

North Springs High School



7447 Roswell Road NE,
Sandy Springs, GA 30328

NORTH SPRINGS ATHLETIC/ACTIVITIES DEPARTMENT

EXTRACURRICULAR HANDBOOK
FOR NORTH SPRINGS HIGH SCHOOL

North Springs 2017-2018 Varsity Head Coach/Director List

Fall Sports

Football	Scotty Parker	parkerd@fultonschools.org
Softball	Stephanie Peet	peets@fultonschools.org
Boys Cross Country	Rob Blaszkiewicz	blaszkiewicz@fultonschools.org
Girls Cross-County	Amanda Paris	parisam@fultonschools.org
Football Cheer	Alexandria Jemison	jemisonam@fultonschools.org
Volleyball	Brittany Gregory	gregoryb@fultonschools.org

Winter Sports

Boys Basketball	Charles Parks	parks@fultonschools.org
Girls Basketball	Tonique Frasier	frasiert@fultonschools.org
Basketball Cheer	Alexandria Jemison	jemisonam@fultonschools.org
Swimming/Diving	Nancy Delano	delanonm@fultonschools.org
Wrestling	Robert Brooking	brookingr@fultonschools.org

Spring Sports

Baseball	Matthew Gershon	gershonmj@fultonschools.org
Boys Golf	Maj. Todd Powers	powerst@fultonschools.org
Girls Golf	Maj. Todd Powers	powerst@fultonschools.org
Boys Tennis	Quinton Hunt	huntq@fultonschools.org
Girls Tennis	Tonique Frasier	frasiert@fultonschools.org
Boys Lacrosse	TBD	TBD
Girls Lacrosse	Teryn Fleetwood	fleetwoodtw@fultonschools.org
Boys Soccer	Bill Bratton	koachbillyatl@yahoo.com
Girls Soccer	Amanda Paris	parisam@fultonschools.org
Girls Track and Field	Patty Carroll	carroll@fultonschools.org
Boys Track and Field	Josh Weaver	weaverj@fultonschools.org

Activity Directors

Band	Michael Brown	brownm4@fultonschools.org
Fencing	Robert Brooking	brooking@fultonschools.org
Water Polo	Julie Ferris	ferrisj1@fultonschools.org
Chorus	Van Craven	craven@fultonschools.org
Drama	Joel King	kingj1@fultonschools.org
Orchestra	James Landreau	landreauj@fultonschools.org

The information provided on the page is to explain in a transparent manner the funding off the Athletic Programs at North Springs Charter High School. The information below does *not* apply to the Fine Arts Booster Clubs (with the exception of transporting the band to athletic events). Please let the North Springs High School's Administration know if you have any concerns.

Athletic Budget Development Process	
Spring	The Athletic Director meets with Head Coaches and determines any financial needs for the following school year. The previous years' budget and expenditures are used as a point of reference along with past and future fund-raising considerations. The Spartan Athletic Booster Club Board Representatives are involved in the process. Once approved, the budget and fund-raising account will be published for team community members.
Summer	The Athletic Director will work with Head Coaches to identify any facility needs or issues. Those items will be directed to either the appropriate FCBOE contact or the SABC.
Fall-Winter	Head Coaches work with the team representatives to revise and amend the budget process for the coming year, as well as working on potential fundraisers.
Notes	Budgets are revised on actual revenues. The Principal and AD will work to meet any needs that require actual revenue for a team or sport. SABC and Fundraising budgets will be published at a minimum of three (3) times a year.

Where Does It Come From?	Where Does It Go?
FCBOE Provides	Coaching stipends Some money for game security EMT service at football games Some money for field maintenance Transportation Gate Workers/Activity Drivers
Mainly through SABC Membership (Sports Passes) and Gate Receipts	Uniforms/Equipment/Maintenance Community Coaching Certification Additional event security Meet/Contest Timing and Officiating Athletic Training Supplies (tape, etc.) Lodging and food for State Events GHSA, GADA and GACA Dues Signing Ceremonies Homecoming Festivities Hall of Fame Recognition Tournament Entry Fees Field maintenance/over-seeding, fertilizer Rental Fees (Pool, Practice Field Lights, etc.) Any and All Additional Expenses

Individual Sports Fundraisers	Items Outside the Scope of the NSHS Athletic and SABC Budget Additional Coaching Stipends outside of What FCBOE Provides Out of Season Weight-Training/Conditioning Payments to Coaches Additional Capital Improvements Senior Night and End of Season Banquets
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North Springs Charter High School Booster Clubs Guidelines

Booster Clubs are an integral and important part of NSCHS. Without the time and financial support provided by the Boosters, our Spartan students would not enjoy the level of success they currently do.

The *Fulton County School District* has an established *Board Administrative Rule* that governs high school booster clubs. Please be sure to read this policy. In addition, the *FCBOE Athletic Handbook* includes a section that discusses booster clubs.

North Springs High School Booster Clubs are not involved in the following...

- Hiring or dismissing North Springs HS Coaches, Teachers, Directors and/or Community Coaches
- Setting entry fees for games or other events
- Paying for academic tutoring for any NSCHS student or student-athlete
- Directing employees of the Fulton County School District
- Contacting the Georgia High School Association, Region Officials, or the Fulton County School District as an organization without the permission of the North Springs Administration.
- Reporting or directing game officials or event judges
- Providing awards to coaches, students, or student-athletes without the approval of the North Springs High School administration and/or Head Coach
- Negotiating a supplement of the salary of any coach or teacher employed by the Fulton County School District
- Game, Event, and/or Practice Scheduling
- Playing time decisions and/or other issues regarding students
- Directing purchasing decisions made by North Springs High School Coaches and Teachers using NSCHS/FCBOE funds. All funds must be collected and deposited per FCBOE guidelines. Bills will not be paid without the invoice and purchase requisition with purchase order number.
- Disseminating any team communication without the consent of the Head Coach/Director

