

JOHN MCEACHERN HIGH SCHOOL STUDENT HANDBOOK 2022-2023

Student Name: _____

Homeroom/Advisement: _____

MOST FREQUENTLY CALLED NUMBERS

Main Office.....	770-222-3710
Attendance Office.....	770-222-3725
Athletic Director.....	770-222-3731
Principal.....	770-222-3710
Media Center.....	770-222-3726
Dining Hall.....	770-222-3711
Freshman Center.....	770-222-3723
Football Fieldhouse.....	678-222-0141

<http://www.meachernhigh.org>

DISCIPLINE PROCEDURES

The Cobb County School District Manual of Administrative Rules for the current year will be included in the Parent Information Guide given to each student along with the student handbook. Students and parents are encouraged to read this information carefully. Further information may be obtained at:

www.cobbk12.org

EXPECTATIONS

1. Be on time to class and to lunch.
2. Be at your assigned location
3. Have your student ID or StudentVue account accessible while at school.
4. Take care of school property and school materials.
5. Wait in lines without cutting line or pushing and jostling others.
6. Eating in classrooms is not permitted.
7. Be respectful of adults and other students. Inappropriate language, inappropriate displays of affection, rowdiness, and disturbing others are not acceptable behavior on campus or during school activities.
8. Get permission in advance when you need to see the school counselor, visit the media center, or use the restroom during class time. Use the restroom nearest your class only.
9. Ask for help. Fellow students and teachers can help you when you are unsure of correct procedures or the proper place to be.

John McEachern High School has established a solid program of extracurricular activities for our students. Over the past years many clubs and teams have received state recognition for their achievements. Students who are involved in extracurricular activities enjoy high visibility and serve as role models for younger students in our school and in the lower grades. Therefore, McEachern High School expects its students to act in accordance with their positions as representatives of the school at all on-campus and off-campus activities. Questions regarding a student's use and distribution of drugs and/or alcohol at any time during the year will be investigated thoroughly by school officials and may result in disciplinary action and/or suspension from all extracurricular activities regardless of whether the offense occurred at a school-related or non-school-related activity. In addition, the student may be excluded from future participation in extracurricular activities. (See Student Eligibility Folder for specific consequences.)

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

(Subject to Administrator's Discretion)

- A. Class Cut/AWOL over 5 minutes
 - 1st - Teacher calls parent and a disciplinary referral will be submitted – Saturday School
 - 2nd +. - ISS
- B. Classroom Disruption
 - 1st - Teacher detention and parent contact
(For severe 1st offense infractions, teacher sends documentation to administrator – consequence range from Sat. School to OSS)
 - 2nd+ - Teacher sends documentation to administrator – consequence range from Sat. School to OSS. Further disruptive behavior may invoke student removal from class (Policy JDC)
Specific Instance: Disrupting classroom during standardized testing will result in a minimum of 3 days OSS. Retaining cell phone on person during standardized testing may result in discipline for insubordination.
- C. Offensive Language
 - Student to TeacherOSS (up to 5 days)
 - In Classroomfrom Saturday School - ISS
 - Other instancesadministrative discretion
- D. Fighting 10 days OSS minimum AND
Referral to proper law enforcement authorities and possible referral to Ombudsman Alternative Education Program.
- E. Inciting or instigating a fight/party to the offense (actions, comments, or written messages intended to cause others to fight or which might reasonably be expected to escalate or result in a fight):
 - 5 days OSS minimum
 - Possible police incident report
- F. Verbal or Physical Altercation.....OSS (administrative discretion)
- G. Defiant Behavior
 - Administrator discretion – up to and including suspension
 - Specific instances – minimum 5 days OSS:
 - Giving false information
 - Failure to identify self
 - Running from staff member
- H. Stealing..... Administrator Discretion + Referral to CCSPD + possible restitution

I. Dress Code Violation

The student will be sent to ISS with a pass describing the infraction and allowed to change clothes if clothing is available. The student will not be permitted to return to class until the inappropriateness of the clothing is remedied. If a change of clothing is not available, or if two violations are accumulated in one day, the student will be placed in ISS for the remainder of the day. Students with five violations in a semester will be written up to the appropriate administrator.

J. Bus Referral

Consequences vary depending on offense, including suspension from bus.

K. Forged Note/Admit Slip/Pass to Class

Parent contact and only doctor's notes accepted in future for excused absences AND/OR further administrative consequences will vary depending on offense

L. Unexcused Tardies

Students are expected to be on time to school and classes each day.

NOTE: Tardies are cumulative for ALL classes/advisement each semester. Tardies to school are excused only with doctor's or dentist's appointment verification, student illness, or court order.

1st – 8th = Warning

9th -15th = Saturday School

16+ = ISS

FAILURE TO SERVE A SATURDAY SCHOOL WILL RESULT IN 2 DAYS OF OSS.

