipping and will be disciplined accordingly. No late passes from a teacher, on a regular basis, will be allowed. Students (with or without a pass) who are not where they should be at any given time will be referred for skipping.

## **IN-SCHOOL SUSPENSION**

In-school suspension (ISS) is an in-house consequence for minor misbehaviors. Students spend their assigned days in the ISS room, work on assignments sent by their teachers, take tests, do school community service and get credit for attendance at school. Grades are not penalized in any way if ISS is completed successfully. Students must stay on task while in ISS. Failure to follow ISS rules will result in out of school suspension. Students suspended from ISS will not be allowed to return to ISS during the course of the current school year. All work assigned by teachers must be completed before a student is permitted to return to regular classes.

## **LOCKERS**

Lockers are provided for student use for a rental fee of \$10.00 or as a part of their class package. When lockers are left open or combinations shared, three undesirable consequences might occur:

(1) items are stolen

(2) locker doors are bent or otherwise vandalized and/or

(3) students become responsible for contraband left in their lockers by others.

**School administrators have the legal right and obligation to ensure enforcement of school policies and have the right to search a student, his/her locker, and other personal effects.** Students are not permitted to share lockers. The sharing of lockers will mean loss of locker privileges. Students may bring book bags on campus but they are encouraged to be left in lockers during the school day.

## **MEDIA SERVICES**

The Media Center plays a strategic role in the instructional program of Northside High School. The center contains a wealth of materials and services, including books, videos, on-line capabilities, and other media for the use of students and faculty. The Media Center is available to students during the day with a pass from their respective teachers.

## **OUT OF SCHOOL SUSPENSION**

Students receiving out of school suspension as a consequence for behavioral or disciplinary code violations may not be on campus or attend and/or be involved in school activities (on or off campus) throughout the time of their suspension. The student will be considered to be trespassing. Although credit is not awarded for assignments given during OSS, students are encouraged to complete the activity in order to prepare for future assessments. All absences due to out of school suspension are unexcused. Please be mindful that Loss of Credit due to excessive absences occurs at the 16<sup>th</sup> absence, excused or unexcused. A parent conference is required before a student may return from an out of school suspension.

## **PROMOTION/RETENTION**

Students' class level/grade is specified at the beginning of the year. A set number of credits must be earned prior to beginning the school year in order to be promoted.

0-4 Credits	Freshman	9 <sup>th</sup> grade
Minimum of 5 Credits & 1 complete year in high school	Sophomore	10 <sup>th</sup> grade
Minimum of 11 Credits & 2 complete years in high school	Junior	11 <sup>th</sup> grade
Minimum of 16 Credits & 3 complete years in high school	Senior	12 <sup>th</sup> grade

A student must earn at least 23 Credits by the end of the school year to graduate.

Credit Recovery is offered during summer break to students that have failed to gain a credit in select courses. A minimum yearly average of a 60 is required for summer participation.

## **PRINCIPAL'S LIST AND HONOR ROLL**

The Principal's List will be for those students with straight "A's" for all subjects. The Honor Roll will be for those students with "A's and/or B's" in all subjects. Principal's List for the year will be for those students who received "A's" in all subjects each grading period, not an "A" average. Honor Roll for the year will be for those students who received "A's and/or B's" in all subjects each grading period.

## **SCHOLASTIC DISHONESTY**

The following are considered scholastic dishonesty and shall be strongly disciplined. This includes, but is not limited to:

- ☐ Taking of information of any form into a test situation for the purpose of responding to test items or assisting others;
- ☐ Plagiarism;
- ☐ Taking of test questions or materials to provide assistance in later test situations;
- ☐ Copying or allowing the copying of work during a test situation;
- ☐ Copying or allowing the copying of work (homework or class work) when the copied material is to be counted as part of the student's grade.
- ☐ The use of AI to complete assigned tasks

1<sup>st</sup> Offense – Documented discipline referral and parental contact by teacher

2<sup>nd</sup> Offense - 3 days ISS, parental contact by teacher

3<sup>rd</sup> Offense – 5 days ISS, parental contact by teacher

\*The grade for the assignment is at the discretion of the teacher.

Students will not be eligible for consideration in any scholastic honor society for one calendar year following a documented cheating incident.

## **DISCIPLINE**

**In addition to the rules in the handbook, all students are subject to the discipline policies of the Muscogee County School District Board of Education. A copy of this handbook is given to each student. Please read it carefully.**

Some offenses and consequences are listed at the end of this handbook. However, any incident not covered in that section will be handled at the discretion of the administration according to the facts, school policy and Muscogee County School District policy.