- Conducting formal or informal investigations of other high school athletes or athletic programs or fine arts programs
- Holding Booster or organizational meetings outside of the presence of the Head Coach/Director

Booster Events and End of Season Banquets

- There are several Booster events that will take place during a school year related to program fundraising, team planning, season events and off-season planning. The head coach or head of the program must be notified of these meetings. If they choose, the head of the program may have the meeting postponed if they cannot attend. Booster meetings should not take place without the athletic director or faculty designee in attendance. The final decision in all program issues rests with the head of the program and the organization of any Booster meeting should reflect that.
- All meetings should be announced to members of the team or organization and made open to participation from all parents with students currently active in the program. It is not the responsibility of the parent representative to direct the program in any way. The final decision with parent roles and responsibilities rests with the head of the program, athletic director and principal.
- The end of Season banquet is an important part of the season as a way of honoring individual and team accomplishments, recognizing departing seniors and parent volunteers, and looking forward to the off-season and the next season. These banquets are school events and should be treated accordingly. Banquets and end of season activities should be held on campus, or an off-campus rented facility (restaurant/event space). Teams should not hold these events at the homes of parents and team members.

Social Media Use

Given consideration to the accessibility and use of social media in today's society, North Springs High School is implementing guidelines to assist our athletes in developing the skills needed to make positive decisions while using social media outlets. The need to understand what is social media appropriate and what is not paramount, as many employers and colleges now view potential candidate's social media activities before asking them to join their organization. This is specifically evident in college athletics where students have had scholarships revoked, served suspensions, and are occasionally removed from teams.

We fully expect our teams and organizations to utilize social media to disseminate information, promote programs and organize activities. There is a responsibility attached with the use of these tools. At no time should a student be the designee for any official team web-pages, Twitter accounts or social media platforms. We encourage the use of applications like Remind101 to send information without the ability to reply or comment, but applications like GroupMe and various group text applications should not be employed. Students found improperly using social media will be subject to school and/or athletic discipline. Information regarding an official North Springs High School club or activity should come from a faculty member.

The FCBOE guidelines should be used to assist students with deciding what to post on social media outlets. They provide a set of parameters when deciding to post statements or photos. Coaches can assist by being a resource that students can turn to for advice.

Coaches Responsibility

- Ensure the team is aware of the guidelines
- Explain potential consequences for inappropriate social media use
- Oversee school related social media

Guidelines

- Social Media posts should not violate the FFCBOE Student Code of Conduct
- Posts should not be demeaning or disrespectful to teammates, coaches, peers, or other institutions.
- Posts should not contain profane, vulgar, obscene or offensive language

- Photos should not contain nudity, vulgarity, or be obscene or offensive in nature
- Photos or posts should not contain or refer to illegal acts
- Posts should not cast a negative image or negative perception of the athlete, team, coach or school.

Consequences

Provided are a set of possible consequences for not adhering to the NSCHS Social Media Guidelines. Ultimately, the North Springs High School administration and coaching staff will determine the consequences for violations.

Potential Consequences

- Conference between the athlete and coach. The coach may or may not choose to involve the parent in the conference.
- Appropriate practice related punishment
- Suspension or lack of playing time
- Dismissal from the program.

More information can be found in the Fulton County Athletics Handbook.

Budget Submitted by Head Coaches

The budgets below reflect what were submitted by NSCHS head coaches during the budgeting process. The specific dollar amount for a sport is the total overall budget submitted by the head coach divided by the amount of players expected in the program. An additional \$100 All Sports fee is added to cover the cost of medical/trainer supplies, State Tournament Meals, field maintenance items, uniforms, athletic website, and other shared expenses.

Athletic Fees:

Athletic fees for each athlete are \$100 per athlete/per sport. This fee is added to cover the cost of medical/trainer supplies, State Tournament Meals, field maintenance items, uniforms, athletic website, and other shared expenses. **THESE FEES MUST BE PAID TO NORTH SPRINGS HIGH SCHOOL ONLY. CASH, CHECKS OR MONEY ORDERS MUST BE MADE OUT TO NORTH SPRINGS HIGH SCHOOL ATHLETICS. BOOSTER CLUBS MAY NOT COLLECT THESE FEES. NO EXCEPTIONS!** *Failure to pay \$100 athletic fee will result in a student athlete not receiving a varsity letter, pin, or certificate for their participation.

Supplemental Fees:

Supplemental fees are determined by each coach and are in addition to the Athletic Fee if that athletic fee cannot cover the needed expenses required to run a safe and successful sports program. These fees may cover additional/optional clothing, additional coaches, banquets, etc. This supplemental fee is needed and necessary as determined by each coach. Checks for supplemental fees need to be made out to "Spartans Athletic Booster Club" (please put sport playing and child's name in memo) or can be paid online with a credit card by clicking on [Donations & Payments](#) link.

Spartans Athletic Booster Club (SABC) Membership Fees:

Spartan Athletic Booster Membership is a **SEPARATE** fee that is donated by every player once each year if they participate in NSCHS Spartan Sports. This membership is \$25 (minimum) for the school year and can be paid online through the [Donations & Payments](#) tab located to the left of Booster Club page. This donation enables the Booster Club to provide much needed equipment and financial assistance to the various sports at NSCHS. Fulton County does not fund athletics, and the success of our sports teams heavily rely on the generous donations made to the overarching Spartan Athletic Booster Club and the individual sports booster programs. The Spartan Athletic Booster Club purchases items that benefit all sports with a special emphasis on needed safety equipment.

