

# **EJCHS STUDENT HANDBOOK 2020-2021**

**EAST JACKSON COMPREHENSIVE HIGH SCHOOL**  
1435 Hoods Mill Road  
Commerce, GA 30529  
Tel: (706) 336-8900  
[ejchs.jacksonschools.ga.org](http://ejchs.jacksonschools.ga.org)

**HOME OF THE EAGLES!**



**Mission:** The mission of East Jackson Comprehensive High School is to graduate every student on time, college and work ready.

**Vision:**  
Embracing  
Academics  
Goodness  
Leadership  
Excellence, and  
Service

**School Colors:** Navy and Silver

**Mascot:** Eagle

**Alma Mater:**  
Here's a hymn to the silver and blue,  
    Ringing through the sky.  
Here's a song to our spirit always true;  
    Sing with heads held high.  
So we wave our colors proud.  
    These we glorify.  
True and loyal we shall be  
    To East Jackson High.

# Jackson County School System School Calendar

## 2020-2021

Pre-Planning: July 31-August 11  
First Day of School for Students: August 12  
Labor Day Holiday: September 7  
Open House: September 16  
Homecoming Football Game: September 25  
Homecoming Dance: September 26  
Progress Report: Week of September 14  
Student Holiday/Staff Professional Learning Day: October 14  
Fall Break: October 15, 16  
PSAT: October 14 or 28  
Progress Report: Week of November 8  
Thanksgiving Holidays: November 23-27  
Midterm Exams: December 15-17  
Early Release: December 16 & 17  
Student Holiday/Staff Professional Learning Day: December 18  
Winter Holidays: December 21-January 1  
Student Holiday/Staff Professional Learning Day: January 4  
Students Return: January 5  
Progress Report: Week of January 11  
Martin Luther King, Jr. Holiday: January 18  
Winter Break: February 12  
Student Holiday/Staff Professional Learning Day: February 15  
Progress Report: Week of March 8  
Student/Staff Holiday: March 12  
Student Holiday/Staff Professional Learning Day: March 15  
Spring Break: April 5-9  
Progress Report: Week of April 19  
Prom: April 24  
End of Pathway Assessments: TBA  
AP Exams: May 3-14  
End of Grade (EoG) Assessments: TBA  
End of Course (EoC) Assessments: TBA  
Final Exams (Seniors): May 17-19  
Final Exams (Underclassmen): May 24, 25, 26  
Early Release: May 25, 26  
Last Day of School for Students: May 26  
Graduation: May 27  
Post-Planning: May 27 & 28  
Summer School (tentative): June 7-11

## Spring Testing Calendar

| <b>FY21 Spring Testing Calendar</b> |   |   |  |  |
|-------------------------------------|---|---|--|--|
| <b><u>Milestones &amp; EOPA</u></b> |   |   |  |  |
| <b>Monday<br/>April 19</b>          | <b>Tuesday<br/>April 20</b>   | <b>Wednesday April<br/>21</b>                   | <b>Thursday<br/>April 22</b>                     | <b>Friday<br/>April 23</b>                   |
|                                     |   |   |  |  |
| <b>Monday<br/>April 26</b>          | <b>Tuesday<br/>April 27</b>   | <b>Wednesday April<br/>28</b>                   | <b>Thursday<br/>April 29</b>                     | <b>Friday<br/>April 30</b>                   |
|                                     |   |   |  |  |
| <b>Monday<br/>May 3</b>             | <b>Tuesday May<br/>4</b>  | <b>Wednesday May 5</b>                          | <b>Thursday<br/>May 6</b>                        | <b>Friday May<br/>7</b>                      |
| AP US Gov't & Politics (AM)         | AP Calculus AB (AM)<br>AP Calculus BC (AM)<br>AP Human Geography (PM) | AP English Lit & Comp (AM)<br>AP Physics I (PM) | AP US History (AM)<br>AP Computer Science A (PM) | AP Chemistry(AM)<br>AP European History (PM) |
| <b>Monday<br/>May 10</b>            | <b>Tuesday May<br/>11</b>   | <b>Wednesday May<br/>12</b>                     | <b>Thursday<br/>May 13</b>                       | <b>Friday May<br/>14</b>                     |

|   |                                       |   |   |  |
|---|---------------------------------------|---|---|--|
| AP French (AM)<br>AP World History (AM)<br>AP Macroeconomics (PM) | AP Seminar (AM)<br>AP Psychology (PM) | AP English Lang & Comp (AM)<br>AP Microeconomics (PM)<br>AP Music Theory (PM) | AP Computer Science Principles (AM)<br>AP Statistics (PM) | AP Biology (AM)<br><br>AP Environmental Science (PM) |
| <b>Monday<br/>May 17</b>  | <b>Tuesday May<br/>18</b>             | <b>Wednesday<br/>May 19</b>   | <b>Thursday<br/>May 20</b>                                | <b>Friday May<br/>21</b>                             |
|   |                                       |   |   |  |
| <b>Monday<br/>May 24</b>  | <b>Tuesday May<br/>25</b>             |   |   |  |
|   |                                       |   |   |  |

# EJCHS Bell Schedule 2020-2021

## 9th-12th Grade Bell Schedule

| <b>9-12 Schedule</b>                       |                                 |                                 |
|--|---------------------------------|---------------------------------|
| <b>Block</b>                               | <b>A Day-7:45-2:30</b>          | <b>B Day-7:45-2:30</b>          |
| <b>1 (7:45-9:15)</b>                       | 1                               | 2                               |
| <b>2 (9:20-10:50)</b>                      | 3                               | 4 - Study<br>Hall/Lessons       |
| <b>3 (10:55-12:55), Includes<br/>Lunch</b> | 5                               | 6                               |
| <b>4 (1:00-2:30)</b>                       | 7                               | 8                               |
|  |                                 |                                 |
|  | <b>Monday and<br/>Wednesday</b> | <b>Tuesday and<br/>Thursday</b> |

## 8th Grade Bell Schedule

| <b>8th Grade</b> |                  |            |
|------------------|------------------|------------|
| 7:45-9:15        | Elective A/B     | 90 minutes |
| 9:20-10:21       | 3rd (academic 1) | 61 minutes |
| 10:24-11:2<br>5  | 4th (academic 2) | 61 minutes |
| 11:30-11:5<br>5  | lunch            | 25 minutes |
| 12:00-12:2<br>4  | TALON/TAA        | 24 minutes |
| 12:27-1:28       | 5th (academic 3) | 61 minutes |
| 1:31-2:30        | 6th (academic 4) | 59 minutes |

## Principal's Message

Dear Students, Parents, and Staff:

Welcome to East Jackson Comprehensive High School--home of the Eagles!

I have had the wonderful opportunity to experience all that the Jackson County School System has to offer through many lenses--as a student myself many years ago, as a high school English teacher, as a parent, as an assistant principal, and as principal.

Our EJCHS Mission statement is "The mission of EJCHS is to graduate every student on time, college and work ready." At EJCHS, we are redefining *success*. For our 1330+ students, success may look different for each individual. Acceptance into 4-year colleges/universities or technical colleges, military appointments, workforce readiness, etc. all define success for our students. To meet these vast needs, we offer traditional high school curriculum, AP programs, dual enrollment programs through both 4-year colleges/universities and technical colleges, Work Based Learning opportunities, internships, online learning opportunities, rich fine arts and CTAE programs, and a variety of athletic and extracurricular activities--the list could go on and on. We are committed to meeting students where they are and to guiding them to select the most appropriate course to lead to their success.

Although success looks different for each student, there are some common threads running through what makes each of us a successful, contributing member of our East Jackson Community. I challenge each of you, student and adult alike, to begin this school year with a renewed focus on self-discipline and personal accountability. Have excellent attendance. Make the most of the opportunities before you. Honor and respect the rules and procedures that have been established to help give you the best chance to be safe and academically successful. Ask for help when you need it. Treat others with kindness, respect, and compassion. Do the right thing--even when no one is looking. Leave a legacy that matters to those eagles who come after you. Be proud to be an Eagle!

