



# East Coweta High School

400 McCollum-Sharpsburg Road  
Sharpsburg, Georgia 30277

## ADMINISTRATIVE STAFF

**Dr. Rick Waggoner, Principal**

Melissa Brubaker, Lead Counselor  
Allison Handley, Counselor  
Jenn Ryals, Counselor 9<sup>th</sup> Grade Campus  
Wendy Williams, Counselor

José Casablanca, Assistant Principal  
Evan Horton, Assistant Principal/Athletic Director  
Dr. Schwanda Jackson, Assistant Principal  
Denise Norred, Assistant Principal  
Patrick Sullivan, Assistant Principal 9<sup>th</sup> Grade Campus

## TELEPHONE NUMBERS

Main Office..... (770) 254-2850  
Fax..... (770) 254-2857  
Attendance Office..... (770) 254-2792  
Guidance Department..... (770) 254-2853  
Athletic Office..... (770) 254-2855  
Main Cafeteria..... (770) 254-2859  
9<sup>th</sup> Grade Campus Cafeteria..... (770) 254-5548  
Confidential Hot Line for School Violence... (770) 253-2324

### MID-TERMS SCHEDULE

1<sup>st</sup> Semester – 1<sup>st</sup> Mid-Term Wednesday, September 8, 2010  
2<sup>nd</sup> Mid-Term Friday, November 12, 2010

### REPORT CARDS ISSUED

Tuesday, October 19, 2010  
Thursday, January 13, 2011

2<sup>d</sup> Semester - 1<sup>st</sup> Mid-Term Monday, February 7, 2011  
2<sup>nd</sup> Mid-Term Tuesday, April 26, 2011

Thursday, March 24, 2011  
Friday, June 3, 2011

### FINAL EXAMS SCHEDULE

1<sup>st</sup> Semester - December 20-21, 2010  
2<sup>nd</sup> Semester - May 26-27, 2011

## COWETA COUNTY SCHOOL SYSTEM 2010-2011 SCHOOL CALENDAR

Aug. 5-6	Teacher Work Days	Jan. 4	Teacher Workday
Aug. 9	First Day of School	Jan. 5	2nd Semester Begins
Sept. 6	Labor Day	Jan. 17	MLK Jr. Holiday
Oct. 11-12	Holiday	Feb. 21	Presidents' Day
Nov. 2	Holiday	Feb. 21-25	Mid Winter Break
Nov. 22-26	Thanksgiving Break	April 4-8	Spring Break
Dec. 21	Students Last Day First Semester	May 27	Last Day of School
Dec. 22-Jan. 3	Christmas/Winter Break	May 28	ECHS Graduation
		May 30	Memorial Day
		May 31- June 3	Teacher Work Days

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## INTRODUCTION

The programs, policies, and procedures in this handbook have been prepared to assist you in adjusting to and becoming an integral part of our school. Your teachers, counselors, and administrators will be happy to answer any questions that you or your parents may have.

## EAST COWETA MISSION STATEMENT

East Coweta is committed to student success.

## VISION

We strive to ensure the success of each student.

## BELIEFS

We believe, as a learning community, we must continuously improve.

We believe, as leaders of learners, that students are volunteers in their learning.

We believe the Coweta School System, in partnership with the family and the community must focus on providing challenging, interesting and satisfying work for students.

We believe that the responsibility of ensuring student success is collaboration among East Coweta's students, parents, faculty and staff.

## QUIET REFLECTION/PLEDGE

In compliance with Georgia Law (SB396, amending O.C.G.A. 20-2-1050), at the opening of school on every school day in each classroom, the teacher in charge shall conduct/facilitate a brief period of quiet reflection for not more than sixty seconds with the participation of all students. (Coweta County Board Policy IKDA-R)

## NOTICE TO PARENTS

### Right To Know

#### Highly Qualified Teacher Status

As a parent/guardian of a student in the Coweta County School System, you can request information regarding your children's teachers, including: (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

#### Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA).

Our schools safeguard a large amount of information about your children and family, from enrollment records to health records to student grades. Parents generally want their children's successes to be shared in ways like honor rolls, yearbooks or on School Channel 7. But our school system also works hard to protect your family's personal information. To help us do that, the federal government has enacted laws which protect information about students. Since these laws are in place to protect your family, you should be familiar with them.

One of the most important laws is **the Family Educational Rights and Privacy Act (FERPA)**. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student who is 18 years old or an emancipated minor under Georgia law. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Upon request, our schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

The Media Permission form sent home at the beginning of each school year gives parents an opportunity to instruct the school not to share any directory information about their child, or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents and eligible students annually of their rights under FERPA. In Coweta County, we notify you of these issues in our student handbooks. For more information on the federal Family Education Rights and Privacy Act (FERPA), visit the U. S. Department of Education's website at [www.ed.gov/policy/gen/guid/fpc/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html).

Another important law is the **Protection of Pupil Rights Amendment (PPRA)**. PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. The PPRA protects the rights of parents and eligible students to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"): if the survey is funded in whole or in part by a program of the U.S. Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum.

As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal Protection of Pupil Rights Amendment (PPRA), visit the U.S. Department of Education's website at <http://www.ed.gov/policy/gen/guid/fpc/ppra/index.html>

The Coweta County School System does very little that might apply to the PPRA. One survey that applies is the annual Georgia Student Health Survey II (GSHS II), which will be administered to students in grades 10 and 12 in the fall. This anonymous survey consists of approximately 100 questions on a variety of health-related and school-safety related issues and takes less than 20 minutes to complete. Under PPRA, copies of the middle and high school surveys will be available for your review upon request.

Parents may opt their child out of the Georgia Student Health Survey if they so desire. If you wish for your child to opt out of this survey, please contact your child's principal before October 20.

Parents who believe their rights have been violated regarding FERPA or PPRA may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **INFINITE CAMPUS PARENT PORTAL**

Effective communication between our staff and parents is vital for the success of our students. A very effective way of communicating and monitoring student performance in the classroom is by logging into the Infinite Campus Parent Portal. Infinite Campus is a web based student management system that permits parents/guardians with Internet access to view the most current information for their children's class schedules, courses, grades, daily attendance, testing information, student fees and other records, as well as school calendars, special communications and teacher email links. To log in onto the Parent Portal page parents must establish a unique account with the activation key provided by the school. To receive the code, parents/guardians must report in person to the school and show proper identification. The activation key will allow parents to create their own personal Portal account to view all students in their household. ECHS will provide brief tutorials to parents on how to log in and use the Parent Portal during Open House and other parent events throughout the school year. Parents already using the Parent Portal may also call the Information Technology Department for Coweta County Schools at 770-304-7950 from 8:00 a.m. until 5:00 p.m. for additional support. Email support is also available by emailing questions to [parentportal@cowetaschools.org](mailto:parentportal@cowetaschools.org).

## **NOTICE TO STUDENTS 18 Years of AGE or Older**

If you are a student who is 18 years of age or older, you have the following rights under the Family Educational Rights and Privacy Act:

You have the right to inspect and review your educational records: you have the right to seek amendment of your educational records that you believe

to be inaccurate, misleading, or otherwise in violation of your privacy rights: you have the right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the aforesaid Act and 34 C.F.R. 9931 authorize disclosure without your consent; and you have the right to file with the Department of Education a complaint under 34 C.F.R. 99.63 and 99.64 concerning the alleged failure by this educational agency to comply with the requirements of the Act and the regulations promulgated there under.

To exercise your right to inspect and review your education records, you may submit a request to the principal of the school where you are enrolled or the Superintendent of the Coweta County School System, if you are no longer a student. A more detailed explanation for the procedure for exercising this right is set forth in Board Policy JR. If you believe that your record contains an error, you may request its correction by submitting a written explanation of the error and the basis for believing it to be an error to the principal of the school where you are enrolled or to the Central Office of the School system if you are no longer a student. A more detailed procedure for requesting the amendment of your education records is likewise set forth in Board Policy JR. See 34 C.F.R. 99.7(a)(2).