NOTE: The expenses that make up a sport specific operating budget are equipment, tournament fees, uniform items, awards, coach's gear, and coach's clinics. Some sports have a higher per athlete expense depending on the budget for the sport and the number of

athletes on a team. Fulton County does not pay for any of these athletic expenses. **In order for the Athletic Department to be able to fund the all sports shared expenses and each team's operating budget, every Spartan athletic family is asked to join the Spartan Athletic Booster Club at the minimum \$25 level.**

Spartans Athletic Booster Club (SABC) and its members are encouraged to do the following:

- Provide financial support to NSHS students and organizations
- Keep open and honest communication with coaches, teachers, the Principal and the Athletic Director
- Make sure the lines of communication are open between booster club members and the SABC leadership
- Support the student-athletes and student-artists at North Springs Charter High School.
- Demonstrate support for all North Springs High School sports and activities
- Increase the visibility of your sport and/or event and the accomplishments of the student-athlete
- Support the coaches, directors, and their staffs
- Build and maintain informative webpages on the North Springs Athletic Website.
- Provide a positive role model for all North Springs High School students.
- Include all interested parents or students on e-mails, distribution lists, social networking, team activities and volunteering.

Booster Clubs operate under the direction and authority of the North Springs High School Administration. Please keep the following in mind:

- While the focus, vision, and direction of the booster club should be a partnership between the booster club and the Principal and/or Athletic Director, **this responsibility rests with the Principal/Athletic Director.**
- The Principal and/or Athletic Director can request a review and or revision of the SABC by-laws at any time
- *North Springs High School administrators are not involved in the day-to-day operations of the booster club **unless a SABC decision is in gross violation** of North Springs HS Policy, Fulton County School District Policy or Board Administrative Rules, Region Policy, GHSA policy, or presents the possibility of being detrimental to the mission and goals of North Springs Charter High School.*
- Any events hosted or directed by the SABC are technically official school events. This includes banquets, tournaments, and camps.
- Official SABC meetings *will be held at North Springs High School* on a regular weekday selected by the SABC Board Members. The North Springs HS principal (or his/her designee) may elect to attend and or participate as he or she sees fit.
- Each sport must be represented at any Booster Club informational meetings called by the North Springs HS Principal and his/her designee.

The SABC provides every program at the school a budget based off of the requests from the Head Coaches. The expenses that make up a sport specific operating budget are equipment, tournament fees, uniform items, awards, coach's gear, and coach's clinics. Some sports have a higher per athlete expense depending on the budget for the sport and the number of athletes on a team. Fulton County does not pay for any of these budget expenses.

Items such as gear-packs, team meals, banquets, additional practice aids and other items are generally purchased out of the individual sports' FUNDRAISING ACCOUNT. These funds are typically generated through a variety of team specific fundraisers and they are outside of the items provided by the North Springs High School Athletic Department.

Joining the Spartans Athletic Booster Club should be the primary goal of our parent base so all of our athletes can be supported and be given the best opportunity to succeed on the field. Coaches will stress the importance of joining the Spartans Athletic Booster Club once teams are selected.

Athletic Department Accounting Procedures

General:

Each team has two accounts:

1. **Internal Athletic Account** – This account is funded through the membership drive and is set at the beginning of the year, based on the Spring Budgeting Process. The account should be used to purchase items needed to field the team. Any funds left in this account at the end of the year, will be placed into a transfer account underneath your respective sport account. If a team spends more than the allotted budget, the budget overrun will be funded from the teams Fundraising Account. Nothing can be deposited in the General Athletic Budget Account. The school bookkeeper disburses the funds, Please use a **FCS/North Springs Purchase Requisition Form** for all student activity fund disbursements.
2. **Athletic Booster Account** – This is the team's discretionary account and is held by the Spartan Athletic Booster Club for use by the coach. These accounts are used to safe keep funds raised by the individual teams and are used for miscellaneous costs not covered by the General Athletic Budget. The accounts are also used for various "in/out" for team meals, team gear, banquets, etc. The fundraising accounts are administered by the SABC Treasurer on behalf of the coaches. Deposits can be made to these accounts from fundraising, donations, parent payments, etc. using the **Deposit Form**. Disbursement requests are submitted on a **SABC Purchase Requisition Form**. The coach may only spend what is available in this account; accounts may not be overdrawn.

Purchase Order Procedures:

1. Complete appropriate five-part purchase order form. FCS Requisition Form = Athletic Budget, SABC Requisition = Fundraising Account. Please complete a separate purchase order for each vendor and order.
2. Obtain a quote for the item as appropriate. Please note that Internal Athletic Budget purchases must follow Fulton County School System policy as follows:
 - \$2,500 or less: obtain 1 oral quote
 - \$2500.01 to \$5,000: two oral quotes
 - \$5,000.01 to \$10,000: two written quotes on company letterhead

- Over \$10,000: The contracting department will handle the bidding process.
3. Attach quote or supporting detail to the purchase order and submit to the Athletic Department for approval. Purchase orders are batched and submitted weekly for approval by the Athletic Director and Principal.
 4. Sales Tax – The school will not pay or reimburse for sales tax. If you are making an Athletic Budget purchase, please make sure that no sales tax is charged. Copies of the Fulton County Schools Sales Tax Exempt Form are available in the Athletic Department.
 5. Upon approval, the back **gold copy** of the purchase order will be placed in the coach's mailbox to indicate that purchase order has been approved and that the coach can now place the order. Ask the vendor to reference the Purchase Order Number on the sales order. **Key control: All purchase orders should be approved prior to placing an order.**
 6. Upon receipt of the goods or service, please forward invoices to the Athletic Office noting that the invoice should be paid. If the Athletic Office receives the invoice, the coach will be notified via email to ensure that the invoice should be paid. **Please note: the purchase order will not be paid until the invoice is received and the coach has approved payment.**
 7. The Athletic Office will attach invoices to Purchase Order Forms and submit to the School Bookkeeper (FCS forms) or the SABC Treasurer (SABC forms) on a weekly basis.
 8. Upon payment, the **yellow copy** of the purchase order will be placed in the coach's mailbox to indicate that the purchase order has been paid.
 9. **To be paid, purchase orders must have an invoice or other appropriate supporting documentation.**