Respectfully,  
Chanda L. Palmer, Ed.S.

## INFORMATION GUIDE FOR STUDENTS (GO-TO LIST)

Should you need assistance with any of the following areas, you may contact the person/office listed below.

| <b>Item</b>                     | <b>Contact</b>                    | <b>Wing Location</b> |
|---------------------------------|-----------------------------------|----------------------|
| Academic Advisement             | Counseling Office                 | A                    |
| Academic Letterman              | Ms. Weinand                       | C                    |
| ADAP Cards                      | Ms. Gailey                        | Attendance Office    |
| Announcements                   | Mrs. Kemp                         | A                    |
| AP classes and/or Exams         | Ms. Crouch                        | D                    |
| Approval for school activity    | Ms. Palmer                        | A                    |
| Athletic Information            | Mr. Lindsey                       | A                    |
| Attendance Information          | Ms. Gailey                        | Attendance Office    |
| Band                            | Mr. Bagley                        | Fine Arts            |
| Bus Route Information           | Ms. Kemp                          | A                    |
| Check In/Check Out              | Ms. Gailey                        | Attendance Office    |
| Chorus                          | Dr. Chandler                      | Fine Arts            |
| College Application Information | Ms. Backus                        | C                    |
| Conflict Management             | Counseling Office                 | A                    |
| Discipline Information          | 8 <sup>th</sup> Grade Ms. Wood    | B                    |
|                                 | 9 <sup>th</sup> Grade Ms. Crouch  | D                    |
|                                 | 10 <sup>th</sup> Grade Dr. Henry  | A                    |
|                                 | 11 <sup>th</sup> Grade Dr. Waxter | C                    |
|                                 | 12 <sup>th</sup> Grade Ms. Palmer | A                    |
| Driver's Law Enrollment Forms   | Ms. Gailey                        | Attendance Office    |
| Extracurricular Eligibility     | Mr. Lindsey                       | A                    |
| Graduation Requirements         | Counseling Office                 | A                    |
| Instruction/Curriculum          | Dr. Waxter                        | C                    |
| Lost and Found                  | Front Office                      | A                    |
| Media Center                    | Ms. Canup                         | A                    |
| Parking Information             | Ms. Byers                         | A                    |
| Personal Guidance               | Counseling Office                 | A                    |
| Reduced/Free Lunch Information  | Ms. Minish                        | Cafeteria            |
| Schedule Issues                 | Dr. Waxter                        | C                    |
| Senior Events                   | Ms. Ruth Wilson                   | C                    |
| Withdrawal Information          | Ms. Hardy                         | A                    |
| Work Based Learning             | Ms. Kate Wilson                   | E                    |
| Work Permits                    | Ms. Kemp                          | A                    |
| Yearbook                        | Ms. Lawhorn                       | D                    |



## GENERAL INFORMATION

### AMERICAN DISABILITIES ACT

Students with physical impairments who require assistance should contact Shawanna Greene.

### BUSES

Students must ride their assigned bus. Students are expected to behave in a mature and courteous manner while riding the school bus. **A student may not ride the bus home with another student who does not ride the same bus route. In cases where students ride the same bus, a parent note must be provided, and that note must be signed by front office staff by lunch time.** For any problems concerning transportation call Mr. David Farmer, Transportation Director (706) 367-3986.

### CAFETERIA

Students may purchase meals from the Eagle Café. If a family cannot afford lunch, an application for assistance may be obtained from the lunchroom staff. Free and reduced lunches cannot be received and/or consumed by anyone other than the individual to whom the free/reduced lunch was designated. Improper use of free and/or reduced lunch will be considered theft.

All paper and trash will be removed from tables and areas around tables before leaving the cafeteria. Students may be asked to help sanitize their eating space. Prices for this school year are: breakfast \$1.55, breakfast reduced \$.30, lunch \$2.60 and reduced lunch \$.40. **Cafeteria food or drinks are to be taken from the cafeteria with teacher or administrator approval only. Students may not visit vending machines during meal time. It is also against school nutrition policy to allow parents to deliver food to students from outside vendors during the time that school lunch is being served.**

### CARE OF SCHOOL PROPERTY

School pride should be reflected in the care and use of school property and facilities. Any student responsible for damaging school property will pay for damages. Damages include, but are not limited to, loss, breakage, theft, and defacement of books, furniture, walls, lockers, technology, or school structures. Vandalism of school property may result in expulsion from school.

### COMPLAINTS AND GRIEVANCES

The Jackson County School System does not discriminate in admission or access to, or treatment, or employment in its programs and activities, on the basis of sex, race, color, age, disability, religion, or national origin. The Jackson County Board of Education assures student grievance rights through a formal student complaint process. Dr. Danny Waxter, Assistant Principal for Instruction, will investigate any issue related to instruction and/or grading. Dr. Todd Henry, Assistant Principal, will investigate any issue relative to student transportation and/or

student discipline. Athletic complaints should be referred to Mr. Shawn Lindsey, Athletic Director, who will investigate any athletic complaint. Extracurricular club and fine arts participation complaints should be referred to Mr. Shawn Lindsey who will investigate and attempt to resolve the problem. Issues not resolved through Dr. Henry, Mr. Lindsey, or Dr. Waxter's level of authority can be appealed to Mrs. Chanda Palmer, Principal, and ultimately to Dr. April Howard, Superintendent. Ms. Jan NeSmith is system coordinator for issues relevant to Title II, VI, IX and Section 504/ADA. Ms. Nesmith can be reached at the Board of Education office (367-5151). The high school administrators can be reached at 706-336-8900.

### **DETENTION**

Detention may be used for students with academic or behavior issues. Detentions are supervised study times for students that are held after school and during lunch. Teacher detention is scheduled through individual teachers. Administrative detention and lunch detention are scheduled through an administrator.

### **DRIVING LAWS**

In order to obtain a learner's permit, a student must request a Certificate of Enrollment. In addition to the Certificate of Enrollment, students obtaining a driver's license will need to have completed and passed the Alcohol and Drug Program (ADAP.) A student must be enrolled in a public, private or accredited Homeschool program in order to receive the Certificate of Enrollment. Students must sign up for those items outside the attendance office. You should sign up no later than one week before you need the information. ***There are NO exceptions to this for any reason.*** A charge of \$2.00 is required and can be paid in the front office to Ms. Gailey.

### **EARLY ARRIVALS**

Students should not arrive at school until after 7:15. Students arriving at school prior to 7:30 must report to the cafeteria.

### **ELECTRONIC DEVICES**

Electronic devices are allowed before school, during lunch and during class change. **THE SCHOOL ASSUMES NO RISK FOR STOLEN ELECTRONIC DEVICES.** Students may use electronic devices during instruction only with permission of the instructor. Electronic devices used during class without permission of the instructor may be confiscated. Neither earbuds or headphones can be used in the hallways.

### **EMERGENCIES**

In the event of an emergency requiring treatment of a student, every effort will be made to contact a parent or guardian immediately. If the event is a life-threatening situation, 911 will be called. For this reason, it is critically important that current phone numbers be on file with the school. Doctors and hospitals are very conscious of liability suits and will not treat a child without parental consent. The Jackson County School System assumes no financial responsibility for actions taken to preserve/protect the health and well-being of students.

## **END OF SCHOOL DAY**

Students may remain after school for supervised activities only. All other students are expected to leave the campus immediately at the end of the regular school day. Students remaining after 2:30 are expected to comply with school policy and immediately report to, and remain with, their supervising staff member for the sport/activity in which they are involved. Students leaving school at 2:30 pm are expected to comply with the following:

- Bus riders report to the Bus Loading Zone beside E wing.
- Student drivers report directly to the Student Parking Lot and depart the campus promptly.
- Students being picked up report directly to the pick up zone in front of the building near the main office (Wing A). The pick up zone is designated as the sidewalk immediately in front of Wing A entrance. Students are to enter automobiles from this area only.