If you are a student who is at least 18 years of age (or will attain the age of 18 during this academic year), you may grant or deny your parents or guardians the right to review, inspect, and seek the amendment of your education records. Contact your registrar to take action on this matter.

## **EMANCIPATED STUDENTS**

An emancipated student refers to minors who have been **legally** separated from their family and permitted to establish a residence of their own. Emancipated students are responsible for their own support and may not be claimed as a dependent by parents for income tax purposes. Eighteen-year-old students are legally adults, but are not automatically emancipated because they have reached the age of eighteen unless they have established their own residence and are no longer dependent upon their parents for financial support.

## **SCHOOL HOURS**

Students should arrive at school **AFTER 8:00 a.m.** when teachers are on duty to supervise, and they should depart East Coweta High School campus no later than **3:45 p.m.** Absolutely no pick ups or drop offs in the bus loading zone. **No supervision for students is provided prior to opening and after closing hours.** This does not pertain to special activities under the sponsorship of certified personnel.

## **PARENTAL NOTIFICATION OF SEX EDUCATION INSTRUCTION**

The 1988 Georgia law requiring sex education and AIDS prevention instruction states that parents have the right, as provided in O.C.G.A. 20-2-143, to elect for their child not

to receive education in this area. The law states, "Any parent or legal guardian of a child to whom the course of study set forth in this code section is to be taught shall have the right to elect, in writing, that such child not receives such course of study."

## **GUIDANCE AND COUNSELING**

Guidance and counseling are integral parts of the high school curriculum. Counselors are available for special or scheduled consultation with students, staff, or parents. To aid in meeting the needs of all students as indicated by the ever-changing world of work through the comprehensive high school program, Coweta County secondary schools have accepted the challenge by expanding services to include a Career Center which has been designed to aid each student with career plans. The center contains pamphlets, catalogs from various colleges and vocational-technical schools, occupational information, various activities to aid in decision making and values clarification, applications for college enrollment, and financial aid forms of all kinds. After a student receives the desired materials from the center, a counselor will personally assist the student with post-secondary plans.

Other services offered by the guidance department include scholarship information, transcript requests, and information about class rank, permanent records, and scheduling.

## **PROMOTION REQUIREMENTS**

9<sup>th</sup> grade - promotion from 8<sup>th</sup> grade.

10<sup>th</sup> grade - 6 units (8 possible), must have passed 9<sup>th</sup> grade Literature/Comp and earned 1 math unit.

11<sup>th</sup> grade - 13 units (16 possible), must have passed 9<sup>th</sup> grade Literature/Comp & 10<sup>th</sup> grade Literature/Comp, and earned 2 Math and 2 Science units.

12<sup>th</sup> grade - 20 units (24 possible), must have passed 9<sup>th</sup> grade Literature/Comp, 10<sup>th</sup> grade Literature/Com, & 11<sup>th</sup> grade American Lit/Comp and earned 3 math and 2 Science units.

**Graduation Requirements – 28 units (32 possible)**

## **GRADUATION**

Students who meet all credit and course requirements, passed all parts of the Georgia High School Graduation Test, and have cleared all school fines will receive a high school diploma. **Students who meet all credit and course requirements, cleared all school fines but did not pass all parts of the Georgia High School Graduation Test will receive a Certificate of Performance.** Students who meet all credit and course requirements, cleared all school fines, and adhere to the student code of conduct will be permitted to participate in the graduation ceremony.

## SCHEDULE CHANGES

Schedule changes are made in order to adjust the student-teacher ratio, to accommodate students who already have passed a class in which they enrolled and have earned credit for the course, and for students who have not passed a prerequisite course. Students are not permitted to change their schedules in order to arrange for a different teacher or to change classes, electives, or lunch periods. Remember, it is the student's responsibility to check his/her schedule of classes to prevent re-taking a class already taken.

## MESSAGES FOR STUDENTS

Students will not be called from classes to receive telephone calls unless it is an extreme emergency. Furthermore, messages will be delivered only in emergency situations. Before a class is disturbed, the attendance office will first verify that the message is from a parent or guardian and is an emergency. The office will attempt to deliver messages from parents by the end of the school day. However, students should not expect to receive daily messages from family, friends, and employers.

## WORK PERMITS

Students ages fourteen through seventeen are required to have a work permit on file in order to hold a job. Work permits are issued through the Guidance Office. Before a certificate will be issued, the student and employer must complete an employment application form. In addition, students not enrolled in the Coweta County schools must either bring their birth certificate, driver's license, baptismal certificate, or transcripts. **Work permits should be picked up before or after school, between classes or during the student's lunch period and not during class time.** There are restrictions as to the types of employment for which the student is eligible and also to the number of hours students can work during the school day, weekends, and summer vacation. The restrictions are listed on the employment application form.

## PARENT CONFERENCES

Parents are welcomed and encouraged to visit East Coweta High School and to talk with teachers. Appointments to see teachers should be made through the guidance office. Call **(770) 254-2853** to set up the conference.

## YOUR SCHOOL RECORD

Everyday you live, you are creating a record for yourself. You should always be conscious that your record becomes synonymous with your name. The working world has learned through experience that a complete school record of your scholarship, attendance, activities, and citizenship gives valuable information in evaluating your ability and fitness to do a certain job. Your high school record is a link in your life that will be examined many times through the years by those concerned about you and your future.

## GRADING

Coweta County secondary schools' grades are assigned by terms. The two nine week's grades are averaged to determine a final grade for each subject. Each nine weeks exam is averaged in with the nine weeks grade. Grades are based on class participation, class work, homework, examinations, and any special project that the classroom teacher may assign during the term. The grading scale is as follows:

A	90 - 100
B	80 - 89
C	71 - 79
D	70
F	69 - 0
I	Incomplete
WD	Withdrawal

## GRADE WEIGHTS

Advanced Placement (AP) Courses = 10 points added to the final grade average for grade point average (GPA) and ranking purposes only.

Advanced or gifted academic courses = 5 points added to the final grade average for grade point average (GPA) and ranking purposes only.

ACCEL, formerly known as postsecondary options, is a program of study allowing public high school students to receive college course credit and high school unit credit from a public college, university, or technical institution. Please refer to the Coweta County Career Planning Guide for more information.

## MID-TERM PROGRESS REPORTS

Progress reports for all students will be sent after 4 ½ weeks of each nine weeks. Teachers will send progress reports at any time thereafter that it becomes apparent the student is in danger of failing. Parents may contact the teacher by calling the guidance office (770-254-2853) for more information concerning the progress report or e-mail the teacher directly. E-mail addresses are available on the Coweta County Web Site, [www.cowetaschools.org](http://www.cowetaschools.org)

## STATE TESTING

The state of Georgia has developed end-of-course tests (EOCT) in several areas. The courses being tested are: Math I, Algebra I, Geometry, Physical Science, Biology, U.S. History, Economics, 9<sup>th</sup> Grade English and 11<sup>th</sup> Grade English. The EOCT will count as 15% of the student's final grade.