Deposit Procedures:

1. Coaches may receive monies in conjunction with fundraising activities, donations and general team operations (team meals, gear orders, team t-shirts, etc.). It is important that coaches properly safeguard all monies. Make deposits often and consider delegating this responsibility to a team parent. AT NO TIME SHOULD CASH BE HELD OUT AND NOT DEPOSITED. HOLDING PETTY CASH CAN RESULT IN THE TERMINATION OF AN EMPLOYEE.
2. All deposits should be made into the teams fundraising account. Do not give checks to the School Bookkeeper or they may be deposited into the school account in error.
3. Complete a three-part deposit form. For cash received, you may want to indicate the player name for future reference.
4. Retain **green copy** of the deposit form for your records.
5. Turn in the **blue copy** of the deposit form to the Athletic Department so that your Fundraising Account can be updated for the deposit.
6. The original **white copy** of the deposit form should be placed in an envelope with the monies and submitted to the SABC Treasurer or placed in the booster dropbox for deposit. The SABC President/Treasurer or Athletic Office representative will initial Athletic Office signature line upon receipt of the deposit.

Monthly Reporting:

The School Bookkeeper will track purchase orders, expenditures for the Athletic Budget accounts and purchase orders, expenditures and deposits Fundraising accounts. At least monthly and upon request, coaches will receive the following reporting:

1. Athletic Budget report (from Bookkeeper) – Athletic Office reports will reflect the teams “available to spend” based on purchase orders submitted to date.
2. Fundraising Account report (from Bookkeeper) – Athletic Office reports will reflect the teams internal account balance on an “accrual basis”. All purchase orders submitted will have been deducted out – even if the actual disbursement has not yet been made.
3. Fundraising Account report (Excel Spreadsheet from SABC) – this report from the SABC will reflect the teams fundraising account balance on a “cash basis”. This is your “bank balance” and reflects only those purchase orders that have been paid out of the account.

Gate Receipts:

Gate receipts are maintained separately from general team athletic funds. Proceeds from gate receipts are used to pay for: Region and GHSA dues, payments to officials/referees/umpires, and other approved game expenses. Any excess funds at the end of the year are spent to benefit North Springs Athletic teams at the discretion of the Athletic Director and Principal.

Capital Additions/Capital Campaigns:

Any capital additions to the Athletic Facilities must be approved through the appropriate channels to include the Athletic Director, Principal and ultimately the Fulton County School System. Accordingly, all capital additions must be approved before undertaking a capital campaign. All funds for capital projects must be obtained before breaking ground on a project to ensure that projects started can be completed. Funds for capital projects will be maintained and segregated by the SABC.

Money raised by teams, collected as gate-receipts or generated through Booster Clubs and Parent Organizations belongs to North Springs Charter High School and will be used at the discretion of the NSCHS Principal.

Summary

Spartan Athletic Booster Clubs are not involved in the following...

- Directing purchasing decisions made by North Springs High School Coaches and Teachers using North Springs High School/FCBOE funds. All funds must be collected and deposited per FCBOE guidelines. Bills will not be paid without the invoice/purchase order procedure.

Spartan Athletic Booster Clubs (SABC) and its members are encouraged to do the following:

- Include all interested parents or students on e-mails, distribution lists, social networking, team activities and volunteering.

Spartan Booster Club operate under the direction and authority of the NSHS Administration. Please keep the following in mind:

- While the focus, vision, and direction of the booster club should be a partnership between the booster club and the head coach/director, ***this responsibility rests with the Head Coach/Director.***
- Any events hosted or directed by the SABC are technically official school events. This includes banquets, tournaments, and camps.

Deposit Procedures:

1. Coaches may receive monies in conjunction with fundraising activities, donations and general team operations (team meals, gear orders, team t-shirts, etc.). It is important that coaches properly safeguard all monies. Make deposits often! AT NO TIME SHOULD CASH BE HELD OUT AND NOT DEPOSITED. HOLDING PETTY CASH CAN RESULT IN THE TERMINATION OF AN EMPLOYEE.

Money raised by teams, collected as gate-receipts or generated through Booster Clubs and Parent Organizations belongs to North Springs Charter School and will be used at the discretion of the North Springs High School Principal.

Guidelines and Expectations for Parent and Spectator Conduct

North Springs HS is very fortunate to have the support of our parents and friends at athletic and student events. The teachers, administrators, and especially the students, appreciate this support.

However, it is important to note that participating and attending events at North Springs High School is a privilege. As such, there are certain expectations in place for all visitors to North Spring's events.

1. Please cheer, stomp, and get loud, when appropriate to support our Spartans!
2. Profanity, taunts, derogatory terms or comments deemed by the administration, faculty, or coaches to be considered as such, may result in removal from the event. A warning is not required.
3. While parents are encouraged to speak to coaches and teachers, immediately after an event or athletic contest is not the best time. Parents and players should contact the coach to find the appropriate time to discuss any concerns. Derogatory e-mails, voice-mails, and phone calls are never appropriate. Coaches are instructed to politely end those communications and forward all concerns to the Athletic Director immediately.
4. Feeder school students are always welcomed at North Springs HS events. However, it is not the responsibility of the North Springs administration to supervise these students. Parents who drop their non-North Springs students off at school events should not expect the North Springs administration or faculty to supervise these students. Consequently, non-North Springs students

that violate North Springs or FCBOE Conduct Rules at North Springs HS events may receive disciplinary consequences at their home school.