M. Truancy/Leaving Campus without Permission

Parent notification and 2 days ISS. Referral to social worker for chronic cases

N. Failure to Follow Check in/Check Out Procedures

Loss of parking privilege minimum 45 days for student drivers

1st - Saturday School

2nd - Saturday School

3rd - ISS

O. Failure to Serve Teacher/Administrative Detention = Saturday School

P. Electronic Devices (device in view - including headphones in/on ears) - Turning on, or use of cell phones, MP3 players, I-Pod, laser pointers or other similar electronic devices are prohibited during class time (from bell to bell)- device should not be seen or heard. Electronic devices are allowed at other times on campus, but should not be heard - cell phones should be placed on "silent," no external speakers for any devices, volume on headphones low enough not to be heard, etc. Consequences for violation of this policy are as follows:

1st offense - 1 day ISS

2nd offense - 2 days ISS

3rd offense - 2 days OSS

Note: Teachers should not confiscate cell phones. Confiscation is at the discretion of administration.

BYOD – Some classes will have the option to participate in the “Bring Your Own Device” program which allows the use of electronic devices. Students in those classes will be under the same stipulations listed above if they do not follow the guidelines set forth by the teacher.

Stolen cell phones/devices – Students are on notice that the school is a public place with no guarantee or protection from theft of personal belongings. All belongings, and especially cell phones, should be kept within the student’s immediate supervision and control at all times to ensure security of those items. Students bring cell phones and other electronic devices to school at their own risk as the school does not assume responsibility for investigating the theft of these items.

- Q. Misuse of Technology Equipment - Possible loss of computer network access for specified time
- R. Students should not buy or sell personal items such as electronic devices, shoes, clothes, or any other goods on the McEachern High School campus. The consequences of violating this policy will be at the administrator's discretion up to five days OSS (level 1-2 offense).

MAINTAINING STUDENT BEHAVIOR

DETENTION

Teacher/Administrative Detention: Teachers may assign detention for violations of class rules. Teacher detention will be served as a lunch detention with at least 24 hours notice. Know when and where you are to report for detention. If the student does not serve the teacher detention(s), the detention will be doubled. The teacher will write a referral to the appropriate administrator if the student fails to serve the doubled detention. Failure to serve a teacher detention will result in a minimum of Saturday School.

SATURDAY SCHOOL

Students are assigned Saturday School for a variety of reasons. Saturday School is a supervised study hall from 8 AM to 12 noon, so students should bring work with them to occupy their time responsibly and productively. Parents are responsible for transportation to and from Saturday School. **Failure to serve Saturday School or tardiness to Saturday School will result in 2 days Out of School Suspension.**

IN-SCHOOL SUSPENSION

In-School Suspension is a program designed to modify behavior while keeping the student in school with access to schoolwork. The program isolates the student from his peers in a controlled environment that makes him consider the inappropriateness of his behavior. The alternative to ISS is out of school suspension. Students who cannot behave appropriately in ISS may be suspended. Since ISS is a form of suspension, ISS affects participation in extracurricular activities. Students are responsible for getting assignments for ISS dates unless instructed otherwise. Students may accrue penalties for inappropriate behaviors (i.e., sleeping, tardy, eating, not working on assignment, not reporting to ISS as assigned including return to school after absence). Students who demerit out of ISS may be given OSS for the remainder of their ISS assignment.

OUT-OF-SCHOOL SUSPENSION

Suspension from school is an alternative to modify student behavior. A suspended student cannot come on campus, attend any school function or practice until the day he returns to school from suspension. Certain behaviors always result in suspension due to Cobb County policy or local school policy. See School Board Policies, specifically, JDD (Long-Term Suspension/Expulsion) and JDDB (Short-Term Suspension).

EXCLUSION FROM EXTRA-CURRICULAR EVENTS

Depending on the severity or frequency of certain behaviors, a student will be excluded from participation in extra-curricular events for a period of time. This exclusion would prohibit a student from attending after-school events, such as sports events or performances, as a spectator. The exclusion would also apply to participants in these events, such as student-athletes or student performers. These students would be allowed to practice with the student group, but they would not be allowed to attend events, such as games or performances, as either a spectator or participant.

DRESS CODE

The community of John McEachern High School believes that all students should wear clothing to school that fits well, reflects respect for oneself and supports the high expectations we maintain for our students academically and socially. McEachern High School respects the rights of our students to choose his/her dress style and appearance. Certain guidelines must be observed, however, to ensure a wholesome environment. In summary, attire shall not interfere with the educational process and shall reflect pride in oneself. Students shall wear clothing that is not distracting or disruptive to the classroom or school. Dress code policies on teachers' syllabi that are in line with Cobb County policy JCDB-R will be strictly enforced. If in doubt, don't wear it!

MINIMUM STANDARD OF DRESS: All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn [no slippers or “house shoes”].
2. Midriffs shall be covered.
3. Appropriate under-garments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops [straps narrower than three fingers width] shall be worn with a jacket.
6. Appropriate shorts, as determined by administration [finger-tip length], may be worn.
7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration [Any headgear worn for religious, medical, or other legitimate purposes must receive prior administrative approval].
8. Clothing or ornamentation that does any of the following is prohibited and may be confiscated:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes, or suggests illegal activity.

STUDENT HANDBOOK

ADVISEMENT

All students are assigned to advisement groups that meet as needed for distribution of materials and information sharing. Students may receive registration information as well as other school communications through advisement.