## **SEXUAL HARASSMENT**

It is the policy of the Muscogee County Board of Education to maintain a learning environment free from sexual harassment. It shall be a violation of this policy for any staff member to harass a student, or for students to harass other students or any school employee through conduct or communications of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or when made by any student to another student or system employee, constitutes sexual harassment when any of the following occurs:

- ☐ Verbal harassment or abuse, with overt or implied sexual content;
- ☐ Pressure for sexual activity;
- ☐ Repeated remarks to a person with sexual or demeaning implications;
- ☐ Unwelcome touching.
- ☐ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a Counselor, the Principal, or any school district employee. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate, appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee or student shall subject such person to disciplinary action including suspension or termination.

*Legal Reference: Title VII of the Civil Right Act of 1964; Title IX of the Education Amendments of 1972 Franklin V. Gwinnett County Public School, 1992.*

#### **STUDENTS ON CAMPUS AFTER 4:10 P.M.**

Students are asked to leave the school campus immediately after the close of the school day. If students are participating in an extracurricular activity, the sponsor for that activity is responsible for the supervision of the students until all students from that activity are gone. Under no circumstances are students allowed to roam over the campus or visit locker areas after the activity is concluded. Students who stay after school for extra help or detention should leave campus immediately after they are dismissed.

If waiting on a ride, students should wait outside the front doors of the school. Students and sponsors are to make sure their transporter knows what time students are to be picked up and where. Parents are asked to plan for transportation in a timely manner. Continued failure to exit campus in a reasonable time may result in the student being dismissed from the activity.

Extra-curricular activities often require practices and rehearsals after school. Participants in these activities should go to their lockers immediately after school, and will not be allowed in locker areas or unauthorized areas after practices and rehearsals.

Students who do not follow these rules will be asked to give their names to any school employee who observes them. The students will be referred for disciplinary action. The disciplinary action may include ISS, Central Detention, or Out of School Suspension.

#### **TESTING**

High school students participate in a number of standardized tests. Tests with projected dates and details are listed below:

- ✓ End-of-Course Tests (EOCT) – May & July
- ✓ National Assessment of Educational Progress (NAEP) – January through March
- ✓ Preliminary Scholastic Assessment Test (PSAT) – October
- ✓ Scholastic Assessment Test (SAT) – Various times throughout the year

***Test Details were obtained from the Georgia Department of Education website. Updates will apply to Northside students as they are approved by the Georgia Department of Education.***

**EOCT** - The End-of-Course Assessment program is comprised of the following eight content area assessments:

**Mathematics**

Algebra

**Social Studies**

United States History

**Science**

Biology

**English Language Arts**

American Literature and Composition

The EOCT is administered upon completion of each of the above courses. A student's EOCT score is averaged in as a percentage of the final course grade.(20%) The student must have a final course grade of 70 or above to pass the course and earn credit toward graduation. When the student repeats a course to earn credit for graduation, he/she would participate in the EOCT at the end of the repeated course. EOCT scores will not be "banked".

**PSAT** - Students who pay to take the PSAT as a junior are eligible to be considered for National Merit Scholarships. Confer with your student's counselor for information on National Merit Scholarships and instructions for ordering the PSAT for your junior.

**SAT** - The SAT reasoning test is a measure of the critical thinking skills needed for academic success in college. The SAT assesses how well a student analyzes and solves problems. For more info on The SAT: <http://collegeboard.com>.

**ACT** - The ACT is a standardized test designed to measure high school student's general educational development and their ability to complete college-level work. Unlike the SAT, the ACT is curriculum based: it is not an aptitude test. The questions on the ACT test the core subjects that students typically study throughout their third year of high school (English, reading, mathematics, and science). For more information on the ACT: [www.actstudent.org/](http://www.actstudent.org/)

**TOBACCO**

Students are not permitted to possess, use, or transmit tobacco in any form anywhere on school property at any time, or at any off-campus, school-sponsored activity. This includes electronic cigarettes and vapor type devices.

If you have any tobacco products in your pockets, in your locker, in your purse, in your car or elsewhere, school personnel may confiscate and dispose of it. Possession, transmission, or use of lighters, paraphernalia, or tobacco in any form is a suspendable offense. Students suffering from nicotine addiction should see their counselor for important information and programs designed to help them quit.

### **VALEDICTORIAN AND SALUTATORIAN**

The following criteria will determine Valedictorian and Salutatorian at all high schools. All high schools are required to follow the selection criteria, post in their student/parent handbook and on their school website.