5. Parent/spectator attendance at practices is a privilege and a teacher, coach, or administrator may elect not to allow parents and/or spectators into a practice. A desire to close a practice should be communicated ahead of time whenever possible.
6. Booster parents and adults who may be chaperoning an event, attending a practice, or volunteering with an activity shall always defer to the directions of a North Springs coach, teacher, or administrator.
7. High school athletics is not the venue for alcohol consumption by students or parents. The possession or use of alcohol, tobacco products, or illegal drugs by students or adults is strictly prohibited at North Springs events. Events are defined as any North Springs function that takes place on or campus, a competitor's campus, and/or is a banquet, team meeting or team function where students are present. The adult consumption of, or the presence of alcohol is prohibited at all events. Violation of this regulation may result in the removal from the event and that person may be banned from future events.
8. North Springs is a public school, but we are not open to the public. Failure to abide by these rules, any violation of FCBOE Policy or State law, or any actions or manners that reflect poorly on North Springs, may result in an adult or participant being banned from North Springs HS events. This will be done in writing from the North Springs administration to the offending party. Serious infractions may result in a Criminal Trespass Warning, which is a legally binding document forbidding under penalty of law the offender being on any FCBOE event.

The North Springs faculty and administration thank you for helping us create a positive environment and experience for our students. We look forward to our continued athletic success and appreciate the efforts of everyone in the Raider community.

Chain of Command for Coaches and Athletes

Please adhere to the following steps whenever important information regarding any aspect of the athletic program—including concerns, grievances or questions.

1. Athletes must first speak to their Coaches
2. Assistant coaches must speak to the Head Coach of their sport
3. The Head Coach must take his/her concerns to the Athletic Director
4. If any athlete, or assistant coach cannot resolve the matter with the Head Coach, the Head Coach will request a conference with all parties
5. The Athletic Director will communicate to Principal. Please **do not** communicate any matters, concerns or issues with the Principal until you have effectively corresponded with the AD. If the problem cannot be resolved the AD will request a meeting with the Principal and involved parties.

Grievance and Complaints

Athletics involvement is highly emotional and very time consuming. Sometimes conflicts arise between athletes, coaches, and occasionally parents. When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that it can be resolved promptly. Parents/Guardians should use the following process as a guideline when seeking resolution to conflicts or issues between athlete and coach:

- The First Step: Contacting the Coach –The parent(s)/guardian(s) should present the conflict/issue to the coach as soon as possible. In order for the contact to be as productive as possible, times that should be avoided are: prior to, during or immediately following a contest; during an active practice session when other athletes or parents are present or when it would be readily visible to others that the discussion is taking place or when it is apparent that there is not sufficient time to allow for complete discussion. This includes the time immediately before leaving for an away contest. Perhaps the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. Parent(s)/guardian(s) may also leave a note for the coach in the athletic office.
- The Second Step: Contacting the School's Athletic Coordinator – If a satisfactory solution is not reached through direct contact with the coach, the parent(s)/guardian(s) should contact the school's Athletic Coordinator. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. Since athletic seasons are relatively short, there should be no delay in airing any and all concerns. It is important for all parent(s)/guardian(s) to know that any comments, concerns or issues raised to the Athletic Coordinator will be addressed and communicated to the coach. Parent(s)/guardian(s) may also expect to hear from the Athletic Coordinator as to the disposition of their concerns. Although there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.
- The Third Step: Contacting the Principal – If there is still not a satisfactory resolution, the parent(s)/guardian(s) may contact the high school Principal. The school's Athletic Coordinator should be informed that this contact is going to be made. In accordance with the GHSA Constitution and By-Laws 2.20 and 2.30 the high school shall operate all interscholastic contests and activities under direct and complete control of the school administration or designated school personnel. The grievances and complaints involving Title IX compliance, which are investigated according to the procedures outlined in Board Policy IDFA.

E-Mail Communication Directive for North Springs Coaches

Dear North Springs High School Coach/Teacher:

In this age of electronic communication, thoughts and ideas can be transmitted to hundreds of people within minutes. I encourage you to use email, blogs, and other forms of communication to keep in touch with your student-athletes and their parents. It is our responsibility as coaches to regularly update team information and keep players, parents, and administration aware of practice and schedule changes as well as updating parents and players with any important team information. There is no reason to have a break-down in communication.

One of the drawbacks of email is that words, taken without voice inflections or body cues, can be misconstrued. Rarely, coaches are the recipients of emails that are meant to embarrass, ridicule or hurt. If you get an email from a parent or community member that does one or more of the following:

1. Uses profanity
2. Questions your ethics
3. Makes unreasonable or inappropriate demands
4. Is, in your judgment, unprofessional or inappropriate
5. Is threatening to your person, your family, your coaching job or teaching career
6. Makes you feel uncomfortable

You are being directed as follows:

1. Do not reply to the email
2. Forward the email to Lamarr Glenn (glennl@fultonschools.org) and/or Mr. Hanson (hansonsm@fultonschools.org)
Do not Copy or Blind Copy anybody else when forwarding this email.
3. Do not forward a copy of the email to anybody else
4. Do not confront the sender of the email
5. Do not discuss the email with anybody who does not have a need-to-know

I will immediately contact the sender of the email and ask for a conference to discuss the matter.

Depending on the issue, the coach may or may not be asked to attend the conference.

I would also like to remind you that all emails sent or received from a Fulton County School District email account are public record. Any taxpayer can submit an Open Records Request and gain access to your email. In addition, once an email is sent you have no control over who reads it.

Thanks for your help on this issue. Many people will say things in emails they would not say in person.

More importantly, these "email wars" do not serve to help North Springs High School. In fact, the student-athletes are the ones who usually suffer.

Thank you.
Mr. Scott Hanson
Principal North Springs Charter High School

North Springs High School Facility Use

As you are aware, the North Springs HS building and accompanying facilities are being used almost 24 hours a day seven days a week. Unfortunately, there have been numerous occasions where more than one group has requested to use the same space at the same time. Another problem in the past has been the security of the building. Safety is our primary focus and leaving a building open or unsecured is not an acceptable option.