The current Georgia High School Graduation Test (GHS GT) has five parts: Writing, English Language Arts, Math, Social Studies, and Science. **Students must pass all five parts to receive a high school diploma.**

## PLAGIARISM and CHEATING

### Plagiarism

One huge misconception that students have is that rewriting something is not plagiarism because they are “putting it in their own words.” If the source is not officially acknowledged, IT IS PLAGIARISM. Copying and pasting actually accounts for only a small percentage of plagiarism. The majority of plagiarism is a result of text manipulation. The accessibility of the Internet makes plagiarism very tempting, and unintentional plagiarism springs from this as well. Simply stated, plagiarism is using someone’s work without giving the appropriate credit. This can mean several things:

1. Copying material from any source is plagiarism.
  - Copying and pasting text from any website is plagiarism.
  - Copying and pasting text from online media such as encyclopedias is plagiarism.
  - Copying or transcribing text from any printed material, such as books, magazines, encyclopedias, or newspapers, is plagiarism.
2. Simply modifying text from any of the above sources is plagiarism. For example, replacing a few select words using a Thesaurus does not constitute original work.
3. When quoting, summarizing or paraphrasing, there must be acknowledgement of the original source. Without direct credit to the source through a citation, it is plagiarism.
  - When quoting a source, it must be quoted exact, word for word. A citation of the source must be in the paper with a footnote or parenthetical citation.
  - Summaries and paraphrasing must also be cited. Cite these exactly the same as a quote. Summaries and paraphrasing are merely condensed versions of someone else’s work. Credit must be given to the source for his/her information or it is plagiarism.
4. Using photographs, video, or audio without permission or acknowledgment is plagiarism.
5. A paper or a multimedia presentation may contain a photograph, video, or audio source as long as there is no profit from it or use of it for any purpose other than the original assignment. However, the source must be included in a bibliography
6. Using another student’s work and claiming it belongs to someone else, even with permission, is academically unethical and is treated as plagiarism. This is known as “collusion.”
  - Allowing own coursework to be copied by another student
  - Copying another student’s coursework with or without his/her knowledge

- Submitting a piece of coursework as an individual piece of work when it has actually been written with another student
  - Doing another student’s coursework for him/her
  - Copying from a neighbor during an examination without the neighbor realizing it
  - Submitting coursework from an outside source (e.g. a former student offers to sell prepared essay)
  - Premeditated collusion between two or more students to communicate answers to each other during an examination
  - Obtaining test information from other students
7. Acquiring work from commercial sources is academically unethical and is treated as plagiarism.
  8. Translation from one language to another is not using one’s own words. Translations fall under the guidelines for quotations, summaries and paraphrasing.
  9. Using an essay that was written for another class/another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used is SELF-PLAGIARISM and is basis for consequence or penalty. Previous work may be used as a basis for new research, but include the original work in the bibliography.

### Cheating

Cheating can occur on any classroom assignment but is not limited to, class work, homework, laboratory work, compositions, quizzes, tests, journals, portfolios, and projects. Cheating is a violation of the student code of conduct. Students caught cheating may be subject to disciplinary action and/or loss of academic credit. Examples of cheating are as follows:

- Using an unauthorized aid by any means expressly forbidden by the teacher.
- Unauthorized attempts or actual assistance in aiding another student in cheating...the giving or receipt of assistance.
- Inventing data (i.e. nonexistent results).
- Fabricating references or a bibliography.
- Altering data (e.g. adjusting data to obtain a significant result)
- Taking unauthorized material into an examination.
- Taking an examination for someone else or having someone else take an examination.
- Lying about medical or other circumstances to get special consideration by examiners (e.g. to get lenient view of results; extra time

to complete the exam; an extended deadline; or exemption).

- Deliberately miss shelving books or journal articles in the library so that other students cannot find them or by cutting out the relevant article or chapter.
- Coming to an agreement with another student to mark each other's work more generously than it really is.
- Illicitly gaining advance information about the contents of an examination paper.
- Concealing teacher errors.
- Threats or blackmail or extortion.
- Unauthorized recording with any electronic devices is strictly prohibited.

## **GIFTED EDUCATION**

Coweta County students in grades kindergarten through twelve who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the REACH Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. During designated time periods, a student may be referred for consideration for gifted eligibility services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities.

If you need more information or a summary of eligibility criteria for Coweta County's REACH Program for Gifted Students, please contact the REACH Program teacher at your child's school. Assistance is also available from the Coordinator of the Gifted Program at 770-254-2810.

## **STUDENT SUPPORT TEAM (SST)**

The Student Support Team (SST) process was designed to provide support to the student and teacher through a collaborative approach. It was based on the premise the "two heads are better than one" when developing plans for students who are having difficulty in school. The SST is a valuable tool in providing an effective educational program for students. The goal is to achieve success within the regular education classroom. A student support team referral may be initiated if difficulties continue to persist after having some informal collaboration or attempts at various collaborations prove unsuccessful.

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

When a student withdraws or transfers from school, he/she must have permission from his/her parent or guardian. All transfers and withdrawals are processed through the counselor's office.

The Coweta County Schools policies on transfer and withdrawals and student assignments to schools are available on the following websites:

[HTTP://WWW.GSBAEPOLICY.ORG/PDFS/COWETA/APPLICATION%20FOR%20TRANSFER.PDF](http://www.gsbapolicy.org/PDFS/COWETA/APPLICATION%20FOR%20TRANSFER.PDF)

[HTTP://WWW.GSBAEPOLICY.ORG/POLICY.ASP?PC=JBCCA&S=4046&REVNO=1.61&C=J&Z=P](http://www.gsbapolicy.org/POLICY.ASP?PC=JBCCA&S=4046&REVNO=1.61&C=J&Z=P)

[HTTP://WWW.GSBAEPOLICY.ORG/POLICY.ASP?PC=JBDC&S=4046&REVNO=1.61&C=J&Z=P](http://www.gsbapolicy.org/POLICY.ASP?PC=JBDC&S=4046&REVNO=1.61&C=J&Z=P)

## **TRANSFERS AND RELEASES**

Any student wishing to attend school in another school district must obtain a release from the Superintendent's Office. Students wishing to transfer to another high school within the Coweta County School District must obtain permission from the Superintendent's Office.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES FOR COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

The State Board of Education has established the policy that has become known as the No Pass, No Participate Policy, which is State and County Board Policy IDE. The following requirements must be met for students who wish to participate in competitive interscholastic activities in the school year **2010-2011**. In order to participate in athletics at East Coweta High School, students are required to have a valid physical and parental authorization on file in the Athletic Office. Forms are online at <http://www.cowetaschools.org/echs/> and click Athletics.

1. The grading period for secondary schools will be a term.
2. Students must accumulate Carnegie units towards graduation according to the following criteria:
  - (a) First-year students (entering 9<sup>th</sup> grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in or to participate.
  - (b) Second-year students must have accumulated 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 ten (10) 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 sixteen (16) Carnegie units in the first three years, and passed courses carrying at least 2.5 Carnegie units in the previous semester.

3. Fifth year high school students are not eligible to participate in competitive interscholastic activities. Also, to be eligible to participate in interscholastic activities, a student must not have reached his 19<sup>th</sup> birthday prior to May 1<sup>st</sup>, preceding his year of participation.
4. A student will have the first fourteen (14) calendar days of the new semester to complete work and change an incomplete grade. A student is ineligible during these fourteen (14) calendar days of make-up work and cannot practice or play.
5. Ineligible students cannot try out or practice with any competitive interscholastic activity. Students assigned to alternative school or in out-of-school suspension for disciplinary reasons lose their eligibility. Suspension is considered to have ended when the student is physically readmitted to the classroom. All Georgia High School Association Rules and Regulations supersede these guidelines.

For additional information about eligibility, contact the Mr. Evan Horton, ECHS Athletic Director.

## **SPORTS EQUITY**

The Coweta County Board of Education does not discriminate on the basis of sex, race, color, religion, creed, national origin, age, or disability.

The Coweta County Board of Education prohibits discrimination based on gender in its elementary and secondary school athletic programs.

Grievance procedures for equity in sports are listed in the Coweta County Board of Education Policy IDFA. This policy is contained in the school board policy on-line at [www.cowetaschools.org](http://www.cowetaschools.org) or at ECHS. You may contact Dr. Steve Barker, Director of Administrative Services and Non-discrimination, Title IX, and Equity in Sports Compliance Coordinator, 167 Werz Industrial Blvd., Newnan, Ga. 30264. The telephone number is (770) 254-2800.