ADMINISTRATION and COUNSELING

While the principal is the instructional leader of the school, assistant principals directly supervise academic departments and help monitor both instruction and the implementation of the educational policies established by the Cobb County Board of Education. When parents have concerns about a teacher’s instructional practice, they should first contact that teacher. If they cannot resolve those concerns with the teacher, the parent should contact the front office staff who will direct them to the appropriate assistant principal over that teacher’s

department. If a satisfactory resolution still cannot be reached, the parent should then contact the principal, and finally, the area assistant superintendent if needed.

The Principal also delegates disciplinary authority to the assistant principals who should again be the first point of contact when an issue involving misbehavior cannot be resolved with a teacher. The assistant principals are tasked with enforcing the disciplinary consequences established in the local school student handbook as well as the disciplinary policies of the Cobb County Board of Education (Policy JICDA-H). As described above, the avenue of recourse beyond the assistant principal is the principal, and then the area assistant superintendent.

When parents wish to meet with teachers to discuss the academic struggles of their students, the School Counseling Department is the first point of contact. The school counselors are each responsible for a portion of the alphabet, and will help with concerns that are strictly academic, or concerns involving the safety and well-being of students (child abuse, homelessness, etc.). Parents should expect to give teacher's 24-hour notice before the meeting is held.

ATTENDANCE POLICY/PROCEDURES

The Cobb County Board of Education considers regular school attendance to be essential for educational success. Students shall be in attendance in accordance with the requirements of the compulsory attendance law and for the number of full length days prescribed by law.

1. You must bring a note from your parents by the 3rd day you return to the class you missed. If you miss a number of days in a row, one note will be acceptable for all days missed. The note must include your NAME, grade, DATE(S) of absence, REASON for absence, PARENT SIGNATURE, and PHONE NUMBER where a parent can be reached. Notes without all of the above information will cause the absence to be considered unexcused.
2. Notes must be received by the 3rd day you return to the class from which you were absent. **No late notes, FAXED notes or emails will be accepted. NO PHONE CALLS WILL BE ACCEPTED.**
3. During the first class, the student must give the note to the teacher. The absence is coded excused if the absence is a result of the reasons listed below.
4. The school does not recognize and/or sanction in any form a Senior Skip Day. Students who participate in such an event or activity will be credited with unexcused absences.

EXCUSED ABSENCES

State law governs excused absences to school. A student may be excused for the following reasons:

1. personal illness
2. serious illness or death in the family
3. special and recognized religious holidays observed by his/her faith
4. pre-induction physical examination for service in armed forces
5. court order
6. where school attendance is impossible/ hazardous to health or safety
7. voter registration

EXTENDED ABSENCES

After a student has missed four (4) consecutive days of school due to illness, the parent may contact the school counseling office to request make up work. Work may be picked up 24 hours after making the request. Long-term absences may require a homebound teacher(see Hospital/Homebound). ***Request for consideration for extended absences due to family trips/activities must be submitted in writing to the grade-level administrator prior to the absences. If approved, the absences will be considered unexcused, but the opportunity for make-up work will be offered.***

ABSENCE NOTIFICATION

When a student has missed 3 days in any particular class, the classroom teacher will contact the parent/guardian. When a student has missed 7 days, the student is seen by a grade-level administrator/designee and a social worker referral is sent. At 5 days of missed school, a letter will be sent from the school regarding the absences. After 20 days absence, the student will be required to provide a doctor's note to excuse any further absences, including early dismissals. If no note is provided, the absence will be unexcused. The ten, fifteen, and twenty-day absence rule is cumulative for the school year.

TARDIES

1. **To be excused for being tardy to school a student must present a doctor's or dentist's official appointment verification, a note regarding student illness, or a document for a court ordered appearance at the time the student signs in to school.** Tardies due to missing the bus, traffic, oversleeping, car trouble, etc. are unexcused.
2. Any student checking into school after 8:25 a.m. must sign in with the Attendance Office. If a parent/guardian signs the student into school, a note must still be presented stating the reason for the tardy.

NOTE: Tardies are cumulative for ALL classes/homeroom each semester.

CHECK OUT POLICY (EARLY DISMISSAL)

In an effort to provide parents with access to their children through our check out procedure during instructional time, the following guidelines are to be followed:

1. If a student is planning to check out for a prearranged reason (medical appointment that could only be scheduled during the school day, funeral attendance, court appearance) he/she must bring a note to the first block teacher.
2. All notes from home must include the student's name, current date, a brief explanation identifying the reason for being checked out, the

check-out time, **phone number** where a parent or guardian can be reached before the check-out time and the parent's signature.

3. **At the designated release time, the student must go to the attendance office to sign out.**
 - a. Any student who leaves campus without properly checking out will receive disciplinary action and may lose his/her parking permit and driving privileges for at least 45 school days. *McEachern High School is a closed campus. Students must stay on the school grounds from the time they arrive, even if school has not started, until dismissal.*
 - b. Any student leaving the school grounds must check out through the attendance office.
4. If a student becomes ill during the school day he/she should notify the teacher and secure a pass to the clinic.
5. Students must keep early dismissal passes to present to teachers for excusing absences.
6. The school reserves the right to require written requests or personal appearance of parent/guardian and proper identification before a student is dismissed.
7. Phone calls, faxes, and e-mails will not be accepted for check outs.