All students should be picked up no later than 3:00 as adult supervision will not be provided after this time. Social distancing will be enforced in the car rider area.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

P.L.93-380

East Jackson Comprehensive High School abides by the rules established by the Family Educational Rights and Privacy Act of the United States. Educational records are not disclosed to others without prior consent of the student (if 18 or older) or by a parent/guardian of the student except for the following:

- Prior consent is not required when educational records are sent to officials of another school or school program in which the student seeks or intends to enroll.
- Prior consent is not required to release the following directory information: Student's name, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, graduation status, awards received, and the most previous educational agency or institution attended by the student. If a parent or student who has reached age 18 wishes to have prior consent required for the release of the directory information listed in part 2 above, the parent or student who has reached age 18 must make that request in writing and submit it to the counseling office.

## **FIELD TRIPS**

Field trips can be an empowering extension of the regular school curriculum. However, students who have excessive absences, who are failing courses, and/or who have discipline infractions will be denied the opportunity to participate in field trip experiences. Due to COVID-19, no field trips will be taken first semester.

## **FIRE DRILLS-WEATHER WARNINGS**

All rooms will be evacuated when there is a continuous intermittent ringing of the fire alarm. A route is posted in each classroom, and students should move directly, orderly, and quickly to designated areas. Each group shall be assembled so the teacher may check the roll and must then stay with the teacher during the duration of the drill. Students in the restrooms or any place other

than their assigned room should report immediately to their group for accountability. An announcement will be made by an administrator when students may return to classrooms.

### **FIRST AID OR MEDICAL ATTENTION**

Students requiring first aid or medical attention should report to the Clinic in the Main Office.

### **FUNDRAISERS**

The Principal must approve school fundraising projects.

### **GENDER EQUITY NONDISCRIMINATION NOTICE**

State law prohibits discrimination based on gender in its elementary and secondary athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Jackson County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school is Shawn Lindsey. Inquiries or complaints concerning sports equity may be submitted to the sports equity coordinator.

### **LEAVING SCHOOL CAMPUS**

Once a student arrives at school, he or she is not to leave the school campus unless officially dismissed. A student is officially dismissed only when a parent/guardian or someone on his/her official check out list is contacted by school staff, or special permission has been received from an administrator. **Parents must provide a picture ID when picking up a student.** Students are not allowed in the parking lot during class time or during class changes unless they have written permission from an administrator. This includes leaving campus during the lunch period without permission.

### **LOCKERS**

Students will be issued a school locker upon request. All lockers are the property of East Jackson High School, and the administration reserves the right to search the lockers for any reasonable cause. Students are responsible and accountable for items found in their lockers.

### **MEDICATION**

Medications, including all non-prescription medicines, should be left in the Clinic. No medication of any kind will be given to students unless it is brought from home with a note from the parent/guardian. According to state law, the medicine must be in the original container and must be prescribed specifically for the student. Students not following this procedure are subject to severe disciplinary action. The front office staff and the school Clinic Assistant can dispense ibuprofen or Tylenol with a completed medication form signed by a parent.

### **INDEBTEDNESS**

All student indebtedness should be cleared before the end of the semester in which it is incurred. Students will not receive transcripts or schedules prior to clearing their indebtedness. Indebtedness could include, but is not limited to, a textbook not returned, library materials not returned, fees not paid, uniforms not returned, etc.

## **NON-DISCRIMINATION NOTICE**

The Jackson County School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Complaints regarding alleged discrimination can be processed according to guidelines which are available in the office of the Principal or in the system office of the Personnel Director.

## **OFFICE VISITS**

During the school day, visits by students to the office require a check out note or a note signed by a teacher. Students who become ill during the school day and need to check out must have permission from a teacher prior to reporting to the attendance office.

## **PARKING REGULATIONS**

The operation and parking of a vehicle on the East Jackson High School campus is a privilege granted by the school and can be taken away if abused. All students are expected to observe all traffic and parking regulations. The school reserves the right to tow, suspend, and/or revoke the campus parking privileges of any student who is speeding, parks illegally, or who has excessive absences, tardies, or discipline referrals.

- In order to park on campus during the school day, a student must purchase a parking permit, show proof of insurance, show a driver's license, and complete a registration form for his/her vehicle. The **nonrefundable** fee for a parking permit is \$40 for the 20-21 school year. Students that purchase a parking permit after January 1<sup>st</sup> will pay \$20. The registrant of a motor vehicle is held responsible for its proper use, parking, contents and operation.
- There will be a \$15.00 fee for replacement of permits.

## **PRIVATE PROPERTY**

Students are advised not to bring valuables and expensive personal belongings to school. The school is not responsible for items that are lost or stolen.

## **PROM & HOMECOMING**

Formal or semi-formal dress and shoes are required. No jeans, t-shirts, tennis shoes, or head coverings of any color or type may be worn. No guests over 20 years of age are allowed and all guests must complete a form.

## **RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS of TEACHERS and PARAPROFESSIONALS**

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114-95, enacted December 10, 2015, EJCHS would like to inform you that you may request information about the professional qualifications of your student's teachers and paraprofessionals. The following information may be requested:

1. Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instructions; is teaching under emergency or other provisional status through which State

qualification or licensing criteria have been waived; and is teaching in the field or discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and paraprofessional's qualifications, please contact Mrs. Chanda Palmer, EJCHS Principal, at 706-336-8900 or [cpalmer@jcss.us](mailto:cpalmer@jcss.us).

## **SCHOOL CLOSINGS**

In the event of inclement weather, students should listen to local news and media outlets. The school system website ([www.jacksonschoolsga.org](http://www.jacksonschoolsga.org)) will also post school closings and send out an automated phone message via Infinite Campus and Remind.

## **SCHOOL DELIVERIES**

When parents need to deliver items to students (lunches, bags, etc.), these items should be dropped off at the Main Office. Students will be notified during class change of all deliveries so there will be no interruption of classroom instruction.

## **SCHOOL INSURANCE**

Full-time insurance and personal accident insurance are available to all students. It covers students while they are at school or participating in school activities. The school assumes no responsibility for accidents. Students who participate in athletics must be covered, and students who participate in extracurricular activities are encouraged to be covered.

## **SUSPENDED STUDENTS (OSS)**

Students who have been suspended out of school are not permitted to enter the school campus or attend school functions, practices, or activities. This also applies to school contests or school activities held at sites not on the campus of EJCHS.

## **TECHNOLOGY USE**

At East Jackson High School technology is an important instructional resource. The use of computers is a privilege, not a right. Failure to follow the guidelines below will result in disciplinary action, which may include denied internet use, denied access to school computers and/or notification of legal authorities.

### **A. Compromise Network Security**

- Use another person's password.
- Use another person's files, system, or data.
- Use computer programs to decode passwords to access controlled information.
- Attempt to circumvent or subvert system security measures.
- Engage in any activity that might be harmful to systems or to any information stored on the systems, such as creating viruses, damaging files, or disrupting services.
- Make or use illegal copies of copyrighted software, store such copies on the school's system, or send them over the networks.

- Use electronic mail to harass others.
- Waste computing resources.
- Violate the regulations of the Jackson County School System regarding Internet use.

B. Access, send, or post materials or communications that are

- Damaging to another's reputation
- Abusive
- Obscene
- Sexually Oriented
- Threatening
- Contrary to the district's policy on harassment (GAEB)
- Illegal

Chromebooks

- EJCHS is a 1:1 school.
- Each student will have the opportunity to be assigned a Chromebook for usage for school assignments.
- Students and parents will sign a technology use agreement.
- Students will pay a \$25 technology fee.
- Students will be financially responsible for lost or damaged technology.