## **COMPUTER USE IN COWETA COUNTY**

Coweta County Schools incorporates internal and external filtering of all web content. Internally, Tech Support services and screens all web pages published by all teachers, staff, and students for inappropriate material. This includes only web sites that are hosted on Coweta County Schools' Web servers. Externally, Coweta County Schools has a filtering appliance that blocks inappropriate web sites from being seen by teachers, staff, and students. While no system is 100% foolproof, Coweta County Schools can block up to 98% of the content that is inappropriate for educational purposes.

Students are not to use or "load" their privately owned computer software in school computers without the permission of the classroom or supervising teacher.

In instances where teachers determine that student-owned software would be advantageous to the instructional program, such software should be brought to the attention

of appropriate curriculum staff and/or instructional materials selection committees for possible purchase. Student-owned software shall not be permanently loaded or copied for use in school computers.

Under no circumstances shall students, employees, or anyone else exhibit or disseminate obscene materials on school property using school computers or by other means (Coweta County Board Policy IFAA).

A student shall not damage, alter, or steal school property, or possess or distribute school property without appropriate authorization (Coweta County Board Policy JDC).

Georgia law makes it a felony to change or disrupt a computer or network for any length of time (Georgia - Computer Systems Protection Act of 1991).

## **ATTENDANCE POLICY and TRUANCY**

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons.

**Truancy** - Georgia law requires that all schools operate 180 days each year. Every day is an important day of instruction. Regular and prompt attendance is required. Truancy refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school without authorization, or willfully fails to attend school without the parent or guardian's knowledge. (Coweta County Schools Policy JBD-R). **(Also see page 27 of this handbook)**

## **TARDIES**

1. A student who has an acceptable reason for being tardy to school will present a note from his parent/guardian to the attendance clerk upon arrival to school. **A telephone number of a parent/guardian must be written on the excuse for verification purposes.**
2. Unexcused tardies to school or class could result in after-school detention, driving privileges suspended, student-parent conference with an administrator and/or other disciplinary actions.

## **ADMIT SLIP POLICY**

1. You must submit to the attendance office written excuses from home to cover all absences.

2. All early check-out notes must be given to the Attendance Clerk before first block, and must include phone numbers for verification.
3. Students absent due to a school-related activity (such as a field trip or competition) must have an admit slip from the sponsoring teacher.

### **EARLY DISMISSALS**

1. No student may leave campus during school hours without signing out in the Attendance Office.
2. Any student checking out of school must bring a note signed by their parent/guardian stating the date, time, reason, and a phone number at which the parent or guardian can be contacted. **The school will verify the excuse.**
3. Telephone calls to arrange for an early dismissal of a student will NOT be accepted. No student will be called out of class until the parent arrives to sign them out.
4. The note must be turned into the Attendance Office between 8:00 a.m. and 8:30 a.m. Students will receive an admit slip from the attendance clerk which will allow release from class at the designated time.
5. No student will be allowed to check out until a parent/guardian has been contacted and/or unless there is written permission from a parent/guardian.
6. Students must immediately leave campus upon signing out and must not return to this campus or another school campus. Should permission be granted for a student to return to campus because of special circumstances, the student must sign in immediately upon arriving on campus.
7. Early dismissals from school will be evaluated as excused or unexcused for both attendance and academic purposes using the criteria in Coweta County Policy (JED).
8. Early dismissals will be closely monitored by the school office and written communication mailed to the parents or guardian of a student who, in the judgment of school officials, is abusing the early dismissal policy.

### **ILLNESS OR EMERGENCIES DURING THE DAY**

1. Students leaving due to illness or other emergency must sign out in the attendance office. The nurse will contact the parent/guardian before releasing a student who is ill.
2. **Remember, it is necessary for all students to return emergency consent forms to the attendance office as soon as possible because we need to know how to reach your parents at all times in case of an emergency.**

### **MEDICINES (CCSS Board Policy JGCD)**

Whenever it is necessary for your child to receive medication at school, the guidelines listed below **MUST BE FOLLOWED:**

1. Medications: Students needing medication while at school must have a statement of permission signed by the parent/guardian. A labeled container with the student's name, doctor's name, date and dosage is required and should be left with the school nurse with directions for administering. All medication must be kept in the nurse's office.
2. Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
3. Medication forms are available and must be filled out by the parent/guardian when medication is to be administered for periods exceeding two consecutive weeks.
4. Non-prescription medicine will be given only for a short-term duration (less than two weeks) and only when in the original container and accompanied by a written parental request and direction for administering. The container must also include the student's name and instructions for administration.
5. The school *discourages* any medication being transported by students on the school buses.

### **STUDENT COMPLAINTS AND GRIEVANCES**

Our Board of Education realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided to any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

## **CODE OF CONDUCT**

It is the purpose of the Coweta County School System to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places: 1) At school or on school property at any time; 2) Off school grounds at any school activity, function or event and while traveling to and from such events; 3) On vehicles provided for student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

## **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

## **INTERROGATIONS**

The principal of each school in the Coweta County School System and authorized representatives, possess the authority to conduct reasonable interrogations of students in order to properly investigate student misconduct.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive

discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

1. Warning and/or counseling with a School Administrator or Counselor
2. Loss of Privileges
3. Isolation or Time Out
4. Temporary removal from class or activity
5. Notification of parents
6. Parent conference
7. Detention
8. Temporary placement in an Alternative Education Program
9. Short-term suspension
10. Referral to a tribunal for long-term suspension or expulsion
11. Suspension or expulsion from the school bus
12. Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the

student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

### **BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

The degree of discipline imposed will be in accordance with progressive discipline process unless otherwise stated.

1. Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant.
2. Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.
3. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
4. Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
5. Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.
6. **Physical violence against a teacher, school bus driver, or other school personnel:** (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; Expulsion for the remainder of the student's eligibility

to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to reenroll in regular programs for grades nine through 12; and provided further that if the Board does not operate an alternative education program for grade kindergarten through grade six, then the Board may permit a student in kindergarten through grade six who commits such an act to reenroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior. (2) Expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

7. Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel, possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
8. Bus conduct. The following specific provisions shall govern student conduct and safety on all school buses:
  - a) Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
  - b) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
  - c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might

interfere with the school bus driver's operation of the school bus.

9. Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.
10. Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
11. Possession or use of tobacco in any form.
12. Damaging or defacing personal property or school property (vandalism).
13. Theft.
14. Extortion or attempted extortion.
15. Possession and/or use of fireworks or any explosive.
16. Activating a fire alarm under false pretenses or making a bomb threat.
17. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.
18. Classroom and school disturbances.
19. Violation of school dress code.
20. Use of profane, vulgar, or obscene words or indecent exposure.
21. Inappropriate public displays of affection.
22. Gambling or possession of gambling devices.
23. Moving and non-moving driving violations.
24. Giving false information to school officials.
25. Academic dishonesty/cheating on school assignments.
26. Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.
27. Bullying: See page 21 for detailed information on what constitutes bullying. Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.
28. Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

29. Gang related activity: A student shall not participate in any gang related activity, as defined by administration and law enforcement. This includes but is not limited to clothing, activity, slogans, writings, gestures, graffiti, and comments.
30. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student: Students shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student.
31. Students who electronically record other students and/or staff during the course of the school day can be subject to serious disciplinary consequences.

### OTHER SCHOOL RULES

By the time a student reaches the high school level, greater responsibility will be placed on that student. Being in the **right** place, at the **right** time, with the **right** books/assignments, doing the **right** thing shows responsibility on a student's part. It is very important that each student realizes that the choice to be successful is within his/her control.

1. **Respect** for faculty, staff, substitutes, property, rights, and privileges of others are expected at all times.
2. In all public areas of the school—halls, courtyards, cafeteria, assemblies, etc.—students will be orderly, polite, and reasonably quiet.
3. **Students are not to go to any parking lot at any time during the school day without special permission from an administrator.**
4. Students will not leave the school premises at any time without permission through the office. Leaving school without permission could result in a suspension from school.
5. Use of vulgar language and gestures will not be permitted. This action could result in suspension.
6. Students must be in their classrooms when the tardy bell begins to ring.
7. **Firearms, knives, stun guns, brass knuckles, chemical deterrents, stink bombs, tear gas, weapons, etc., are not allowed at anytime.** This is a suspension offense, and Violation of Georgia Law. {O.C.G.A. 16-11-127.1}
8. Throwing, shooting, or in any way propelling an object that endangers the sight of other students may result in a suspension from school.
9. No students will be permitted to interfere with the right of another student to learn. A student who insists on doing so may be suspended from class or

school until such time as the student can stay in class without disturbing others.