SCHOOL-WIDE ASSESSMENT POLICY

Grade Books

- All grade books will be standards-based.
- Grade book categories will be representative of units or topics of study.
- The title of all summative assessments will indicate the standard(s) which it measures.
- All non-standards based grades (e.g. signed syllabus) shall carry no weight.
- The total weight of all formative assessments shall not exceed 25% of the students' final grade.

Reassessment

- All students will be allowed to reassess on any of the standards for the course provided the following conditions are met.
 - The student must attempt the original assessment.
 - The student must complete a reasonable amount of remediation as assigned by the teacher (e.g. complete test corrections). The remediation may be done at home or in tutorials.
 - The student must schedule the reassessment with the teacher for a time outside of class.
- The reassessment grade will replace the original assessment grade.
- All standards may be reassessed throughout the school year up until the designated cut-off date.

Students absent on or prior to the day of an assessment.

- If a student is present on the day of an assessment, then he is required to participate in the assessment regardless of having been absent for any of the instructional days leading up to the assessment.
- If a student is absent on the day of an assessment, then the teacher may require the student to participate in the assessment immediately upon returning to class regardless of any instructional days the student may have missed. Doing this is a benefit to the student as it will prevent him from receiving a zero if he fails to make up the assessment within the allotted time. This also makes the student eligible to reassess on those standards when he is ready.

MODIFIED BLOCK SCHEDULING

The school calendar is set up on an odd/even day rotation. Each day is organized into four blocks or four periods of instructional time. A student may carry anywhere from four up to eight classes per semester. Yearlong classes are those classes that meet every other day for the entire year. Regular block classes meet every day for one semester.

CAFETERIA AND LUNCH PERIOD

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition in which you would like to live.

LUNCH PERIOD GUIDELINES

1. Students are expected to properly dispose of their trash and clean their eating area before leaving the cafeteria.
2. Students will go through the cafeteria line and pay for their choice of food.
3. Students are not to break or cut in line or hold a place for another student in line.
4. Students are not allowed to go into any of the buildings during their lunch periods without a pass. Students must be in the area between Russell Hall and the CT building on the center of campus. Failure to obey will result in disciplinary action.
5. Students may **ONLY** use the restrooms located in the cafeteria.
6. Fast food is not to be delivered to the school or eaten in the cafeteria.
7. Students may not check out of school and return during lunch periods except for excused reasons.
8. Students will need to carry their ID cards verification when purchasing a lunch. Students may not use other students ID/Lunch numbers.

The Food and Nutrition Staff at McEachern High School serves up several different entrees daily which may include pizza, sub sandwiches, salads, hamburgers, nachos, wraps, value meals (an entrée 2 side items, and milk), plus

many a la carte items. The school also offers a full breakfast program between 7:50 – 8:20am. You can find current menus and price lists at www.cobbk12.org. Students may prepay for meals in the Cafeteria or online at www.mealpayplus.com.

CARE OF SCHOOL PROPERTY

All students are charged with the responsibility of caring for school property. Accidental damage when reported voluntarily will require restitution, but no further disciplinary action will be taken. Willful and thoughtless misuse or damage will result in disciplinary action. Vandalism is a violation of law and may be treated as such.

CAREER CENTER

The Career Center is located in the Business Technology building and is open daily to serve students and parents. Resources available in the career center include the following: College and technical school catalogs, college applications, SAT and ACT applications, scholarship information, Graduation Test study guides, an SAT computer tutorial, job listings, and interest inventories. Students may visit the career center with a pass from a teacher or during lunch periods. Appointments can be made by parents or students to see the appropriate counselor for post-secondary educational planning.

CHEATING

Cheating occurs any time a student solicits, receives or offers unauthorized help on any assignment. This includes class work, homework, projects, special assignments, and tests. Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent(s) and the appropriate administrator. When writing reports, presentations, essays, projects, etc., students must give credit to all sources used, including the internet. Students who have cell phones or other electronic devices out during evaluations, such as quizzes and tests, will be considered cheating.

COLLEGE VISITATION

Seniors who plan to visit colleges must make prior arrangements with the appropriate administrator for trip approval in order to make up missed work. Up to two visits are allowed to be entered as an excused absence.

COUNSELING

McEachern School Counseling Department Vision

“Counselors committed to helping students maximize their potential by becoming adaptable, confident, innovative, resilient and creative thinkers contributing productively to a global society while fostering a lifelong passion for learning.”

McEachern School Counseling Department Mission

The mission of the McEachern High School Counseling Department is to provide ALL students with a comprehensive school-counseling program that addresses

academic, career and personal/social development to assist them in becoming productive members of society. McEachern High School counselors, in collaboration with our stakeholders, are committed to meeting the unique and diverse needs of students through innovative curriculum that equips them for excellence while addressing self-worth, creativity, innovation, digital literacy, fluid learning, and global interconnectedness.