The Fulton County Board of Education allows for the local rental of school facilities to Booster Club organizations and outside organizations via the School Dude Rental Program. North Springs Charter High School believes in extending some of our facilities to outside organizations when available while keeping our main facilities in the best shape possible for North Springs programs.

The Following is the NSHS Policy regarding Facility Rentals...

Stadium Field/Tournament Gym- These facilities are the home to 14 different sports programs. These facilities will no longer be made available to outside organizations. Usage of these areas will be reserved for the games, practices, camps and potential fund-raisers of North Springs' sports programs and NSCHS scheduled school events. When available, approved Junior Spartan Programs will have the ability to rent these facilities as long as the operation of North Springs programs are not interrupted.

Baseball/Softball- Both facilities can potentially be rented by outside organizations if the following conditions are met...

1. At least one FCBOE employee is present during the time of the rental.
2. The Head Coach of the program is comfortable with the renters' ability to maintain the field and repair it after each rental. Rentals will immediately be cancelled if this condition is not met.
3. The renter agrees to replace/purchase field materials to compensate for what was used during the rental.
4. Baseball field rentals will not take place during North Springs HS competitions scheduled on the Stadium Field.

The primary use for both fields will be for the games, practices, camps and potential fund-raisers for North Springs HS sports programs and NSCHS scheduled school events. When available, approved Junior Spartan Programs will have the ability to rent these facilities as long as the operation of North Springs programs are not interrupted.

Practice Field/Auxiliary Gym- Both facilities can potentially be rented by outside organizations if the following conditions are met...

1. At least one FCBOE employee is present during the time of the rental.
2. The Practice Field is only available during the following months...
May, June, August, September, October
3. The Auxiliary Gym is only available during the following months...
March, April, May
4. The renter agrees to replace/purchase field materials to compensate for what was used during the rental.

ATHLETIC FACILITIES WILL NOT BE AVAILABLE FOR RENT ON SUNDAYS UNLESS SPECIAL APPROVAL IS GIVEN BY THE PRINCIPAL.



Occasionally, a NSCHS program may have the opportunity to host an event or tournament organized by an outside organization which can serve as a fundraiser for a specific NSCHS sports program. These facilities can potentially be rented for outside organization events if the following conditions are met.

1. At least one FCBOE certified employee who is listed as a member of the coaching staff involved with the rental is present at all times during the rental. This can be a head or assistant coach.
2. All conditions outlined in School Dude are met.
3. The rental does not; in any way interfere with the daily operations of NSCHS, or a NSCHS scheduled event.
4. Conditions are outlined in the rental agreement which clearly define the financial or in-kind contribution the specific program will receive as a result of successfully hosting the event.

All potential rentals must first be approved by the Principal and Athletic Director and must also be completed and approved in School Dude prior to the first date of the rental. Rentals may be rescheduled or potentially cancelled to accommodate changes in schedules with NSCHS programs. North Springs High School reserves the right to cancel a rental at any time. All rentals are subject to change based on inclement weather, field/court conditions and the need of North Springs Charter High School.



Use and Care of Facilities and Equipment

North Springs and the Spartan Athletic Booster Club believes that our athletes and coaches should have the best possible facilities and equipment to not only practice but compete. FCBOE provides facilities outline in Education Specifications that meet the requirements for GHSA regulation fields and courts. Items not provided through Ed. Spec. can be purchased through Booster and/or local school funds. Any addition to our facilities must be approved by the local school and FCBOE and must comply with Title IX.

It is the responsibility of the head coach to ensure that uniforms, equipment and all athletic facilities are kept in the best possibly condition. This includes, but is not limited to; managing the field, maintaining inventory, keeping equipment in the best possible condition and ordering field specific items.

Athletes also play a role in maintaining their fields. It is reasonable for a coach to expect athletes to participate in field clean-up dates, completing daily maintenance, washing and taking care of all issued uniforms and keeping their areas trash free. It is also the responsibility of the athlete to return all school issued uniforms and equipment at the end of their season. Fines will be assessed for items not returned and outstanding fines or equipment may keep a senior from participating in graduation and receiving their transcript.

School issued equipment cannot be used for personal use. Helmets, pads, uniforms and all other equipment must be turned in at the end of each season. These items were purchased with school money for school use only, and depending on the equipment; there could be warrantee and liability issues.

Shared Equipment and Facilities

Occasionally teams share practice equipment, and often share facilities. The Athletic Director will work with the head coaches of the programs involved to work on an equitable practice schedule to meet both the practice requirements and contest needs of the teams involved. From time to time, teams will have to move or reschedule a practice. If the situation dictates, sub-varsity contests may be relocated or rescheduled to accommodate the needs of a varsity program.

We expect players and coaches to keep practices on time and to be mindful of the other teams using the areas.

Bus and Transportation

The expectation is that athletes will always travel to and from competitions with their team. There are sports and venues that do not play on campus, and prior arrangements have been made with the coaches of those teams regarding transportation to and from practices and contests. Conditions will arise when parents/guardians may have to make specific travel arrangements. This should be done prior to a contest and confirmed with the head coach.

We also expect our athletes to maintain a sense of decorum and class when traveling since they are representatives of NSCHS. Improper behavior on the bus or when traveling to a venue will result in school and athletic disciplinary action for the student or team involved. Teams are also responsible for cleaning busses and removing any trash from their trip. Busses are regularly inspected by the Athletic Director and the county. It is recommended that the head coach designate an athlete or a rotation of athletes to handle bus cleaning.

State Tournament Procedures

When a North Springs' team or individual qualifies for the GHSA State Tournament, it is a time to celebrate and promote the accomplishments of the players and coaches. North Springs and the SABC are proud to recognize our athletes in several ways.