10. All hall areas and gymnasium are off limits during your lunch period. Students are to remain in designated areas during lunch periods.
11. No student shall refuse to identify himself or herself or produce a pass upon the request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.
12. No student shall be in the hall during regular class time without a pass signed by the teacher in charge of the student during that time. This will include trips to the restroom, library, and/or office as well as to any place other than the room to which the student has been assigned.
13. Students are required to enroll in four (4) classes per semester and expected to attend all classes when present. Class cutting or leaving campus without signing out will not be tolerated, and disciplinary action will be taken.
14. Students are not allowed to have visitors during school hours.
15. Selling of any merchandise by students without permission is prohibited. Distribution of any materials requires permission from the principal. Self-adhesive stickers are not allowed for student campaigns or any other reason.
16. Lockers: Students will be assigned lockers during each semester. Lockers must be kept clean and orderly. Students must clean lockers out at the end of each semester.
17. **Eating and drinking is not allowed in halls and classrooms. Students may use the cafeteria lobby.**
18. **Vending machines may not be used during breakfast, lunch or between classes.** Products will be taken if vending machines are used during the above times. Money will not be refunded.
19. **Students who arrive before 8:20 a.m. are to report directly to the cafeteria or courtyard. After arriving at school, students are not allowed to leave campus without permission.**
20. Students are released each period by the teacher, not the bell tone.
21. Students shall not distribute written materials which would tend to cause substantial disruption of the educational setting or any school activity. Such prohibited written materials include, but are not limited to: materials which are obscene; materials which insight students so as to create a clear and present danger of the commission of unlawful acts or of the disruption of the orderly operation of the school; pornographic materials; materials degrading to any specific individual; materials designed for commercial

purposes (to advertise a product or service); and materials that promote off campus parties.

22. When school is dismissed, all students are required to leave the school premises not later than 3:45 p.m. unless they are under the direct supervision of a teacher. Car-riding students should be picked up in the front of the building. If students remain on campus without supervision disciplinary actions may be taken.
23. Electronic Items – Students should not bring electronic items on campus. Use of these items during the instructional school day is strictly prohibited. Also these items are in many cases high value items which can easily be lost or stolen. Examples of electronic items include, but are not limited to cell phones. MP3 players, IPODs, CD players, etc.

The above items are not the only offenses that will result in disciplinary action. However, abiding by the above policies will keep you out of difficulties and help keep East Coweta High School the kind of school all of us want it to be.

## DEFINITION OF TERMS

**ASSAULT:** Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

**BATTERY:** Intentionally making physical contact with another in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

**BULLYING:** See page 21 of this handbook.

**CHRONIC DISCIPLINARY PROBLEM STUDENT:** A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

**DETENTION:** A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

**DISCIPLINARY TRIBUNAL:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

**DRESS CODE:** The current dress code is explained in this student handbook.

**DRUG:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

**EXPULSION:** Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

**EXTORTION:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**FIREWORKS:** The term “fireworks” means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**GAMBLING:** Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**IN-SCHOOL SUSPENSION:** Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

**SUSPENSION:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**SYSTEM’S EARLY INTERVENTION PROGRAM FOR STUDENT AND PARENT:** This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

**THEFT:** The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**WAIVER:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**WEAPONS:** The term weapon is defined as any object, which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or

other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knuckles, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## **STUDENT SUPPORT PROCESSES**

The Coweta County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors and chronic disciplinary problem/behavior student plans.

## **PARENTAL INVOLVEMENT REGARDING STUDENT CONDUCT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions, in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents’ concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student’s parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call or by mail at least one parent or

guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

## **DRESS STANDARDS**

Everyone at East Coweta High School is expected to dress and be groomed in accordance with acceptable standards of cleanliness, good taste, and appropriateness. The established standard has been set to discourage clothing that may be a distraction to the learning environment and possible safety of students. It is not our intent to thwart self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causes distractions to the learning environment, and which sometimes puts the students in situations not best for them.

The dress code standard is:

1. All shirts and dresses must have sleeves. Tank tops, tube tops, and shirts without sleeves are not acceptable.
2. Students will be permitted to wear shorts, dresses, and skirts, provided they reach the end of the fingertips or longer. (Splits in skirts/dresses/shorts must be below the fingertips.) Mini-skirts, mini-dresses and short shorts are not permitted.
3. Overalls may be worn with both straps fastened and on the shoulders. A shirt must be worn under overalls.
4. Pants must be worn properly at the hips.
5. Chains or sharp objects are not permitted.
6. Low cut, see through, strapless, or backless dresses or shirts may not be worn. If in doubt do not wear it.
7. No student should dress in such a way that his/her underwear is partially or totally exposed. The waist and top portions of boxer shorts and briefs and bra straps and bra sides should not show.
8. No student will wear any jewelry, clothing or carry backpacks, which display or suggest alcohol, drugs, tobacco, weaponry, profanity, vulgarity sexual innuendo, or scatological humor.
9. No student will wear any items of jewelry, clothing or carry backpacks, which display or suggest anything inflammatory or degrading to a particular race, creed, or culture.

10. No student will wear camouflage shirts, pants, shorts, skirts or accessories except in case of ROTC requirements. Camouflage jackets are permitted.
11. No student will wear trench coats.
12. No student may wear clothes with holes above the fingertips.
13. Hats, headbands, sunglasses, stocking caps, hoods, picks/combs, and other headgear are not permitted indoors.
14. Blouses, dresses, or shirts which expose the areas of the stomach, side or back are not permitted.
15. Excessively form-fitting or loose-fitting clothing is not permitted.
16. Any clothing/jewelry or improperly worn clothing deemed gang related by the administration is not permitted.
17. Pajamas, house shoes, blankets, and bandannas are not permitted.

## **TIME OUT/IN-SCHOOL SUSPENSION (ISS)**

TIME OUT/ISS will be under the supervision of a certified staff member working in coordination with the teachers, counselors, and administrators of the school. The main purpose of TIME OUT/ISS is to give a student who has received short term placement an opportunity, under certain restrictions, to remain present at school to accomplish class assignments.

The second purpose for this program will be to provide a place where a student can go or be sent in order to avoid personal confrontation between the student and some member or members of the school population.

A third purpose will be to provide a long-term place where a student can go or be sent for an extended period of time. This will happen when the student's personal conduct or frame of mind is such that the student is unwilling or unable to function in the school without becoming a problem to the student or the school.

Assignments to TIME OUT/ISS will be at the discretion of the principal or assistant principal. Parents will be notified by phone, e-mail, or in writing of the circumstances surrounding the extended placement of their son or daughter in TIME OUT/ISS.

## **DISCIPLINE SUSPENSION POLICY**

Students who demonstrate extreme cases of misconduct requiring stronger action will be suspended from school. A student will be considered for re-admission after a conference with a parent or guardian and the principal or assistant principal. This conference must assure the school administration of acceptable conduct by the student and an attitude conducive to learning.

## SUSPENSION PROCEDURES

1. Parents will be notified by phone, e-mail, or in writing of the circumstances surrounding the suspension of their son or daughter and of the date and time for a conference with the principal or assistant principal prior to re-admittance of the student to East Coweta High School.
2. Students under suspension are not allowed on any school campus during the period of suspension unless assigned for the duration of the suspension to TIME OUT/ISS.
3. Prior to being re-admitted to East Coweta High School, the student (and parents) will make a commitment to proper and acceptable conduct while in school.