### **TELEPHONE USAGE**

**Telephone Messages:** Messages for students will be given at the end of the school day or during lunch. Parents are asked not to call students during the school day unless there is an emergency. Messages will not be delivered if calls are made after 1:30.

**Cell Phones:** Cell phones are permitted before school, during lunch and during class change. Cell phones may be used during instructional time only with permission of the instructor.

### **GIFT OR FLORAL DELIVERIES**

EJCHS does not allow *outside deliveries* on Valentine's Day. Students are allowed to purchase items through the school for this occasion. Deliveries received in the front office after 1:30 will be distributed to students the following school day. Floral arrangements and balloons are not allowed on district transportation.

### **VISITORS**

Parents are encouraged to partner with the school to discuss student progress with the administration, counselors and teachers. **Parents should call the school to set up a conference prior to visiting the school. Due to COVID-19 guidelines, most conferences will be conducted virtually. If parents need to participate in a face to face conference, they must schedule the conference ahead of time.** Conferences with classroom teachers will not be scheduled during the hours when the teacher has a teaching assignment.

In order to ensure a safe school campus, please be aware of the following:

- All visitors must report to the main office.
- EJCHS is a closed campus. Student guests are not allowed unless they are a part of a pre-arranged exchange program with another school.

- Passes for visitors will not be issued during final examinations or other testing times. An administrator may refuse to issue a visitor's pass if it is in the best interest of the school.
- School policy is to accept only visitors with legitimate reasons. **These visitors will be strictly limited due to COVID-19 safety procedures.**

### **WORK PERMITS**

A work permit for students 15 years old or younger may be obtained from the main Office on A wing. When all paperwork has been completed, the form will be signed by a school official. There is a \$2.00 fee.

## **ACADEMICS AND INSTRUCTION**

### **ACADEMIC INTEGRITY**

Students at East Jackson High School are expected to submit work for evaluation that has been completed solely by that student unless group assignments have been so designated. Students are expected to maintain academic integrity at all times. If a student is found cheating on a graded assignment, the student will not receive credit for that assignment and parents will be notified. The following actions are considered to be violations of academic integrity:

- Knowingly giving information on a test or homework situation to another student
- Passing on questions or definite answers to questions to someone who has not taken the test
- Plagiarism – to include copying and pasting from electronic sources
- Turning in a class assignment for credit that is not the student's own work
- Using unauthorized materials in a test situation
- Sharing work via electronic platforms

### **PROGRESS REPORT/REPORT CARDS**

Progress Reports/Report Cards are distributed to students at the end of each 6 week grading period and are accessible online via Infinite Campus.

### **FINAL EXAMS and EOCs**

Final exams will be given on May 24-26 and count 10% of the student's final grade; EOC's count 20% of the student's final grade. Students and parents are asked not to schedule vacations and out-of-town trips on exam days. An administrator must approve any exception to the final exam schedule. Students cannot earn a grade for a course if the EOC has not been taken.

\*Senior exams will be administered on May 17, 18 and 19.



\*\*At the time of the publication of this handbook, determination regarding the administration of state assessments for the 2020-2021 school year had not been made.

## **EXAM EXEMPTIONS**

**\*Exam exemptions are suspended for the 2020-2021 school year.**

In order to earn an exam exemption in a *semester* class, the student must have

- A 90 or higher in the class and 2 or fewer absences or
- An 85 in the class and 1 or fewer absences or
- An 80 in the class and no absences and
- No discipline referrals and
- No outstanding debts with the school

In order to earn an exam exemption in a *yearlong* class, the student must have

- A 90 or higher in the class and 4 or fewer absences or
- An 85 in the class and 2 or fewer absences or
- An 80 in the class and no absences and
- No discipline referrals and
- No outstanding debts with the school

## **ACADEMIC LETTERS**

### **A. Qualifications**

1. A student must be enrolled in a full academic schedule of classes for the previous academic year.
2. A student must maintain a minimum numeric cumulative average of 93 in all academic courses for this EJCHS award.
3. A student must have no suspensions, no more than 2 minor discipline referrals and no excessive absences (as determined by school policy) during the three previous consecutive semesters.
4. Cumulative grade point averages are calculated on weighted class grades as determined on the official EJCHS Transcript, and on current in-progress grades at the 30-week point in the school year.
5. Students with an incomplete grade in any course are not eligible for recognition.
6. Students not “on track” for graduation as determined by Jackson County Board of Education policies are not eligible for this EJCHS award.

### **B. Recognition**

1. Students achieving the requirements will be recognized at an official ceremony coordinated by the EJCHS Administration (i.e Honors Night).

2. A Chenille Letter will be awarded only once. First time recipients will also receive a “Lamp of Knowledge” emblem to place on their letter.
3. Students maintaining the requirements for the academic letter in successive years will receive a bar to place on their letter.
4. Students who already have a letter will receive a “Lamp of Knowledge” emblem to place on their letter.
5. Students receiving letters will be allowed to purchase a letterman’s jacket at their own expense.
6. Local media will be notified of all students achieving Academic Letterman status.

The program is designed to help students understand the importance of academic achievement to their futures and to encourage them to strive for excellence. Students achieving the Academic Letter award will be a legacy for others to emulate in the years to come. The Academic Letter is a symbol of support of these students in their pursuit of academic excellence.

**END OF COURSE TEST (EOC) and END OF GRADE TEST (EOG)**

Students in the state of Georgia are required to take an EOC in selected subjects in the four academic areas of English, Science, Social Studies and Math. The test is administered at the end of the student’s completion of the course and must count 20 % of the final course grade. An EOG is administered in the spring of the 8th grade year. The EOG is used to help guide promotion/retention decisions.

\*At the time of the publication of this handbook, determination regarding the administration of state assessments for the 2020-2021 school year had not been made.

**HOMEBOUND AND HOSPITAL HOMEBOUND**

If a student should need to be absent from school for more than 10 consecutive school days or intermittent periods of time because of serious illness or an accident, arrangements may be made to provide instruction at home. It is the responsibility of the parent to request homebound instruction as soon as possible. An application for services supported by a doctor’s recommendation is required. Applications are coordinated through the counseling department and school system social workers.

**PROMOTION REQUIREMENTS:**

| To be Classified as a:  | Number of Credits Required |
|-------------------------|----------------------------|
| 10 <sup>th</sup> Grader | 5                          |
| 11 <sup>th</sup> Grader | 11                         |
| 12 <sup>th</sup> Grader | 17                         |
| Graduation Requirement  | 23                         |

Grade Placement is made annually at the end of the school year.

## **MAKE UP WORK POLICY**

- Make up work is defined as work that a student has missed due to absence.
- Students will have 1 week to make up a missed assignment (major assessments).
- After 1 week, the student will earn a grade of 0 if the work is not made up.

## **LATE WORK POLICY**

- Late work is defined as work that the student has chosen not to turn in on the assigned due date.
- After one week, if the work is still not complete, the teacher will assign a grade of 0.

## **SPECIAL EXCEPTIONS**

- Students who may be out of school due to COVID-19 infections or quarantine may need to be granted additional time for make up work at teacher discretion.

# **GRADUATION INFORMATION**

## **GRADUATION REQUIREMENTS**

The Georgia State Board of Education and the Jackson County Board of Education have established a core curriculum that must be completed for graduation. Graduation requirements are based on the date a student entered high school. Students are given access to a program of study via the school website which describes graduation requirements. Additionally, students or parents may obtain a copy of requirements at any time in the counseling office.

## **GRADUATION MARCHING STATUS**

Seniors must have completed all graduation requirements for a diploma in order to march and participate in the graduation ceremony.

## **GRADUATION RULES (VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES)**

Determination of a student's status as valedictorian, salutatorian, and honor graduate is made at the end of the first semester of the senior year. The valedictorian is the student in a graduating

class who has the highest cumulative grade point average; the salutatorian has the second highest ranking. Additionally, the valedictorian and salutatorian must be honor graduates and must have attended East Jackson High School for at least four semesters of a regular school year, including the entire two semesters prior to graduation. Dual enrollment Students are considered to be in attendance at EJCHS.) The valedictorian and salutatorian must have a minimum of 3 AP/Honors/Academic Dual Enrollment classes on his/her transcript.