1. Spirit Walks- State Qualifying teams and coaches will be lead through the school by the marching band prior to competition. The school encourages all teachers to bring their classes into the halls to congratulate the teams and wish them well. Parents are encouraged to attend and take pictures and videos of the Spirit Walk from the Atrium area.
2. Team Meals- The Athletic Department will reimburse teams for meals during their State Tournament run. The per diem amount is \$___ if the team leaves before noon and \$___ per meal otherwise.
3. Spirit Bus- When the school schedule and testing issues allow, North Springs will make every effort to schedule a Spirit Bus for student spectators for contests played at the opponents' venue. FCBOE does not pay for Spirit Bus transportation. Students will be charged for the price of the ticket and the cost of the bus for the trip. The discipline record of the student will be considered during the approval process for the trip. Like any other field trip, FCBOE policies apply to the students.
4. Team Transportation- Teams will be transported on FCBOE buses to their State Tournament contests. North Springs Athletic Department does not pay for or provide coach transportation. If a team would like to secure coach transportation for any games, they can use fund-raising money to pay for FCBOE approved coach transportation. Please coordinate with the Athletic Director to ensure that only approved businesses are being used.
5. Ticket Prices- The GHSA sets ticket prices for all State Tournament contests. SABC all-sport/season passes are not valid at these events. GHSA regulations state that proceeds from these events are shared between the schools and GHSA, and officials are paid for via gate receipts at these events.
6. Tee-Shirts/Apparel- Coaches often commemorate the accomplishment of making it to the State Tournament with a tee-shirt or other items for the team. This expense would be covered through the teams' fund-raising account and should be in complacence with GHSA regulations regarding player awards.

Apparel and Logo Guidelines



North Springs High School is proud to be an official Under Armour school and a partner with BSN Sports and Elite Sports. All uniforms and team gear will officially licensed Under Armour items. BSN Sports and Elite Sports handles all NSCHS athletic orders except in specific situations, and information regarding the ordering and process and contact information can be found through the Athletic office.

As of the summer of 2017, North Springs is working with a branding company to refine, develop, and trademark a logo package for all North Springs academics and athletics.

While more information will follow as the program is finalized, it is important to note that for purposes of continuity in branding, teachers, parent groups, students, and others may not alter, change, proportionately adjust, recolor, or in any way modify any North Springs logo, brand, wordmark, or school trademarked artwork without the express written permission of the principal.

North Springs Sports Information

North Springs Sports Information is a very important piece of our school. North Springs Athletics has a webpage (northspringsathletics.org) in order to share successes of our athletic teams as well as important information. Parents and coaches should feel free to send any items of interest to the head coach of the respective sport, who will ensure that the approved information is placed on the site.

College Signing Day

Having the opportunity to extend an athletic career into college is an achievement that needs to be recognized and promoted. North Springs Athletic Department and the Spartan Athletic Booster Club is happy to extend a signing day ceremony to our athletes and their families. Once the coach of an athlete(s) notifies the AD of their college commitment, we will schedule the event in the media center and extend invitations to the coaches, family members of the athlete, and **team members**. Our public relations contact Carol Ciepluch will be on hand to take pictures and then disseminate pictures and information to local media outlets.



Extracurricular Discipline/Code of Conduct

The following can be found in the FCBOE Student/Athlete Code of Conduct...

Athlete Codes of Conduct - A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the county and school. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program. The welfare of the athlete is our major consideration. Any conduct which results in dishonor to the athlete, the team, the school, or the community will not be tolerated. **Notwithstanding the consequences discussed in this handbook, any act at school or away from school, which results in any discipline by school administration; or any act at school or away from school which, in the opinion of the Principal reflects in a negative manner on the school, athletic program, or activity may result in removal from the team or event or lessened participation opportunities.** Behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, and on or off school grounds. In addition to the individual penalties associated with this handbook, all athletes fall under the jurisdiction of local school rules and policies and the Fulton County Code of Conduct.

Participation in extracurricular activities is a privilege, and should be treated as such. The Administration and coaching staff at North Springs believes that our athletes should be held to a high standard on and off the field. While we understand that our students are young adults that will make mistakes from time to time, we also expect our students to learn from their mistakes and to discontinue activities and behaviors that bring negative attention to themselves and their teams. Behavior involving drugs, tobacco, alcohol, school discipline, and legal matters may impact the athletes' ability to participate at NSCHS.

The FCBOE Student/Athlete allows for some local school interpretation with regards to penalties for drug/tobacco/alcohol related offenses. Riverwood has applied the following disciplinary procedures for **ALL EXTRACURRICULAR ACTIVITIES AND PARTICIPANTS** based on the FCBOE Guidelines found in the Fulton County Athlete Code of Conduct.

Please refer to the Fulton County Athlete Code of Conduct for specify information regarding the Drug/Alcohol/Tobacco Policy.

ISS/OSS- The following applies to NSCHS Student/Athletes who receive ISS/OSS either in or out of season. If the Student/Athlete is suspended out of season, these penalties will take effect during the next season in which they participate.

In School Suspension

First Offense- Athlete will not be allowed to play or practice or attend contests during the duration of their suspension. **THIS IS FCBOE POLICY AND WE CANNOT DEVIATE FROM THIS.**

Second Offense- Athletes will not be allowed to play or practice or attend contests during the duration of their suspension, and the loss of an additional 5% of remaining contests or 1 contest which-ever is greater.

Third Offense- Third time loss of 25% of remaining contests or rest of season which-ever is greater. In addition to time lost to suspension.

Fourth Offense- Student/Athlete will not participate for the remainder of that school year.

Out of School Suspension

First Offense- Athlete will not be allowed to play or practice or attend contests during the duration of their suspension. **THIS IS FCBOE POLICY AND WE CANNOT DEVIATE FROM THIS**

Second Offense- Athletes will not be allowed to play or practice or attend contests during the duration of their suspension, and the loss of an additional 10% of remaining contests or 2 contests which-ever is greater.