## TEEN-AGE/ADULT DRIVER RESPONSIBILITY ACT (TAADRA)

**(O.C.G.A. – 40-5-22)** Effective July 1, 2007, the Department of Public Safety requires that for a period of one academic year prior to making application for an instruction permit or driver's license, the student has been enrolled and is currently enrolled in and not under expulsions from a public or private school and has not had ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year. For a period of one academic year prior to the date of this application, the student must not have dropped out of school without graduating and remained out of school for ten consecutive school days or not have been found in violation of the following offenses: **These violations will be reported to the DMV.**

- (i) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
- (ii) Possession or sale of drugs or alcohol on school property or school sponsored event;
- (iii) Possession or use of a weapon on school property or school sponsored event;
- (iv) Any sexual offense; or
- (v) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

A Certificate of Attendance is required by the DMV in order for a student to apply for a learner's permit or a driver's license. A student may request a COA from the Attendance Office 24 hours in advance and it is the student's responsibility to return to the Attendance Office and pick it up. A fee of \$1.00 will be charged upon receipt. Please note that a student must meet the requirements of the Teenage & Adult Drivers responsibility Act to qualify for a COA. Missing 4 high school blocks unexcused shall be considered equal to one unexcused day whether the absences are in the same or different blocks; therefore, 40 blocks unexcused is equal to 10 days unexcused.

## PARKING REGULATIONS

It is expected that student cars will serve only as a means of transportation. Once a student car comes on campus, it is to be parked, locked, and the driver is to come directly into the building. The driver is held responsible for his/her car being vacated. Students must not sit on parked cars or congregate in the parking area.

1. If students wish to drive to school, they must obtain a parking permit immediately after they begin driving to school. Parking permits must be visibly displayed at all times.
2. Excessive noise will not be tolerated. Car radios, stereos, etc. may not be at a disruptive level while on campus.
3. Leaving campus without permission and/or excessive tardies/absences may result in the loss of driving privileges.
4. **The speed limit on the East Coweta Campus is 10 MPH.**
5. Students should only park in designated student parking areas.

Students should follow all state and local laws concerning motor vehicle operations. Students who violate any school, local, or state law may have their parking privilege revoked and/or car towed at the owner's expense.

## PERSONAL PROPERTY

Students are responsible for their own personal property. Students should not bring valuable items or large amounts of money to school. Care should be taken in securing valuables at all times, particularly in the gym and locker areas.

## LIBRARY/MEDIA CENTER

The media center is open from 8:00 a.m. until 4:00 p.m., Monday through Friday. Please listen to announcements for early closings due to faculty meetings or other activities.

Any student coming to the media center during school hours must have a pass signed by a teacher, a counselor, or an administrator. The pass must include the student's name, the time he/she departed, and the date. **Students must sign-in upon arrival in the media center.** All student book bags are to be left under the art display cases to the left of the student sign in sheet. All students must return to class before the end of the block with a pass signed by a media specialist, which includes their time of departure.

Students must have a pass to come to the media center during lunch. Students reporting to the media center during lunch are to remain until the bell rings signaling the end of their lunch period.

**Food and drinks are not allowed in the media center.**

Students are allowed to check out books for up to three weeks. Books may be renewed if necessary. When several classes are researching similar topics, it may be necessary to limit the number of books checked out by individuals. These books will be put on reserve and will be available for use only in the media center for a specified time period.

Students may not check-out reference materials, audio visual materials and equipment, including videos. Students may arrange with a media specialist to view a video in the media center if absent or if necessary for a project.

Students cannot loan media center materials checked out in their name to other students. Students should not expect others to return materials for them. **The individual checking out the materials will be held responsible for any items not returned to the media center.**

Fines per item will be incurred for overdue material. Students with outstanding fines and/or overdue materials are not allowed to check-out materials. Report cards will be held at the end of grading periods for students having overdue books and/or fines. Seniors with outstanding fines and/or other charges will not be allowed to participate in the graduation ceremony.

Students may access the Internet in the media center if they have a signed AUP form on file with the Technology Support Specialist at the school. Any misuse of the Internet and/or computer privilege will result in a discipline referral. The student's access to computer use will be revoked school wide. Surfing is not allowed. Students are to use the Internet for class assignments only.

One non-networked computer is available for students to use for printing from disks. Photocopies and computer copies for school assignments may be made for a charge of 0.10 per page.

*Always ask a media specialist for help if you cannot find the information you need.*

## **PARENTAL NOTIFICATION OF COMPUTER AND MEDIA RELEASE**

Students are responsible for completing and submitting an acceptable use policy (AUP) and permission for media release form annually. The AUP form allows students the privilege to use Internet on campus. The use of the Internet is a privilege, not a right and inappropriate use will result in cancellation of those privileges. The permission for media release allows students' pictures to be published through media outlets in association with Coweta County Public Schools. Copies of these forms may be found in the back of the student handbook.

## **PUBLICATIONS**

School-sponsored student publications are not conducted as public forums, but as part of the curriculum, and the school reserves the right to exercise editorial control to the maximum degree consistent with the Constitution of the United States. The principal or his designee may exercise control over student expression to ensure that participants

learn whatever lessons the activity is designed to teach, that readers or listeners are not exposed to material that may be inappropriate for their level of maturity, and that the views of the individual speaker are not erroneously attributed to the school. The school will not permit speech that would unsubstantially interfere with or impinge upon the rights of other students, or speech that is ungrammatical, poorly written, inadequately researched, biased, prejudiced, vulgar or profane, or unsuitable for immature audiences. Such publications or speech shall not sponsor sexual activity, or advocate drug or alcohol use.

## **SUPPLEMENTARY CLASS READING**

Novels approved for supplementary class reading are listed on the school's website, and those selected for the teacher's course of study are listed within each teacher's course syllabus. Some of the factors involved in assigning supplementary reading include the level of rigor needed to be successful in standardized tests, the grade level, the exposure to certain authors and literary genres, and the amount of reading required to be successful at the high school level. We ask that parents preview the list of novels scheduled for your student to read for the upcoming year. If there are concerns about a particular literary work, please address the concerns with the teacher early in the course of the semester. Whether or not an alternative assignment will be issued will be determined on an individual basis by the teacher, the parent and the administrator.

## **COPYRIGHT POLICY**

The Coweta County School System recognizes the importance of the Copyright Laws of the United States (Title 17, United States Code). A willful infringement of the law may result in disciplinary actions. Any duplication of copyrighted materials: print, non-print, and computer software materials, must be within the bounds of "fair use."

East Coweta High School prohibits copying material not specifically allowed by either copyright law, "fair use" guidelines, license agreements, or proprietor's permission. The school will post appropriate warning notices on or near all equipment capable of amending copies, as mandated by Section 108 of the Copyright Law. East Coweta High School will develop and retain appropriate copyright records. The school's Copyright Officer (Media Specialist) will house and maintain these files to eliminate duplication of copyright licenses and permission agreements.

## **CAFETERIA SERVICES AND BEHAVIOR**

East Coweta High School has four (4) lunch periods scheduled into its daily school program with all grade levels of the student body in attendance each period. Accordingly, East Coweta High School expects that all of its students will conduct themselves properly during breakfast and lunch periods, practice good table manners, and abide by the following rules:

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at each service area. DO NOT BREAK IN FRONT OF OTHER STUDENTS.
3. Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talking, yelling, screaming, etc., are not acceptable.
4. Do not throw food or any other object in the cafeteria.
5. Leave the table clean and suitable for luncheon use by other students. Each student is responsible for depositing plates and utensils in the proper place immediately after eating.
6. Do not take lunch trays outside in the courtyard.
7. Students are not allowed to purchase soft drinks to consume in the cafeteria during lunch.
8. All students may apply for free/reduced breakfast and lunch.
9. Do not leave the cafeteria area without permission.

### **BREAKFAST PROGRAM**

Breakfast is considered the most important meal of the day. Breakfast is served from 8:00 a.m. until 8:20 a.m. Only students arriving late with excused passes will be served breakfast after 8:20 a.m.