Honor graduates must have earned at least a 90.0 (not rounded up) cumulative grade point average by the end of the first semester of the senior year. Additionally, honor graduates must have been enrolled at East Jackson Comprehensive High School during the entire second semester of their senior year.

High School courses taken as 8th graders do not calculate toward the HOPE GPA.

### **GRADUATION DRESS CODE**

Male: white button up shirt, dark tie, black or navy dress slacks, dark socks, dark shoes

Female: dress or skirt that does not show below the gown, black or navy dress shoes (no flip flop type sandals)

## **EJCHS ATTENDANCE POLICY AND PROCEDURES**

### **GEORGIA ATTENDANCE LAW**

The Georgia Compulsory Attendance Law: It is the duty of every parent, guardian, or other person having control of any child between the child's 6<sup>th</sup> and 16<sup>th</sup> birthday to assure that the child attends a public school, private school or home study program. Failure to comply constitutes a misdemeanor punishable by up to \$100 fine, 30 days imprisonment, or both. Each day's absence constitutes a separate offense Ga. Code 20-2-690.1.

Absences will be defined as **excused** according to State Board Policy 160-5-1-.10 as follows:

- a) Serious illness of a student or immediate family member when validated by a medical excuse
- b) Death of a student's family member when validated by a funeral home
- c) Observation of a religious holiday pertaining to a student's individual specific religion
- d) Severe weather (ice storms, tornados, ...) will be considered when needed
- e) A court order or an order by a government agency, including pre-induction physical examinations for armed forces, mandating absence from school

Students should give official documentation (from a doctor, funeral home ...) validating absences to the attendance office personnel **within 3 days of the absence**. Parent notes documenting absences will be counted as excused five times per school year; absences documented with parent notes exceeding five times will be recorded as unexcused. The note should include the date, reason, parent/guardian signature and phone number for verification. Parent notes must be turned in **within 3 days of the absence**. **For the school year 2020-2021, all excuse notes must be sent electronically to the attendance clerk. Paper copies will not be accepted or maintained by the attendance office.**

Students must be present 75 minutes of the 90 minute class to be counted present. Eighth graders must be present for 50 minutes of a 61 minute class. Students will also be granted an additional absence when they accumulate any combination of tardies, check-ins, and/or check-outs that equal five.

## **EXCESSIVE ABSENCES**

### **Policy:**

Chronic absenteeism affects a student's ability to learn and succeed in school. School approved field trips/activities, medically documented absences, and suspensions will NOT count toward excessive absences. If a student has a serious medical or legal problem, the student's parent/guardian should notify the student's counselor. The school will attempt to call parents/guardians when a student is absent from school.

### **Procedures:**

1. The school designee or automated service will make phone calls to the parent/guardian when the student has missed a day.
2. A letter will be sent to the parents when the student has accumulated 5 unexcused absences, and the parents will be required to attend a meeting with the EJCHS attendance panel to discuss the importance of school attendance and possibly other actions.
3. When the student has accumulated 10 unexcused absences, a certified letter will be sent to the parents of students who are considered truant and a referral may be made to the Student Attendance Review Board at the Jackson County Courthouse.

## **EXCESSIVE ABSENCES AND NO CREDIT**

When a student obtains his/her 8<sup>th</sup> unexcused absence in a semester, the student will enter No Credit Status. In order to potentially earn credit for the course, the student must make up his/her time for each class missed.

## **CHECK OUTS**

In the interest of security, any student needing to leave campus during the day for any reason must check out through the attendance office. Contact with a parent or guardian will be required before a student is released from school. Students are not allowed to check out during a final exam period. We cannot stress enough the importance of keeping the office informed of any changes in phone numbers, address, or contact persons listed on the Parental Consent Form. The information on this form is used when a student's parent/guardian needs to be contacted for

illness, emergencies, check out verification, etc. **Parents must provide a picture ID when picking up their child.**

Students cannot be checked out after 2:00 pm unless prior arrangements have been made with the attendance clerk.

**Policy:**

1. The office can only accept notes (which will be verified) or contact with the parent/guardian for student check out. Electronic notes should be sent to the front office before 9:30 am. Identification is required by East Jackson High School before a student will be called out of class.
2. Only persons listed on the Parental Consent Form tab will be able to check out students. In emergency situations if the parent/guardian cannot be contacted, the office will call the individuals listed on the tab.
3. Students are required to remain in the building until their ride provides the proper identification.

**Procedures:**

1. The student must send his/her electronic checkout note to the attendance office between 7:30 and 9:00 am. The note must have a date, time of check out, reason, parent email signature, and parent phone number. Notes will not be accepted later in the day unless approved by an administrator.
2. A checkout slip will be issued to the student. When it is time to check out, the student will have his/her classroom teacher sign the slip and the student will go to the attendance office, drop off his/her checkout slip, sign out, and depart the campus immediately. Students are not to remain on campus after checking out of school.
3. If the student returns the same day, the student must report to the attendance office to pick up an admittance slip.

**COLLEGE/MILITARY VISITATION ABSENCES**

**Policy:**

Juniors and Seniors being inducted in the United States Military or who are visiting colleges, technical colleges, or other postsecondary institutions will be marked on approved field trip statuses so long as the proper forms and procedures are followed.

**Procedures:**

1. Make an appointment with a postsecondary institution/military induction center.
2. Obtain a "College Visit Permission Form" (Form 1) from Ms. Backus and return it at least **one calendar week** before the visit. A parent and all of the student's teachers must sign the form before it is returned to Ms. Backus. The time and date of the proposed visit is entered on the form before it is given to the student; consequently, the student must make an appointment before requesting the form.
3. The student must return the form to Ms. Backus.

4. When the student is absent from class, the teacher records it as an absence **which will count against the three allowed days for absences**. The student's absence is also entered into the school's attendance records. When the student returns to school, the verification form (Form 2) should be returned to Mrs. Hardy in the front office and the absences are removed from the school's attendance records.
5. Students may take **up to three college visit days each year**. If a student wishes to take more than three days for visits, he/she must obtain permission from the principal.
6. Students who miss classes to be inducted into the United States Armed Forces will be counted on field trip status if proof is provided by the student's recruiters.
7. Students who do not follow the above procedures may still have an excused absence for a college/military visit; however, the absence will count against perfect attendance status and exam exemptions.
8. Students will not be excused for college visits the week prior to or the week after Spring Break. Students will also not be approved during state testing windows.

### **DROP OFF/PICK UP TIMES**

Students should not be dropped off prior to 7:15 AM as doors will be locked and supervision is not provided. The school day ends at 2:30, and all students must be picked up by 3:00 pm. Additionally, students should not wait after school for Friday night football games or other activities with a late start time as supervision is not provided between the close of school and the beginning of the event.

### **ELIGIBILITY**

Students must attend school at least two full class periods to be eligible to participate in extracurricular activities.

### **TARDINESS TO SCHOOL/FIRST PERIOD**

**Policy:** All students are expected to be at school and in class on time. Students are considered tardy to school/first period if they are not IN the classroom when the bell rings to start school. Tardies to school/first period will only be excused with a note from a doctor or dentist, or a court order.

**Procedures:** Students arriving after 8:00 am. should report to the attendance office for check in and will be considered absent from first period class and will be marked absent by the attendance clerk. Students who arrive between 7:45-8:00 will be marked tardy by their first period teacher.

### **TARDINESS TO CLASS**

**Policy:** All students are expected to be in class and on time as listed on bell schedules. Students are considered tardy to class if they are not IN the classroom when the bell starts to ring to start class. Individual teachers may have additional requirements concerning what constitutes a tardy in their classes. Tardiness to class may only be excused by school personnel. All other tardiness is considered unexcused. Three tardies to the same class in one-semester will result in detention. Every tardy over three will result in disciplinary action.