Counseling Department Services

Each counselor works with students in grades 9 through 12 and is responsible for a specific range of the alphabet. The alphabet breakdown and counselor contact information can be found on the McEachern web page (www.mceachernhigh.org).

In order to be most effective, school counselors see each student on an appointment basis. Students can make appointments by visiting the School Counseling office located in the Business Technology Building. Parents are encouraged to make appointments by calling or e-mailing their student's counselor.

The McEachern Counselors:

- are available to help with personal/social, academic, and career counseling.
- assist students in planning for success while in high school and beyond.
- maintain a collection of current information in the career center which include, but is not limited to: college catalogues and applications; financial aid information; scholarship opportunities; military and civilian career outlook materials;
- conduct workshops and seminars on subjects including but not limited to: PSAT preparation and reading score reports, financial aid sources, registration materials, etc.

ELIGIBILITY

Participation in interscholastic/extracurricular activities in public schools is a privilege. Students and parents will be required to sign a John McEachern High School Conduct Statement and Drug/Alcohol Statement. See Policy JHEB Policy addendum. Eligibility requirements are set by the state, and all students involved in any GHSA-sponsored extra-curricular activity must meet state requirements. The State Board of Education in an effort to encourage students to stay on track for their graduation requirements has adopted a policy that regulates student participation in activities.

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

- (a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- (b) Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- (c) Third-year students must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.

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

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

HYBRID SCHEDULING:

1. Definition: A student takes a combination of courses scheduled as block courses, yearlong courses and/or traditional courses.

2. To be eligible, a student must be enrolled in a combination of courses that carry at least 2.5 units.

3. To be eligible, a student must have passed a combination of courses the previous semester that carries at least 2.5 units.

FEES AND FINES

Students having outstanding financial obligations will not be issued textbooks to begin a new semester until payment or arrangements satisfactory to the school have been made. ALL GRADUATING SENIORS MUST MEET FINANCIAL OBLIGATIONS TO BE ELIGIBLE TO PARTICIPATE IN THE GRADUATION CEREMONY.

FIELD TRIPS

Any time a student leaves campus on an official school trip parental consent Form IFCB-4 and Form IFCB-5 Medical History Permission and Release Form must signed by parent and on file with the school. If the trip causes a student to miss another class, it is the student's responsibility to secure that teacher's permission and arrange for any missed work to be made up.

FIRE & TORNADO DRILLS

A fire drill will be held at least once a month. Weather drills will be conducted periodically. Plans have been designed to afford the greatest ease of escape and safety. It is imperative that each student cooperates completely when the alarm is sounded. One of the greatest hazards in emergencies is our own conduct. Silence and immediate response to adults' directions is demanded. Further directions are provided in each classroom. You should be aware of each plan so that your reaction is appropriate when most needed.

DELIVERIES

Deliveries of flowers, gifts, or food to school will not be accepted. These gift items are distracting and disruptive to students in the classroom. Any other emergency deliveries of textbooks, materials, etc. should be brought directly to

Russell Hall.

FREE AND REDUCED LUNCHESES

Applications for free and reduced priced lunches are accepted any time during the year. Applications are available through the cafeteria manager or online applications for free and reduced lunches are available at www.cobbk12.org. Click on Lunch Menus, then Online Meal Applications. Students will follow procedures as instructed by dining hall staff.

GRADE CHANGES AND INCOMPLETES

Students who receive an incomplete grade on a semester report card are required to resolve the incomplete no later than 10 **calendar** days after the end of that semester. Failure to do so will result in 0's being averaged in for the incomplete work and then the teacher will determine the final grade.

Grading Scale

90-100.....	A
80-89.....	B
74-79.....	C
70-73.....	D
Below 70.....	F

GRADE CONCERNS

If parents have concerns about their student's grades or progress in a class, they may contact the appropriate teacher and/or counselor.

GRIEVANCES

If parents have concerns about discipline, they should contact the appropriate grade level administrator. If parents have other concerns, they should first contact the teacher involved. If the issue is not resolved after speaking with the teacher, then the parents may contact the appropriate administrator.

HALLS/CAMPUS

Students should be in the halls or out on campus only at the beginning of school and close of school and while moving from one class to another unless they have special permission. Students in the halls or on campus during class time must have a pass that is written by the teacher in the student's handbook. Students are asked to keep to the right when moving in the halls or on campus **Vending machines shall not be used during class time.** Disciplinary action will result for using vending machines during class time.

HOMEWORK

Students are encouraged to use a written planner to record homework assignments and refer to each evening. Parents are encouraged to emphasize the

importance of homework by asking about daily homework and checking for completeness. Some assignments are long-range in nature and require planned study or library time. Parents can support students by helping them plan ahead and dividing tasks down into manageable parts. This type of involvement can reduce stress and improve the quality of work a student produces.