- ☐ Student must have been in attendance within the Muscogee County School District their full junior and senior year.
- ☐ Students enrolled in Dual Enrollment (full or part-time) must be considered for Valedictorian and Salutatorian selection.
- ☐ Dual enrollment students who move into the district after their sophomore year and do not take any courses on site at their home high school will not be considered for Valedictorian or Salutatorian,
- ☐ Students with the highest Cumulative GPA (Weighted) - Numeric GPA (All Courses)
- ☐ If tied, student with the highest calculated Cumulative GPA (Weighted) - Numeric GPA (Only Academic Core Courses)
  
- ☐ If tied, the student with the highest number of Advanced Placement, and/or International Baccalaureate and/or Dual Enrollment courses
- ☐ If tied, student with the highest number of Advanced Placement, and/or International Baccalaureate, and/or Dual Enrollment courses plus the highest number of Honors courses.
- ☐ If tied, student with the highest Cumulative GPA (Weighted) - (Quality Points)
- ☐ Final determination will be calculated at the end of the third nine weeks.

### **NORTHSIDE PRINCIPAL AWARD AND FACULTY AWARD**

The Northside Principal Award and Faculty Award are intended to recognize students that have been a member of a Northside High School extracurricular team or organization and have successfully completed a minimum of fourteen classes on the Northside High School campus while maintaining the highest two weighted numeric averages in their graduating class. The individuals receiving these awards will also be required to meet the Valedictorian and Salutatorian requirements.

### **VISITORS**

Learning is a serious business; therefore, students are not allowed to bring visitors to school. All visitors should report immediately to the main office. Passes will be issued to visitors with official business. (i.e., guest speakers, parents, vendors, or graduates with official business) Parents may schedule visits to the classrooms with a one day notice and should sign in at the office when visiting. Parents should not interrupt classes or school functions with unannounced visits to teachers or classrooms. Parent conferences with teachers must be scheduled 24 hours in advance through the Guidance Department. Unauthorized visitors are NOT welcome in the parking lots, school building, or premises before, during or after school. Trespassers and loiterers will be subject to criminal prosecution.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, use, handle, or transmit a knife, machete, pistol, rifle, shotgun, pellet gun, or other object that reasonably can be considered a weapon. Any student who makes use of any object as a weapon will be subject to expulsion for the remainder of the year or permanent expulsion. The police will be involved in the investigation of the possession of an illegal weapon. Weapons that are not "illegal" will be judged according to the facts and circumstances of the case. These occurrences include:

- ☐ On the school grounds at any time;
- ☐ Off the school grounds at a school activity, function or event;
- ☐ En route to and from school;
- ☐ En route to and from school functions, activities or events.

Any student accused and found guilty of possessing, using, handling or transmitting a dangerous weapon as indicated in the above paragraph will be suspended and referred to the MCSD Discipline Tribunal with a recommendation that the student be expelled for the remainder of the school year or permanently.

## **WITHDRAWALS**

Students who are withdrawing from Northside should do so through the Guidance office. A **minimum 24 hour** notice is required in order for withdrawals to be processed. All books, uniforms and fines turned in and paid at the time of the request will help to expedite the withdrawal process.

## DISCIPLINE GUIDELINES

The consequences listed below are minimums for discipline offenses. Misbehaviors determined to be severe by the administration will receive more severe consequences.

The administration, teachers, and other authorized school personnel will enforce the guidelines listed below.

=====

### **Offense: Fighting**

- 1st Offense: 5 days Out of School Suspension
- 2nd Offense: 10 days Out of School Suspension
- 3rd Offense: Referral to the alternative school

*Note: Fights of an extremely violent nature (1st or any other offense) will warrant 10 days Out of School Suspension, referral to the Discipline Tribunal, charges filed or any combination of the three.*

### **Offense: Bullying/Cyberbullying (written/verbal)**

- 1st Offense: 5 days ISS
- 2nd Offense: 5 days Out of School Suspension
- 3rd Offense: Assignment to Alternative School for remainder of school year.