Students who are more than five minutes late to any class without an excuse from school personnel should receive a discipline referral.

## **Student Tardiness**

Teachers are responsible for keeping track of the number of times a student is tardy.

# 1 - When a student has been tardy, the teacher should give the student a verbal warning and conference.

# 2 - When a student has been tardy two (2) times, the teacher should contact a parent.

# 3 - When a student has been tardy three (3) times to the same class in one semester, the student will receive detention, supervised by the classroom teacher.

# 4 - When a student has been tardy four (4) times to the same class in one semester, the student will receive detention as assigned by an administrator.

# 5 - When a student has been tardy five (5) times to the same class in one semester, the student will receive ISS and potentially have his/her driving and parking privileges revoked.

# 6 - When a student has been tardy six (6) times or more to the same class in one semester, the student may be put on a behavior contract regarding his/her behavior.

## **TRUANCY**

Students who leave campus without checking out and/or who are absent from school without their parent's prior permission will be considered truant. Students who skip lunch, a portion of a class, a full class, or several classes are considered truant. Once a student arrives on campus, the student is considered to be at school and must obtain permission in order to leave campus by checking out in the front office, even if classes have not yet begun.

# **STUDENT BEHAVIOR**

## **STUDENT BEHAVIOR**

Students are expected to contribute positively to the learning atmosphere of their classes. When any extremes of either dress or behavior occur which are disruptive to student learning, the administration will take any action deemed necessary and appropriate to correct the situation. Violence will not be tolerated at school or at any school-sponsored event. Extracurricular



activities on or away from the campus are considered an important part of the educational endeavors of the school; conduct during these events will be consistent with school policies.

The Jackson County Board of Education Code of Conduct contains Board adopted policies that are related to discipline in Jackson County Schools. The publication provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct. It is the student's responsibility to be familiar with these policies and exhibit acceptable behavior. Local school administrators have broad discretion to determine the consequences for most student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include, but is not limited to, a student conference, detention, in-school suspension, out-of-school-suspension (up to 10 days per occurrence), or referral to Student Disciplinary Tribunal which may result in long-term suspension or expulsion. In cases involving violation of State or Federal law, law enforcement officials will be notified.

### **UNACCEPTABLE BEHAVIOR**

Behavior leading to disciplinary action:

1. Students possessing/using/transmitting drugs or alcohol may be suspended for ten (10) days and referred to a disciplinary tribunal with the recommendation of expulsion. Legal authorities will be notified. This includes school buses, all areas of the school campus and all school-sponsored activities.
2. Tobacco: In accordance with Jackson County Board of Education Policy, the possession of tobacco in any form is prohibited anywhere on school property. Any student possessing /using/ transmitting tobacco, e-cigarettes and vape devices and/or paraphernalia are in violation of the policy. Dab pens and cartridges will be treated as *drug* paraphernalia. Consequences for these offenses include in school suspension, out of school suspension, and possible recommendation for discipline tribunal.
3. Possession of firearms (including objects that look like firearms), knives of any kind, and other dangerous objects that could cause injury to another person can result in expulsion from Jackson County Schools. Legal authorities will be notified.
4. Theft of school or personal property
5. Verbal or physical threat or physical action (fighting) against a person. Anyone involved in a physical fight, regardless of who "started" the fight, is subject to suspension and referral to a disciplinary tribunal. Legal authorities may be notified.
6. Wagering or betting on the outcome of an activity
7. Deliberate destruction or damage to school or personal property
8. Inappropriate display of affection, dress or appearance
9. Inappropriate behavior including fighting, pushing, shoving, or yelling
10. Failure to follow school or transportation rules
11. Igniting matches when it is not a part of instructional program
12. Selling unauthorized articles
13. Failure of student to give staff correct name
14. Failure to attend scheduled classes while on campus
15. Failure to follow the proper procedures for checking out/checking in
16. Failure to attend detention

17. Entering the student parking lot without permission
18. Missing school without prior consent of parent or guardian
19. Abuse of fire alarm system
20. Electronic devices visible and/or not turned off during instructional time without permission of the instructor.
  - First offense: Warning
  - Second offense: Confiscation of cell phone
  - Third offense: Referral
  
21. Gang/Gang-Related activity

A student may be suspended for any act enumerated in this section as it relates to school activities or attendance. The school behavior policy is in effect while on school grounds, going to or coming from school, and while going to, during, or coming from a school - sponsored activity. Violations of the Code of Conduct or an offense of a violent nature could result in long-term suspension, assignment to the Alternative School, or recommendation for expulsion.

### **GANG-RELATED ACTIVITY**

East Jackson High School has a **ZERO TOLERANCE** policy for any gang or gang-related activity. This includes all school functions of which EJCHS is a part and includes:

- Any act of violence that might be determined as gang-related
- Any intimidating behavior that might be considered gang-related
- “Flashing gang signs” – hand signals, etc.
- Possession of any gang writing on notebooks, book bags, articles of clothing; possession of gang handbooks, etc.
- Wearing of any apparel perceived to be gang related. This includes bandannas, gang colors of any kind, or other symbolic clothing or gestures
- Any effort to recruit gang members is strictly prohibited.

Violation of the above rules may result in suspension out of school up to 10 days and referral to a Disciplinary Tribunal with a recommendation for expulsion. Legal authorities will be notified.

### **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive and age-appropriate discipline process. The degree of discipline 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.

### **DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES**

The Code of Conduct applies to all students including students with disabilities. Students with an Individualized Education Plan (IEP) may have alternate consequences as related to the services, manifestation of disability, IEP goals and/or behavior plan.

## **STUDENT DRESS AND GROOMING**

The purpose of the Dress Code is to help generate a positive and safe learning experience for all students and to keep students' focus on learning. In matters concerning the dress code, modesty shall be the criteria, and administrative judgment shall govern the application of all such matters.

### **DRESS CODE**

Clothing should not disrupt learning. Administrators may refuse admission to class or to school for any student who is in violation of the dress code. Repeated violation of the dress code may result in administrative referral.

#### **General:**

- Clothing should not interfere with learning
- Clothing should not contain the following: gang symbols, racial or sexual connotations, drugs, alcohol, tobacco, double meanings, inappropriate slogans, profanity or obscene language.
- No inappropriate chains, like large gauge wallet chains or necklaces.
- No blankets worn around the body

#### **Head:**

- No hats, caps, head coverings (to include hoodies), bandanas, or stocking caps inside the building
- No sunglasses in the building
- Masks must be solid navy, grey, or white or be Eagle spirit masks. No additional writing or images.

#### **Upper Body:**

- No see-through or sheer tops
- Sleeveless tops should be no less than 2.5 inches in width on the shoulder. Male shirts must have sleeves.
- No cleavage or undergarments should be seen--this includes bralettes
- No midriff should be seen
- No bare shoulders. Shirts with shoulder cut-outs should still have fabric of no less than 2.5 inches on the top of the shoulder.

#### **Lower Body:**

- No undergarments should be seen
- Students must wear jeans, pants, shorts, or skirts that reach mid-thigh. A good barometer is that shorts, etc. should extend beyond the fingertips when arms hang at the side of the body.
- No holes in pants higher than what would be normal short length
- If leggings or yoga pants are worn, the shirt must cover the bottom.

**Feet:**

- Shoes must be worn at all times
- No house shoes or slippers are permitted
- Slides are discouraged

**Special Events:**

- Acceptable dress clothes and shoes are required--Check the specifications for special events such as Prom and Homecoming and Honors Day Ceremonies
- No jeans, t-shirts, or head-coverings may be worn

**STUDENT SEARCHES**

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 or has violated other school policy. The search can include the student's vehicle, book bags, clothing, purses, phones and other personal technology. School lockers, desks and other school property are subject to being searched without prior notice. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Drug dogs may be utilized at school or at any school function, including activities which occur outside normal school hours on or off the school campus at the discretion of the principal or his designee.