### **FREE, REDUCED, OR PAID MEALS**

A student may purchase only one breakfast at the student price of \$ 1.00. The second breakfast must be purchased at the adult price of \$1.50. Students may purchase extra portions of breakfast items at prices posted in the cafeteria.

A student may purchase only one lunch at the student price of \$2.25. The second lunch must be purchased at the adult price of \$2.75. Students may purchase extra portions of lunch items at prices posted in the cafeteria.

Our cafeteria uses the offer vs. serve method of service which allows students the opportunity to refuse or take smaller portions of one or two of the five meal components of the school lunch and to refuse one of the four meal components of the school breakfast.

### **Breakfast and lunch charges are not permitted.**

Students may put money in their account daily, weekly, monthly, etc.

### **PARENTS CAN MAKE DEPOSITS INTO THEIR CHILD'S CAFETERIA ACCOUNT ELECTRONICALLY.**

*Mealpay Plus* is a prepayment system that allows parents to make deposits into their children's accounts via the web at [www.mealpayplus.com](http://www.mealpayplus.com) – 24 hours a day 7 days a week. *Mealpay Plus* allows parents to make and view online payments by phone or web using credit cards (VISA and Mastercard), bank check cards with VISA or Master Card logo and/or savings or checking accounts.

With a one - time FREE registration, *Mealpay Plus* allows parents to sign up and register all children in a school district to one account.

### **NON-SUFFICIENTLY FUNDED CHECK COLLECTION**

Coweta County School System has contracted with the Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount of the check and fees allowed by the state of Georgia.

All checks that are currently past due will also be recovered through this process if not paid in full by the start date of the program on July 1, 2006.

Please include the following on your check:

- Drivers License #
- Full Name
- Street Address
- Phone Numbers
- Student Name

### **STUDENT TRANSPORTATION—BUSING**

The school system provides bus service for many of our students. Please read carefully the following policies and/or rules which are important. For additional information, please call the transportation office at 770-254-2820.

We must expect reasonable behavior from the students on our buses. A bus suspension is often a last resort; however, safety comes first and will not be compromised. Fighting, possession of drugs, profanity, vandalism, or actions which may injure others will not be tolerated and may result in immediate suspension.

#### **Student rules for a safe bus ride include. . .**

1. Be at bus stop three minutes before time of bus arrival.
2. Wait for bus a minimum of 12 feet from street, road, or highway, in plain view of driver.
3. Never cross the street, road, or highway before bus arrives.
4. Look both ways, and then look at driver before crossing street. Cross in front of bus—never go behind the bus.
5. Dress appropriately for the weather—use umbrella in rain—wear coat, gloves, etc., in cold weather.
6. Watch your step when boarding bus (especially in rainy weather). Always use handrail.
7. Remain seated and facing forward until bus comes to a complete stop.

8. In the afternoon, cross street immediately (once driver has signaled you to do so). Do not go to mailbox. Do not stop in street to pick up anything that may have been dropped.
9. Never jump from steps as you exit bus.
10. Do not throw objects on the bus or out of the window.
11. Boys sit on one side—girls sit on other side. Boys and girls do not sit together.
12. To get off anywhere other than their regular bus stop, students must have a note signed by a parent or guardian. This note is to be submitted to the front office by 8:30 a.m. and verified. Students should pick up their verified note during lunch.
13. Do not approach side of bus. Do not pass anything to another student through bus windows.
14. Remain quiet at railroad crossings.
15. Do not use any type of electronic device.
18. The following items are forbidden on buses: animals—dead or alive, glass containers or cans, water, tobacco in any form, balloons, knives, fire producing items, drugs or alcohol.
19. No objects larger than you can hold in your lap.
20. Do not eat or drink anything while you are on the bus.
21. Observe classroom conduct.

### **PRINTED MATERIAL DISTRIBUTED BY STUDENTS**

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students must assume responsibility for the content of such materials.

#### **Prohibited materials:**

- 1) Material which is obscene
- 2) Material which incites students to create a clear and present danger of the commission of unlawful acts or of the disruption of the orderly operation of the school
- 3) So-called "hate" literature which attacks ethnic, religious, and racial groups
- 4) Pornography
- 5) Material derogatory to specific individuals
- 6) Material designed for commercial purposes—to advertise a product or service.

Any student who willfully and knowingly violates these guidelines will be suspended, expelled, or otherwise

penalized, depending on the severity of the violation and in accordance with established disciplinary procedures.

### **FINAL EXAM EXEMPTION POLICY FOR SENIORS**

Seniors may elect to exempt their 1<sup>st</sup> and 2<sup>nd</sup> term exams under the following conditions:

1. The student has maintained an average of 90% or higher for the class to be exempted. The student must have maintained at least a 90% average for each of the 9-week grading periods.
2. The student has accumulated no more than 3 absences and 3 tardies (excused or unexcused) for the class exam they wish to exempt (checking out of class resulting in missing 50% or more of the class is considered an absence).
3. Student activities do not count as a class absence.
4. Any activity outside of school such as college visits, competitions in Junior Olympics, 4H, etc., are considered unexcused absences and will count as a class absence.

NOTE: There will be no appeals.

### **FINAL EXAM EXEMPTION POLICY FOR STUDENTS TAKING AP EXAMS**

A student taking an AP exam for a given AP class may elect to exempt the final exam of that AP class provided that:

1. The student has maintained an average of 90% or higher for the class to be exempted. The student must have maintained at least a 90% average for each of the 9-week grading periods.
2. The student has accumulated no more than 3 absences and 3 tardies (excused or unexcused) for the class exam they wish to exempt (checking out of class resulting in missing 50% or more of the class is considered an absence).
3. Student activities do not count as a class absence.
4. Any activity outside of school such as college visits, competitions in Junior Olympics, 4H, etc., are considered unexcused absences and will count as a class absence.

NOTE: There will be no appeals.

**GENERAL INFORMATION**

**MASCOT:** Indians  
**COLORS:** Purple and Gold

**ALMA MATER**

Eastern High, We'll E'er Be Faithful  
Thy Ideals Uphold  
E'er Be True and Loyal Lovers  
Of the Purple and Gold

**Refrain**

Hail! Oh Hail! Our Alma Mater  
Dearest Ever Known  
Hail! Oh Hail! Thee, Never, Fail, Thee  
Our Dear High School Home.

On the County's Eastern Border  
Reared Against the Sky,  
Proudly Stands Our Alma Mater,  
As the Years Go By

**FIGHT SONG**  
**"The New Tradition"**

You gotta fight, fight, fight  
For ECH  
You gotta scalp'em Indians  
You gotta win, win, win  
Win the game  
And go on down and make a score  
For ECH is on the warpath now  
And at the battlefield we're great  
So fight, fight, fight  
For victory  
The Indians of ECH!!!  
I-N-D-I-A-N-S F-I-G-H-T  
(clap each letter)  
Indians Fight...Indians Fight...Indians Fight!!!

**BELL SCHEDULE**

**8:30 - 10:08** ..... **1<sup>st</sup> Block**  
**10:08 - 10:14** ..... **Class Change**  
**10:15 - 11:44** ..... **2<sup>nd</sup> Block**  
**11:44 - 11:50** ..... **Class Change**  
**11:51 - 1:51** ..... **3<sup>rd</sup> Block**  
**11:50 - 12:16** ..... **1<sup>st</sup> Lunch**  
**12:21 - 12:47** ..... **2<sup>nd</sup> Lunch**  
**12:52 - 1:18** ..... **3<sup>rd</sup> Lunch**  
**1:23 - 1:51** ..... **4<sup>th</sup> Lunch**  
**1:51 - 1:57** ..... **Class Change**  
**1:58 - 3:30** ..... **4<sup>th</sup> Block**

# East Coweta High School

August 5, 2009

## BULLYING

The Board of Education of Coweta County endeavors to provide a non-threatening and non-violent environment for all students attending schools in the Coweta County School System. Of particular concern to the Board is the bullying of one student by another. To that end, the Board establishes this policy as an addendum to the Board policy JCD, Student Conduct.