HOSPITAL/HOMEBOUND

In the event that any student has a medical emergency that requires hospital and/or homebound instruction, the student or parent(s) should notify the appropriate school counselor as soon as possible. Once application for this service has been completed and the doctor has signed it, the Homebound County Office shall determine eligibility. Hospital/homebound students are counted present by exception and are required to maintain their studies to receive course credit. Please remember that upon return to school, it is the responsibility of the Hospital/Homebound student to secure the remainder of the missed or make up work and to arrange a timeline for its completion. Failure to pursue this can result in a loss of grades and/or course credit.

HOPE SCHOLARSHIP/GRANT

The Hope Scholarship is for Georgia residents who graduated in 1993 or later. Those students who earn a 3.0 average on a 4.0 scale in core subject areas meeting the college preparatory program, or a 3.2 on a 4.0 scale in core subject areas in a vocational program are eligible for HOPE scholarships at a state public college, university, or state vocational/technical schools. See school counselors for additional information.

The Hope Grant is available to students seeking a certificate or diploma at a branch of the Technical College System of Georgia or a unit of the University System of Georgia. For additional information, read the HOPE Program section on the www.GAcollge411.org.

LOCKERS

Locker space is provided free of charge to each student requesting a locker. Each student is responsible for any item in the locker or any defacement to the interior or exterior of the locker. Stickers and posters are not allowed on lockers. School insurance does not cover loss of books, materials, or personal possessions stored in lockers. Giving locker combinations to friends or sharing a locker with any person other than the student(s) assigned to the locker can cause problems. Valuables should never be left in lockers. During P.E. class, store items in an athletic locker with a lock provided from home. If you have any locker problems, see your administrator. **Lockers are the property of Cobb County Public Schools and are subject to inspection and search by school officials.**

LOST AND FOUND

Students who misplace personal belongings during the school day should check the Senior Office.

LUNCH MENUS

Please visit the Food and Nutrition Services website for current meal prices, menus, nutrient analysis, and staff contacts. Go to: www.cobbk12.org → (click) Lunch Menus (located on the left side of the page). This will take you directly to the Food and Nutrition Services website. Meal prices are located at the bottom of the page. The link to our menus is at the top of the page. Nutrient analysis, staff contacts and more can be accessed from our Food and Nutrition Services website.

MEDIA CENTER

McEachern's Media Center provides a variety of resources for students and teachers. Media Specialists and staff help patrons locate and use print, non-print, and Internet resources. A quiet atmosphere conducive to individual research, study and pleasure reading is maintained.

The Media Center is open from 7:30 a.m. until 5:00 p.m. on Monday and Wednesday and from 7:30 to 4:00 on Tuesdays, Thursdays, and Fridays. A teacher-issued pass is necessary for admittance to the Media Center during the school day. Students do not need a pass to use the Media Center before or after school or during lunch. All campus rules and regulations are in effect in the Media Center.

Computer use in the Media Center is for academic research and/or class assignments. Internet access is subject to all Cobb County/McEachern High School policies. Students whose teachers have signed up classes for research will have first right to the computers.

Printing is free for the first ten copies and 10 cents per page over 10 pages. Color copies are 50 cents per page.

Cobb Digital Library (CDL) resources and the online catalog Destiny are available on campus or from home. No user name or password is required for access on campus. For home use information students can logon to their account on the McEachern website and use the form labeled "Links and Passwords".

Students may check out a maximum of three books for 3 weeks for class work and/or pleasure reading. A student ID card or entry of student ID at the circulation desk is required for checkout. Students with overdue books will be contacted through their advisement group. Lost and damaged books are the responsibility of the student and subject to be added to student fees/fines.

Project supplies needed by students for the completion of class assignments are to be brought by the student for his/her use

MEDICINE (POLICY JLCD)

1. The school nurse or trained personnel, with the written permission from the student's parent/guardian, will administer medications at school. Only medications that have a required dose during school hours will be given.
2. A parent/guardian must transport prescription medications to and from school. The medication must be in the original container with prescription label attached.
3. The school does not supply over-the-counter medications. High School students may carry any over-the-counter medication. The medication must be in

the original container and students may not share this medication with other students.

4. No medication will be stored in the Clinic during the summer. All medication must be picked up on or before the last day of school.

PARKING

Parking decals will be sold at the beginning of fall and spring semester. Local and county policies govern student parking. McEachern students must follow all of the procedures outlined in the county application found on the McEachern website. In addition, neither students who drive to school nor students they transport can receive an excused tardy pass because of traffic or car problems. Cobb County policy states that any driver who has six unexcused tardies will lose their parking privilege for the semester. The Macland Office supervises parking and handles violations and tickets along with the campus police officer. To resolve parking problems, see the campus police officer. Administrators have the right to suspend/revoke parking privileges. Check with the Macland Administrative office for parking decal cost.

PHONE MESSAGES AND USE OF PHONES

The school cannot take or deliver personal messages for students, except under very special and specific circumstances. These circumstances will include the following only: 1) notification of death, serious illness, or disaster in the family, 2) medical appointments that have changed unexpectedly, 3) an unexpected change in work schedule for a student enrolled in the work program. Phones located in all Administrative and faculty offices are generally not for student use.