**BUS TRANSPORTATION**

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student should ride the bus to which he/she is assigned. Students will only be allowed off the bus at their address listed in Infinite Campus. The bus driver and/or a school administrator may assign seating. Students suspended from the bus cannot ride any Jackson County school bus during the suspension period.

**BUS RULES**

1. Students should follow the driver's instructions without argument.
2. Students should remain seated, facing the front of the bus at all times. Students should not sit on books or bags. Students should keep their head, hands, arms, etc. away from open windows. It is a violation of local, state and federal laws to throw anything out of the vehicle.
3. Fighting, horseplay, and profanity are forbidden
4. Talk quietly. At railroad crossings, maintain absolute silence until the bus is safely across the tracks.
5. Vandalism. Do not scratch, cut or write on seats, walls, floors, etc
6. Items forbidden on the bus include, but are not limited to the following: food, drinks, insects, birds, reptiles, animals (dead or alive); glass bottles, jars, or vases; cans, knives, toys, cigarettes, matches or lighters; balloons; anything else that might spill, break, or cause injury. Students who are in possession of such items on the bus will be held responsible.

## **DISCIPLINARY DEFINITIONS**

### **ALTERNATIVE SCHOOL PLACEMENT**

Student is withdrawn from East Jackson Comprehensive High School and placed in the Alternative School for a specified period of time.

### **BULLYING**

Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is applied in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the system.

For the purpose of this policy, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, at school related functions or activities, or by the 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 present 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 16-5-23.1 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.

Any report of bullying will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Once bullying has been reported, school officials shall begin a thorough investigation within a 24 hour period. This process shall include the alleged perpetrator, the victim, witnesses, relevant faculty members, and video surveillance if available.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian,

or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer, panel, or other tribunal 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.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition including such information in the student/parent handbooks.

### **THREATS OF VIOLENCE**

Any threat by any individual directed toward another which if carried out would pose a potential danger to the life or safety of students and/or staff will be regarded and treated seriously. Any student who receives information concerning such a threat should immediately report that information to a school administrator. The failure of a student to report such information may be treated as a disciplinary problem.

### **CONTRABAND**

Tobacco, vaping devices, drugs, and alcoholic beverages are not permitted in school or at school sponsored activities. Violators are subject to severe disciplinary action, including expulsion from school.

### **EXPULSION**

Removal of a student for an extended period of time or permanently from the school system.

### **OUT OF SCHOOL SUSPENSION**

Temporary removal of the student from the East Jackson Comprehensive High School Campus for a specific period of time up to ten (10) days, including extra-curricular events.

### **SEXUAL BATTERY**

Sexual battery is classified as a crime and is defined as intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Instances will be reported to the legal authorities.

### **SEXUAL HARASSMENT**

Sexual Harassment at school is defined as repeated unwanted and unwelcome behaviors which interfere with a student's right to get an education or to participate in school activities. Sexual harassment may result from words or conduct of a sexual nature that offend, stigmatize, demean, frighten, or threaten a student. Some examples of conduct which, if repeated, cause rise to the level of sexual harassment at school are

- Physical contact or blocking someone's way
- Writing sexual graffiti

- Making suggestive or sexual gestures, jokes, or verbal comments
- Spreading sexual rumors or gossip or making sexual propositions

Incidents of sexual harassment should be reported to a school administrator as soon as possible.

Student reports of sexual harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences to include, but not limited to, parental suspension and out-of-school suspension. Three incidents of sexual harassment will result in assignment to the alternative school and/or expulsion.

### **STUDENT RACIAL HARASSMENT**

Student reports of racial harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences.

### **VERBAL ASSAULT**

An unprovoked outburst of abusive words directed toward a person in a violent or tumultuous manner so as to place such person in reasonable fear for his/her personal safety. Students in violation of this offense are subject to disciplinary action.

### **WEAPONS NOTICE**

Effective July 1, 1999, state law makes it a felony for any person to carry, possess, or have under such person's control while at a school building, school function, or school property, or on a bus or other transportation furnished by the school, any weapon or explosive compound. The term "weapon" means and includes any pistol, revolver, or weapon designed or intended to propel a missile of any kind, any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind. Refer to the Jackson County Schools Code of Conduct for additional information. Students in violation of this offense are subject to expulsion from Jackson County Schools.

Any student who chooses to bring a weapon on the school campus, to school sponsored activities, or on a school bus will be suspended for ten (10) days and be referred to a tribunal with a recommendation for expulsion. Legal authorities will be notified.

## **COUNSELING**

The role of the counselors at East Jackson Comprehensive High School is to

- Conduct individual and group counseling with students.

- Ensure that students receive appropriate career, educational, or vocational planning assistance
- Assist with the administration of standardized testing programs
- Assist with Dual Enrollment programs

Other services offered include the following: the entering/withdrawal process, handling of all student cumulative records, coordinating college and military recruiter visits, assisting students applying for financial aid for higher education, handling transcript requests, and giving study skills assistance.

Parent conferences are available by appointment.

For academic issues, students are assigned to counselors alphabetically by last name:

Turton--A-M

Chaisson –N-Z

Backus--College and Career Counselor, 8th-12th, Dual Enrollment, You Science

### **APPOINTMENTS**

Students may schedule individual appointments through the counseling office. The counseling office is open 7:30 AM – 3:30 PM, Monday -Friday.

### **DUAL ENROLLMENT**

Students who qualify may enroll in a college or technical college and receive both high school graduation credit and college credit. Students interested in the Dual Enrollment program should make an appointment with the appropriate counselor.

Students who are participating in programs at secondary schools through Dual Enrollment programs are considered East Jackson High School students. As such, they maintain all the rights and privileges of any other student.

Dual enrollment course grades will be calculated as follows:

- A=95
- B=85
- C=75

For school calculations, 10 additional points will be added to the students final grade in academic dual enrollment courses.

### **TRANSCRIPT REQUESTS**

A transcript consists of a copy of the student’s cumulative grades. To send a transcript to another institution, a student must complete a transcript request form and turn it into the registrar or submit the request form via the school website (select counseling link). There will be a \$5 fee for past graduates. It is recommended that the request be submitted at least two weeks before any deadline. Current students may also request transcripts from a counselor in person or by email.

### **WITHDRAWAL PROCEDURE**



In order to withdraw from school, the parent who enrolled the student must come to the counseling office for a conference and provide signatures. Parents should make an appointment. Failure to make an appointment may result in a long wait. All books, technology, and supplies should be returned, and any fees should be paid prior to withdrawal. Records will not be released until all indebtedness is cleared.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETICS**

Athletic Director: Mr. Lindsey ...706-336-8905

East Jackson High School offers a variety of extracurricular activities in which a student can participate. A student must follow GHSA and East Jackson Comprehensive High School guidelines to participate in a sport. In order to compete, a student must have passed more than 70% of his/her subjects the preceding semester and be on track for graduation. Incoming 9<sup>th</sup> graders are eligible immediately but must meet GHSA requirements to be eligible to compete second semester. Students who lose eligibility by not meeting the “On Track” requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of a semester and passing the required subjects the previous semester. To be eligible, students must be “On Track” as follows

10<sup>th</sup> Graders – 5 units

11<sup>th</sup> Graders – 11 units

12<sup>th</sup> Graders – 17 units

### **FALL SPORTS**

Cheerleading, Cross-Country, Football, Fast-pitch Softball and Volleyball

### **WINTER SPORTS**

Basketball, Cheerleading, Swimming, Dance Team, and Wrestling

### **SPRING SPORTS**

Baseball, Golf, Soccer, Tennis, and Track

### **STUDENT ORGANIZATIONS**

The faculty of EJCHS is committed to providing students with opportunities to participate in a diverse array of student activities which will promote their intellectual and social growth and development. To accomplish this goal, East Jackson High School provides a number of clubs and activities.