Third Offense- Third time loss of 50% of remaining contests or rest of season which-ever is greater. In addition to time lost to suspension.

Fourth Offense- Student/Athlete will not participate for the remainder of that school year.

A student is considered suspended from athletic activity including the last day that they have served ISS/OSS. They are not eligible for extracurricular activities until they officially return to school.

If the suspension ends on a Friday, they are allowed to participate the following Saturday is the coach/sponsor allows.

If a student is suspended at the end of a season, the extracurricular suspension will extend into the next season that the student participates in. Students/families will be reimbursed for athletic fees for seasons that they did not participate in as a result of an ISS/OSS penalty.

NO STUDENT IS ALLOWED TO PARTICIPATE IN SCHOOL ACTIVITIES OR ATTEND SCHOOL FUNCTIONS AS A SPECTATOR WHILE SERVING ISS/OSS.

A student may participate in try-outs per FCBOE policy. The penalty will still apply once the season/event starts.

ISS/OSS Theatre Participation Policy

The following is a policy for ALL Theatre students participating in either the fall play or the spring musical. All rehearsals and activities are after school, including technical theatre work, and are NOT graded experiences, therefore a suspension policy must be in place and agree upon PRIOR to participating in the after-school theatre department.

Theatre Ensemble Member: If a student is serving ISS on the day of an after-school rehearsal or production, they may still attend the event. However, if the student continues to receive more than 2 ISS, membership from the ensemble will be revoked. Students receiving OSS will not be able to attend rehearsal after school. IF there is a performance on the date of an OSS, the student may still perform but may not participate in the NEXT 4 rehearsals on the next production.

The following is a policy for ALL theatre students participating in any Theatre Productions:

Theatre Productions: This is a graded class. If a student is serving ISS on the day of an after school graded activity like a dress rehearsal or performance, they may still attend the event and will be given an additional correctional assignment. However, if a student is serving OSS on the day of an after school dress rehearsal or concert, they will not be allowed to attend and it will be up to the Director's discretion of a suitable make up assignment.

ISS/OSS Policy for the Fine Arts Department

ISS/OSS:

Graded Class: If a student is serving ISS on the day of an after school graded activity like a dress rehearsal or concert, they may still attend the event and will be given an additional correctional assignment. However, if a student is serving OSS on the day of an after school dress rehearsal or concert, they will not be allowed to attend and it will be up to the Director's discretion of a suitable make up assignment.

Extra-Curricular Ensemble: If a student is serving ISS/OSS on the day of an after-school activity like a dress rehearsal or concert, they may still attend the event. However, if the student continues to receive ISS/OSS, membership from the ensemble will be revoked



GHSA Eligibility

The GHSA has specific rules regarding the eligibility of high school athletes. Some frequently asked questions regarding grade eligibility, transfer students and hardships are found below.

Transfer Students-

1.60 - SCHOOL SERVICE AREAS / TRANSFER / MIGRANT STUDENTS / MIGRATORY WAIVER

1.61 School service areas for member public schools are those attendance boundaries established by local

boards of education from which a school normally draws its students. The school service area for a member

private school is the county in which the private school is located. The school service area for a startup or converted charter school will be the same as the school from which the charter school draws its students.

1.62 A transfer student who has established eligibility at a former school in grades 9-12 shall be immediately eligible at the new school if:

(a) The student moved simultaneously with the entire parental unit or persons he/she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school. This is known as a "bona fide move."

(1) The student may choose the public or private school serving that area.

(2) It must be apparent that the parent(s) or the persons residing with the student and the student have relinquished the residence in the former service area and have occupied a residence in the new service area.

(3) Relinquishment of the former residence may be met by one of the following procedures: selling the residence; having the residence listed with a real estate agent for sale at a fair market value; having a contract with a buyer; having a lease agreement at a fair market value; or abandoning the house and shutting off unnecessary utilities. When a family claims multiple residences, the residence for which they apply for a homestead exemption will be declared the primary residence.

(4) The bona fide move is validated when the student's family maintains the new residence for at least one calendar year. A return to the previous residence within that year renders the student to be a migrant student. All hardship appeal processes are available.

(b) The student was enrolled in a private school or a magnet school and has a bona fide move from one public school service area to another public-school service area. A student in this situation may attend either the public school or a private school serving his area of residence.

Summary-

Any student who enters North Springs in the 9th grade is immediately eligible.

Students entering after the 9th grade on the Magnet program are not eligible for Varsity competition for 1 calendar year.

Private school students who enter North Springs after the 9th grade will be eligible for JV competition only unless they complete the Hardship process.

Students who move into the North Springs district are immediately eligible if it fits the criteria of a bona fide move. Please see 1.62 above.

Coaches should inform parents that their athlete may be relegated to a JV team only for one year if they are a transfer student and that student and family should contact the Athletic Director with any questions.

We can only submit an athlete if the parents have legal custody of them. Legal custody as defined by the GHSA means that there was a Superior Court Judge order, not an agreement negotiated between lawyers.

Grade Eligibility-

Students must accumulate Carnegie units towards graduation according to the following criteria:

(a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.

(b) Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

(c) Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

(d) Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

(e) Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

Summary-

Students must earn 2.5 credits per semester to be eligible.

Sophomores must have a total of 5 credits

Juniors must have a total of 11 credits

Seniors must have a total of 17 credits.

Students entering with a different credit scale must have that converted in order to participate. Summer school course are added to previous semester, but must be done within 10 days of the start of school.



The coaches and Administration at North Springs look forward to the continued success of our athletic and extracurricular programs. Participation and competition are a large part of the high school experience, but can be an invaluable part of the development of a young adult. We thank you for your time and efforts that will help out teachers and coaches make your child's four years at North Springs a great experience.

Thank you and

GO SPARTANS!

Lamarr Glenn

Athletic Director