REGISTRATION

It is very important that students be present on registration days, carefully select courses, and return the completed forms. Once the spring registration verification process is completed, there is a commitment and expectation that students will remain in the chosen classes. Every effort will be made to accommodate the selections indicated; however, the following factors may affect the student's final schedule:

1. If a student's chosen course and his/her final grade does not meet the prerequisite listed in the course booklet, the schedule must be adjusted.
2. In the event a course listed in the course booklet is not requested by a sufficient number of students, that course will not be offered, and the student will be placed in an alternate choice.
3. A student who selects two courses that are offered the same period will be placed in only one of these courses and an alternate choice.
4. Every effort will be made to ensure that students graduate within 4 years which may mean dropping electives to double up on core courses during the student's Junior and/or Senior year.

During the first 10 days of the semester, schedules may be changed for the following reasons: needs specific course for graduation, already passed course, administrative reassignment, or class balancing to level the size of class rosters.

No schedule change will be made after the 10th day of school since state law

requires a specified number of seat hours in order to earn a unit of credit.

REPORT CARDS

Report cards, issued school-wide, are given on the 6th, 12th, and 18th weeks of each semester. The 18 week grades are final grades for block classes.

RETENTION

A student will be retained in a grade level if he/she does not earn enough credits to be on track for graduation. Starting with the class of 2012, to be promoted a

9th grader must earn 5 or more credits including 1 credit each in English, Math, and Science

10th grader must earn 10 or more credits including 2 credits each in English, Math, and Science

11th grader must earn 16 or more credits including 2 credits each in English, Math, and Science

RESTROOMS

Students should make every effort to use the restroom during the walk time. Restroom privileges during class time are subject to teacher's classroom rules. Any special consideration of a student regarding this rule must include a doctor's note detailing reason for consideration. Students are to visit the restroom in the building of their current class. Individual stalls / Restrooms are for 1 person at a time. Failure to follow this subjects the student to consequences for being "out of area"

SCHOOL HOURS

Normal school hours shall be defined as 8:00 am until 4:00 pm, Monday through Friday; however, reasonable rules of student conduct shall apply at all times students are on campus and in attendance at any school related activity on this or another campus or any public or private property being used for a school related function.

After normal school hours, there is no formal supervision of the McEachern High School campus. Students should arrange for rides based on this knowledge. Students should plan to leave the campus no later than 4:00pm on a regular school day unless there is a planned event involving a staff member that begins by 4:00pm. Remaining after school for an evening event that begins after 4:00pm is not allowed. No students or outsiders will be allowed in the school building or on school campus including the gymnasium, after normal school hours without faculty supervision or proper adult supervision authorized by the school administration.

SCHOOL INSURANCE

School insurance is available to all students. A packet is available for each student on the first day of classes. Purchase of this program is optional. Students must have proof of insurance to participate in extracurricular activities.

SOCIAL STUDENT EVENTS

All social events implying any association with McEachern High School must be approved by the administration. All events must be chaperoned. Only

presently enrolled students and their approved guests may attend. Appropriate school rules of conduct are in effect even though the event may be off campus and after hours.

STUDENT CLUBS AND ORGANIZATIONS

Students and parents should check the McEachern High School website for updated club/student sponsors, organizations, and their related events.

STUDENT IDENTIFICATION CARDS

All students will be issued a student identification card which must be carried at all times. Student identification cards may be required for admittance to school activities or for recovery of lost/stolen/confiscated items. Lost identification cards will be replaced for a fee of \$5.00.

STUDENT PERSONAL INFORMATION CHANGES

All students are to keep the school current of residence, change of residence and guardian information and telephone numbers. In the event a change needs to be made in this information, the student should see the clerk in the Career Tech Building to make said changes.

STUDENT RECOGNITION

A recognition program is held near the conclusion of the year to honor students. Honor graduate status will be awarded to any student earning a cumulative grade point average of 3.5 or better. Grades are computed through the second semester of the senior year. An honors recognition ceremony is held in May. Each department honors exceptional students in each course offered at McEachern High School. Scholarship recipients and McEachern Trust Fund scholars are recognized.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT

Certificate of Attendance

Local school systems certify whether or not a student is enrolled in school allowing him or her to have a Georgia driver's permit or license. Forms are available in the Attendance Office and cost \$2.00 (cash only) for processing. Certificates will be available for pick-up 24 hours from the time of request. NO same-day forms will be processed under any circumstance.

VALUABLES

The school cannot be responsible for students' personal property. Students should leave valuables and large amounts of money at home.

VISITORS

Students are not to bring visitors with them to campus during the school day. Persons wishing to enter our campus must first report to the Administrative

Office on the first floor of Russell Hall or Attendance Office to request a visitor's pass from the principal or his designee. Parents are always welcome; however, they must make appointments to see the teachers, administration or counselors. Instructional time will not be interrupted for conferences.

(According to Cobb County Board of Education Policy JV);

A. All persons wishing to visit a Cobb County School must contact the school principals or his/her designee prior to or immediately upon entry of school property. The persons must obtain written permission to visit any part of the school, and the principal may grant permission at his discretion in accordance with school operations. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject visitors to criminal prosecution under the laws of the State of Georgia.