According to Georgia Law, Code Section 20-02-0705, a parent or legal guardian may decline permission for his or her child to participate in a club or organization. If a parent wishes to exercise this right, they must make this known to the administration of EJCHS in writing.

In order to establish a new club at EJCHS, the following conditions must be met:

1. There must be a way to become affiliated with a national sponsor. Those steps must be provided to the administration.
2. The request must initiate with a student(s).
3. Clubs must have a faculty sponsor/advisor at EJCHS.
4. A written proposal must be submitted to the principal for approval
5. No club may be formed during the school year. All clubs must be approved prior to the start of the school year and prior to the publication of the Student Handbook.

### **CURRENTLY ESTABLISHED CLUBS**

- **ACADEMIC TEAM** (Mr. Presley): The academic team is open to students from any grade 9-12. The academic team participates in quiz bowls competitions against other high schools in our area.
- **ART CLUB/GRADES 8-9** (Mrs. Manchester): Students in 8th/9th grade can join EJCHS's energetic and artistic group of students who meet twice a month in the art room after school. The club dues are \$10/yr. and students have the opportunity to participate in community service projects to share their talent within our school and community.
- **BETA CLUB** (Mrs. Frederick, Mrs. Crocker, and Mrs. Johnson-Scofield): National Beta Club focuses on achievement, character, leadership, and service. EJCHS Students who wish to become members of National Beta must have and maintain a minimum of a 92 GPA, have outstanding character in our school community, complete the required number of service hours each school year, and pay annual membership dues. Seniors in good standing have the opportunity to compete for several monetary scholarships at the state and national level and will receive a gold stole embroidered with the National Beta emblem to wear with their graduation robes.
- **DRAMA CLUB** (Mrs. Gaultney): Drama Club is open to all students at EJCHS. All Drama club members will be invited to participate in all drama related activities including the State One-Act Competition held during the fall semester.
- **JACKSON COUNTY STUDENT LEADERSHIP/ JCSL** (Mr. Wilson):
- **ENVIROTHON** (Dr. Bryan): The Envirothon is a competition consisting of local high schools competing with hands-ons activities and questions about aquatics, wildlife, forestry, and current environmental issues.
- **ESP/Extra Special People** (Mrs. Hardy and Mr. Wheeler): ESP@East Jackson is a student organization that serves to connect East Jackson High School students with Extra Special People. ESP is a non-profit organization in Watkinsville, GA that creates opportunities for people with disabilities and their families to engage, connect, and thrive through summer camps, after school programs, family counseling, and much more. Student involvement may include but is not limited to:

help raise funds for ESP, increase campus awareness of individuals with disabilities, volunteer at ESP, and help plan campus wide events.

- FCA: Fellowship of Christian Athletes (Mr. Hardy & Mr. Dawson): FCA is a student led organization that involves fellowship, devotions, and community involvement. The goal of FCA is to see the world transformed by Jesus Christ through the influence of coaches and athletes.
- FRENCH CLUB (Mrs. Doyle): The club's purpose is to enhance cultural awareness, build language skills, and have fun. Membership is open to students who are currently taking French, registered for a French class, or have successfully completed a French class. Low annual dues cover the cost of in-school activities with free food for club members.
- FRENCH HONOR SOCIETY (Mrs. Doyle): This national organization honors academic excellence in French. Students must receive an "A" in two levels of French to be eligible. A one-time fee of \$20 includes a red/white/blue French Honor cord to wear at graduation, an induction certificate, and lifetime membership in the National French Honor Society.
- GENEALOGY CLUB (Ms. Wall): The genealogy club is open to any EJCHS students interested in researching their family history. The focus of the Genealogy Club is on research methods to help students learn more about who their ancestors were and where they lived.
- GEORGIA FIRST ROBOTICS (Mr. Shawler): Georgia First Robotics' mission is to inspire young people to be science and technology leaders by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership through the FIRST Tech Challenge Robotics Competition.
- HOMECOMING COMMITTEE (Ms. Amy Johnson-Scofield): Committee responsible for planning homecoming activities
- NATIONAL ART HONOR SOCIETY (Ms. Manchester): National Art Honor Society is an organization for students, grades 10-12, who are interested in art. Members have to maintain a 3.0 grade point average over all academically and maintain a B in art classes. The club's main objective is to take art back into their community. The members offer their creative and artistic talents to any teacher or organization at school.
- NATIONAL ENGLISH HONOR SOCIETY (Ms. Rhinehart and Ms. Nickerson): The National English Honor Society is an organization that celebrates excellence in English language and literature. Students with a GPA of 3.5 or higher will be invited to apply for membership in the EJCHS chapter. Those selected for membership by the English Faculty Council will be involved in exciting activities and projects that promote enthusiasm for and distinction in all areas of Language Arts.
- PROM COMMITTEE (Ms. Young): A committee of juniors and seniors who are responsible for planning the senior prom throughout spring semester. The committee decides on the theme and decorations in addition to handling ticket sales & setting up for prom.

- SCIENCE OLYMPIAD (Dr. Bryan and Mr. Mewborn): Science Olympiad competitions are like academic track meets with events in robotics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. The team begins meeting weekly in October to prepare for the competition in late March.
- SPANISH HONOR SOCIETY (Mrs. Cornelius): A national organization that honors academic excellence in Spanish classes. Students must receive an “A” in two years of Spanish Classes. Membership and cord fee total \$20.00.
- STUDENT COUNCIL (Mrs. Wood, Mrs. Ruth Wilson, and Mrs. Johnson-Scofield): EJCHS Student Council represents the voice and interests of the EJCHS student body. The elected council members from each grade level plan and implement school-wide activities such as Homecoming as well as service projects to make EJCHS a better community.

## **CTAE CLUBS**

EJCHS C.T.A.E. Chair: Ms. Stephanie Ware

- FBLA (Mrs. Chandler): Future Business Leaders of America is the student organization associated with the Business & Computer Science Department with a quarter million students nationally preparing for careers in computer science and business-related fields. Students in grades 9-12 are eligible to become members and do not have to be enrolled in a BCS class to participate.
- FCCLA (Mrs. Ware): Family and Consumer Science Education is a national organization that helps students become leaders and address important personal, family, work, and societal issues through family and consumer science education. It is open to all students in grades 9-12. FCCLA members do not have to be currently enrolled in a FACS class.
- FFA (Mr. Pedraza): The National FFA organization promotes agriculture and premier leadership through hands on experiences. It is an organization exclusively for students enrolled in agriculture education. FFA prepares students for life after high school, whether that be college or in a career field. Students have the unique opportunity to travel to conventions and other exciting leadership events. Career Development Events allow students to take knowledge from the classroom and apply it to real world situations while competing against other FFA Chapters.
- HOSA / FUTURE HEALTH PROFESSIONALS (Mrs. Hardigree): The purpose of HOSA is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing

opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community.

- Army Junior Reserve Officer Training Corps /JROTC (LTC Hughes): Established by Congress via the National Defense Act of 1916, Army JROTC is a cadet-led program whose mission is “To motivate young people to become better Citizens. JROTC emphasizes character development, student achievement, wellness, leadership, and diversity. A cooperative effort between the Army and the high schools, the Army JROTC pathway produces successful students and responsible citizens, while complementing a more constructive and disciplined learning environment in each school.
- SKILLS USA-VICA (Mrs. Traci Smith and Mr. Adams): A career/technical student organization that provides quality education experiences for students in leadership, teamwork, citizenship and character development. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities. Students will have the opportunity to compete regionally, statewide, and nationally.

## **FINE ARTS**

**Chair:** Dr. Chandler

**BANDS,** Director: Mr. Bagley

**CHORUS,** Director: Dr. Chandler

**DRAMA,** Director: Nancy Gaultney

**DANCE,** Director: Kelly Loggins

**VISUAL ARTS,** Director: Tamara Manchester