For all purposes hereunder, “bullying” shall mean: an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (a) Causes another person substantial physical harm within the meaning of Code Section 16-523.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (b) Has the effect of substantially interfering with a student’s education;
  - (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (d) Has the effect of substantially disrupting the orderly operation of the school.

### **Prohibition Against Bullying.**

The bullying of one student by another student on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system is hereby prohibited.

### **Applicability and Enforcement**

This policy shall apply to all students in the Coweta School System. Upon a finding by the hearing office, panel or tribunal that a student in grades six through twelve has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. In addition, a violation of this policy may result in implementation of any one or more of the disciplinary measures set forth in Board Policy JD. Students and parents of students shall be notified of the prohibition against bullying set forth in this policy by posting this policy at each school and by including a copy of this policy in student and parent handbooks distributed at each school.

# East Coweta High School

August 5, 2010

## Policy on the use of electronic communications devices

- Students may possess cell phones, pocket pagers, or similar electronic devices.
- Students observed using cell phones, pocket pagers, or electronic communication devices during the instructional day, except for health or unusual reasons approved by the Board of Education, will face serious consequences and will forfeit their ability to have such devices.
  - Upon any infraction of the policy, cell phones will be confiscated immediately. Phones confiscated will only be released to parents.
  - On the first infraction the phone will be confiscated and the student will be warned.
  - On the second infraction the student will be given three days of in-school suspension.
  - On the third infraction the student will be referred to Student Support Services for further disciplinary action.
- The instructional day is defined as the time period between a student’s arrival on campus and the final dismissal bell for all students. The instructional day includes lunch periods and class changes. School buses are extensions of the instructional day, and use of the devices mentioned above is prohibited while students are on buses. The final bell or dismissal time will vary from school to school. Each principal will define the dismissal time at each school for students

### The final bell for East Coweta High School will be 3:30 pm

- The use of cell phones includes making phone calls, receiving phone calls, ringing or other sounds, playing music or video, text messaging, use of cell phone cameras, or any other electronic function.

### **\*\*Cell phones should remain off at all times to avoid student infractions\*\***

We respect the wishes of many parents who want their children to keep cell phones for communication after school hours. However, we ask parents to recognize that the school system must strictly prohibit cell phone use in order to operate our schools in an orderly way and to maintain the academic integrity of your child’s school.

If you have any concern about your child’s ability to follow this policy, I recommend that cell phones and electronic devices be left at home. However, if you chose to allow your child to have a cell phone, please stress that the phone must remain “off” at all times. We will stress these rules to students at school.

As always, I appreciate your support. If I can answer any questions, please do not hesitate to call me.

Sincerely,

Dr. Rick Waggoner  
Principal

\*\*\*\*\*

## Coweta School System Coweta County School System Internet Access - Students

### *Terms and Conditions for Use of the Internet /Internet Safety Policy*

It is the policy of the Coweta County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

**Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

**Each student must participate in general information training concerning the appropriate educational use of the Internet before the student will be allowed access to the Internet. Students will not have access privileges from home. Students will have access privileges only at school under the supervision of a teacher. Parents or guardians may attend an informational meeting if they have questions or concerns.**

### Unacceptable Usage

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

1. Accessing materials or communications that are
  - a. Damaging to another persons reputation
  - b. Abusive
  - c. Obscene
  - d. Sexually oriented
  - e. Threatening or demeaning to another person's gender or race
  - f. Contrary to the school's policy on harassment
  - g. Harassing
  - h. Illegal.
2. Sending, creating, or posting materials or communications that are
  - a. Damaging to another person's reputation
  - b. Abusive
  - c. Obscene
  - d. Sexually oriented
  - e. Threatening or demeaning to another person's gender or race
  - f. Contrary to the school's policy on harassment
  - g. Harassing
  - h. Illegal
3. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
4. Making copies of software on any school's computer or computer system.
5. Copying or downloading copyrighted software for one's own personal use.
6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
9. Gaining unauthorized access to network resources.
10. Attempting to bypass Internet filtering devices.
11. Invading or attempting to use another person's user name or password.
12. Posting or plagiarizing work created by another person without their consent.
13. Posting anonymous messages.
14. Using the network for commercial or private advertising.
15. Forging electronic mail messages.
16. Attempting to read, alter, delete, or copy the electronic mail of other system users.
17. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
18. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
19. Attempting to alter the configuration of a computer of any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.
20. World Wide Web- Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
21. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the

parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

22. Every student of the Coweta County School System will be given a unique user name and password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Coweta County School System online computer network when using electronic mail and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Coweta County School System staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Education for minors shall include: appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.

#### Cyber bullying

Cyber bullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet.

Some examples of cyber bullying are:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others
- Tricking people into revealing personal information
- Sending or forwarding mean text messages
- Posting pictures of people without their consent

You can prevent cyber bullying if you "take 5" before responding to something you encounter online. You can stop communication with cyber bullies; and you can also report cyber bullying to your teachers.

Some ways to stay cyber-safe are:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names or Social Security number).
- Never share your passwords with anyone, except your parents.
- Never meet anyone face to face whom you only know online.

# Coweta County School System Internet Access - Students

I understand and will abide by the Terms and Conditions for Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City/Zip Code:

\_\_\_\_\_ **Yes**, I give permission for my child to have Internet access.

\_\_\_\_\_ **No**, I do not give permission for my child to have Internet access.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

School  
\_\_\_\_\_

## Teacher Use Only:

\_\_\_\_\_  
Student Number

**This signed form must be returned to the school.**

# Coweta County School System Parent Consent/Media Form

## Publicity Information Release

The Coweta County School System  *has my permission*  *does not have my permission* to use my child's photograph, honor roll information, student achievement or interview in a positive fashion to publicize news or information concerning the Coweta County School System. This may be in the form of television, radio, print, internet, or other mass media formats.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

## Surveys

My child  *has my permission*  *does not have my permission* to participate in surveys or questionnaires that are designed to collect data for school or program evaluations or improvement. I understand that these surveys and questionnaires are anonymous.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

Please note: This signed release is good for the academic year in which it was signed. A new release must be signed indicating your choice each year your child is a student with the Coweta County School System.

## Attendance/Truancy Information Sheet

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided in State Board Policies JB, JBD, O.C.G.A. 20-2-693, O.C.G.A. 20-2-690.1, and O.C.G.A. 20-2-692.
- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor. Each day's absence from school in violation of said law, after the child's school notifies the parent, guardian or other person who has control or charge of a child of 5 unexcused days of absence for such child shall constitute a separate offense. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. See Code Section 20-2-690.1(c). **A complaint will be filed in the appropriate court on the sixth (6th) unexcused absence and on each unexcused absence from that point forward.**
- A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned. See Code Section 15-11-67.
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are all failures to attend school without proper documentation.
- **Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school. At each school the attendance clerk will receive and file excuses. The principal will resolve any question in determining whether an absence is excused or unexcused.**
- The school administration may require an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or twelve (12) excused absences related to health, except for mitigating circumstances such as a death in the family.
- For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level (grades 1-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330).
- A student must be enrolled a minimum of 80 days per semester (including days transferred from other schools) to receive Carnegie unit credit for a course. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time.
- **Repeated absences affect a student's ability to obtain a Georgia Drivers license and may result in the license being revoked.**
- School driving privileges may be revoked for 5 unexcused absences or 10 unexcused tardies.
- The Coweta County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students with more than 10 tardies and/or early dismissals MAY NOT be eligible for the Perfect Attendance Awards at the end of the school year. Students may be required to serve in before or after school detention or lunch detention for excessive tardies.

Student Name \_\_\_\_\_

Signature of students 10 years of age or older \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 3-15-10 for use during 2010-11 school year.