B. A student or employee may not have an unauthorized visitor in class.

Legal Reference: OCGA 20-2-50; 20-2-57; 20-2-59

WITHDRAWAL POLICY

If it becomes necessary to withdraw from school, a withdrawal form should be obtained from the Business Technology Office. All textbooks and library books must be returned, and all money due for lost/damaged books, fines and fees must be paid before records can be presented. Additionally, parents must present a photo ID in order to obtain withdrawal records. If a student withdraws from school prior to the completion of a semester, the courses taken, grades earned, or attendance shall not be recorded on the cumulative record. This information shall be recorded on the withdrawal form and the decision concerning grades and credits shall be the responsibility of the school to which the student transfers (Board Policy IHA-R).

Students under the age of 18 who withdraw from school must have signed authorization from their parent/guardian. The withdrawal form must be signed by everyone indicated in order to be cleared of all accounts

GRADUATION REQUIREMENTS

Beginning with the Class of 2012, the State Board of Education has changed diploma requirements, and ALL students will obtain one high school diploma.

<u>Subject</u>	<u>Required Class(es)</u>
English	4 units, including 1 unit of 9th Grade Literature and Composition, 1 unit of American Literature and Composition And 2 additional units
Mathematics	4 units of math as outlined in Board Policy IHF-R
Science	4 Units, including 1 unit of Biology (can be AP), 1 unit of Physical Science or Physics (can be AP), 1 unit of Chemistry, Earth Systems, Environmental Science, or an AP course, and 1 additional Science unit
Social Studies	3 Units, including 1 unit of World History, 1 unit of United States History, ½ unit of American Government, and ½ unit of Economics
Health/Physical Education	½ Unit Health and ½ Unit Personal Fitness (BPE).
Foreign Language	No requirement, but 2 Units in one language may be required for admission to most colleges or universities
Local Electives	7 Units – 3 units required from Career/Technology and/or Foreign Language and/or Fine Arts, plus 4 additional electives
TOTAL UNITS MINIMUM:	23

Chart or Responsibilities for Responses to Civil Rights Concerns

Policies/Rules of the Cobb County Board of Education require full compliance with all federal and state non-discrimination laws, including:

- ⇒ **Civil Rights Act of 1964:** Title VI and Title VII , along with Title IX Educational Amendments of 1972 (*Title VI, Title VII, and Title IX*)
- ⇒ **Age Discrimination In Employment Act** of 1967 (*ADEA*)
- ⇒ **Lilly Ledbetter Fair Pay Act of 2009**
- ⇒ **Americans With Disabilities Act** of 1990 (as amended): Titles I, II, and III (*ADA*)
- ⇒ §504 of the **Rehabilitation Act** of 1973 (*Section 504*)
- ⇒ Public Law 101-476 – **Individuals With Disabilities Education Act** (*IDEA*)

Discrimination on the basis of age, race, color, national origin, religion, sex, disability, and veteran status is prohibited in all Cobb County School District (District) programs and activities. Below is a list of individuals designated to handle inquiries regarding the District’s non-discrimination policies:

Facilities Accessibility (770) 590-4518	Director of Construction 514 Glover St, Marietta, GA 30060
Title IX Student Issues (678) 331-1071	Athletic Director – Now housed at Hillgrove High School 4165 Luther Ward Road, Powder Springs, GA 30127
Title VI Student Issues (770) 426-3518	Executive Director, Student Support 514 Glover St, Marietta, GA 30060
Student Program Accessibility (770) 426-3320	Assistant Superintendent, Special Student Services 514 Glover St, Marietta, GA 30060
Employee Issues (770) 426-3543	Diversity & Equal Employment Opportunity Manager 514 Glover St, Marietta, GA 30060

Questions concerning policies and practices of an individual school in the District may be addressed to the building Principal, or to the Superintendent, P.O. Box 1088, Marietta, GA 30061, (770) 426-3300.

Discrimination complaints may also be filed directly with:

The Equal Employment Opportunity Commission Sam Nunn Atlanta Federal Center 100 Alabama Street, SW, Suite 4R30 Atlanta, Georgia 30303	(800) 669-4000 Employees or applicants with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, age, retaliation, or religion
The U.S. Department of Education Atlanta Office For Civil Rights 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104	(404) 562-6350 Individuals with complaints alleging discrimination on the basis of race, color, national origin, sex, disability, or age



Student “Tips for Success” at McEachern

- Follow your schedule
- Get involved
- Focus on academics (grades/ GPA matters)
- Use a planner
- Find your groove (routines, homework, clubs, activities)
- Choose electives that supports your goals
- Explore careers
- Foster supportive friendships
- Take the SAT/ACT
- Notify adults if there are any problems
- Know your bus lane
- Get late passes from the nearest tardy machine in your building
- Go to the nearest restroom
- No outside lunch deliveries
- Know your bus and lane
- Vending machines are not to be used during class time
- Review your student handbook and be familiar with the rules
- You are not allowed to leave campus (for your safety)
- No cell phone use during class (unless your teacher gives your permission)
- Follow dress code
- Know your counselor and administrator
- No hats in buildings
- No loitering after 3:45 on campus
- School rules apply to athletic events!
- Check your grades regularly