### **Offense: Profanity (verbal/written)/Obscenity**

- 1st Offense: 1 Day ISS
  - 2nd Offense: 3 days ISS
  - 3rd Offense: 3 days Out of School Suspension
- \*Using profanity, vulgarity, or vulgar gestures toward teachers, administrators or staff adults may result in 10 days Out of School Suspension.*

### **Offense: Vandalizing, Damaging, or Stealing**

- 1st Offense: 3 days Out of School Suspension – plus damages/replacement
- 2nd Offense: 5 days Out of School Suspension – plus damages/replacement
- 3rd Offense: 10 days Out of School Suspension – plus damages/replacement

### **Offense: Defiance/Disrespect/Refusal to Follow Directions**

- 1st Offense: 3 days ISS
- 2nd Offense: 3 days OSS
- 3rd Offense: 5 days Out of School Suspension

### **Offense: Smoking/Tobacco Products (using or possessing to include lighters, matches and electronic vapor devices)**

- 1st Offense: 3 days OSS
- 2nd Offense: 5 days OSS
- 3rd Offense: 5 days of Out of School Suspension

### **Offense: Inappropriate Public Display of Affection**

- 1st Offense: Send to counselor, warning, parent contact, document
- 2nd Offense: 1 Day ISS
- 3rd Offense: 3 days ISS

### **Offense: Sexual Harassment: (verbal/written/physical)**

- 1st Offense: 3 days Out of School Suspension
- 2nd Offense: 5 days Out of School Suspension
- 3rd Offense: 10 days Out of School Suspension and referral to MCSD Discipline Tribunal

### **Offense: Cheating/Plagiarism**

- 1st Offense: Referral-Document, Teacher-Parent Contact
  - 2nd Offense: 3 days ISS, Same as Above
  - 3rd Offense: 5 days ISS, Same as Above
- \*The grade for the assignment is at the discretion of the teacher.*

### **Offense: Class/School Disruption**

- 1st Offense: 3 days ISS
  - 2nd Offense: 5 days ISS
  - 3rd Offense: 3 days Out of School Suspension
- \*Extreme disruptions will result in OSS and/or referral to MCSD Discipline Tribunal.*

### **Offense: Bus Referral**

- 1st Offense: Parent conference, 1 day off bus
  - 2nd Offense: Parent conference, 3 days off bus
  - 3rd Offense: Parent conference, 5 days off bus
  - 4th Offense: Parent conference, 7 days off the bus
  - 5th Offense: Parent conference, 10 days off the bus
  - 6th Offense: Off bus remainder of the year
- \*If a student is suspended off the bus he/she must be picked up by 3:35 p.m.*
- \*If a student's 1st or 2nd offense warrants, he/she may be removed for the remainder of the year.*

### **Offense: Skipping Class/ Unauthorized Location**

- 1st Offense: 3 days ISS
- 2nd Offense: 5 days ISS
- 3rd Offense: 3 days OSS

**Offense: Inappropriate Dress**

1st-3rd Offense: Central Detention

4th Offense: 1 Day ISS.

*\*Students wearing extremely disruptive dress will be sent home immediately.*

***\* A magnet or hardship student assigned to AIM will have their placement status revoked on the date of the withdrawal.***

**Offense: Tardiness to School/Class**

1st Offense: 3rd, 4th, and 5th tardy; Central Detention

2nd Offense: 6 th & 7th tardy; ISS

3rd Offense: All subsequent tardies; 3 days ISS and mandatory parent conference.

***\*\*Students taking AP courses that have been assigned to AIM will be removed from their AP or specialized courses and placed in traditional courses.***

***\*\*\*Policy for Drugs, Alcohol and Weapons The student may be arrested, suspended out of school for 10 days and referred to the MCSD Discipline Tribunal.***

**Offense: Cell Phone**

1st Offense: Phone held remainder of day

2nd Offense: Phone held 3 days

3rd Offense: Phone held 5 days / 1 Day Central Detention

4th Offense: Phone held 10 days/ 2 Days ISS

*\*Parent may pick up phone from the front office at the end of the school day on which the phone is to be returned.*

*\* If parent refuses to leave the phone for the duration of the time outlined above, they may request the student serve 2 OSS days.*

**Offense: Failure to stay for teacher detention**

Detention is automatically doubled to 2 school days. Failure to stay for either of these 2 days will result in an assignment to ISS.

**Offense: Unauthorized Computer Use/Violation of AUP Policy**

1st Offense: 3 Days ISS

2nd Offense: 5 Days ISS

3rd Offense: 3 Days OSS

*\*Those offenses causing computer damage/disrupt learning may result in OSS and or referral to MCSD Discipline Tribunal.*

*\*Students may lose computer privileges for any offense.*

**Offense: Multiple Stays in ISS**

A student will only be allowed 3 "stays" in ISS before all referrals become resolved with OSS or Tribunal referral.

***THIS IS NOT AN EXHAUSTIVE LIST OF OFFENSES.  
ALL CONSEQUENCES COMPLY WITH M.C.S.D. POLICIES!***

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the  
Patriots