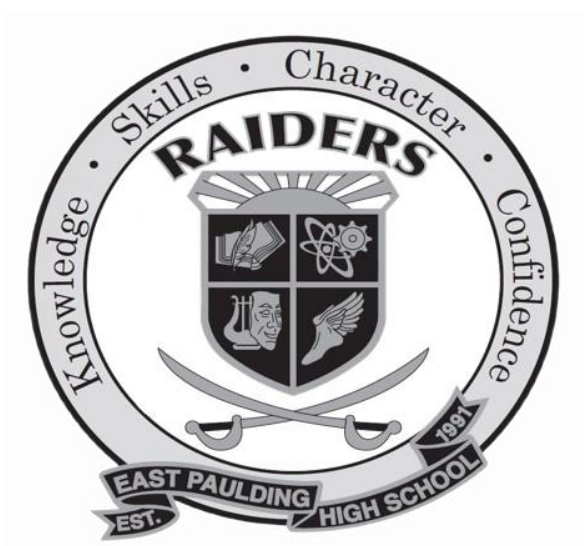


East Paulding High School

A Learning Community

Knowledge - Skills - Character - Confidence



Parent & Student Supplemental Handbook

2024-2025

*3320 East Paulding Drive
Dallas GA, 30157
770-445-5100
770-443-6357(fax)*

East Paulding High School

Knowledge

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Skills

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Character

~

Confidence

Mission Statement

East Paulding High School strives to empower each student to reach his or her full potential by developing knowledge, skills, character, and confidence.

Vision Statement

All students will graduate from East Paulding High School as confident, goal-driven learners who are independent, productive members of society.

Website: <https://www.paulding.k12.ga.us/Domain/36>

School Hours: 8:35 a.m. to 3:25 p.m.

Front Office Hours: 8:00 a.m. to 4:00 p.m.

ARRIVAL/DISMISSAL

Students should not arrive on campus before 8:05 a.m. unless a teacher or sponsor has a planned activity. Students arriving prior to 8:05 a.m. will wait outside the front office until the school is opened at 8:00 a.m. Students are not to sit in their vehicle or leave campus once they arrive on campus. Students are to leave the building immediately after school dismissal unless they are with a faculty advisor for a school approved activity. Students should leave campus immediately upon completion of their last supervised activity for the day. No students are allowed on campus after school hours without adult supervision.

ATTENDANCE

Tardies To School

A student who is tardy to school (not in his or her first period class when the 8:35 tardy bell rings **or** first period minimum day students tardy to second period) must report directly to the main office to sign in and obtain a tardy pass. Tardy students who present a written note from a parent should include a phone number so that parents can be contacted. **Only three (3) parent excuses for tardiness may be accepted each semester.** Excused tardies are determined using the same guidelines set by the State Board of Education for absences. Car problems, oversleeping and other personal reasons will not be accepted as excused. A student who misses more than one-half of any class is considered absent from that class. All tardies to school where an allowable note is not received within three days of the occurrence or after three parent notes are accepted are unexcused.

Tardies To Class

Students are expected to be in class on time and prepared to start instruction when the bell rings for class to begin. Students tardy to class will be issued a tardy pass in MINGA and documented in Infinite Campus. **A student who is on campus and misses more than ten minutes of any class is considered skipping that class and will be assigned consequences for skipping rather than being tardy.** A student who misses more than one-half of any class is considered absent from that class. Tardies are cumulative for periods 1 through 4.

Tardies to school and tardies to class are cumulative and are handled as follows (per semester):

Number of Tardies	Consequence
1 st – 3 rd tardy for the semester	Teacher Warning (PBIS - CIR) & IC Contact Log
4 th tardy of the semester	Admin Doc Warning in IC/Parent Contact
5 th – 7 th tardy of the semester	Lunch Detention *
8 th tardy of the semester	Admin Doc Warning in IC/Parent Contact
9 th – 11 th tardy of the semester	1 Day ISS **
12 th tardy of the semester	Admin Referral - Level 2 - Willful Disobedience – 1 Day of ISS **

* If students miss lunch detention...Student will serve 1 block ISS (3rd Block)

** Students that do not complete assignments in ISS will receive zeros for those assignments.

Absences

Written excuses should be submitted within three (3) school days of the last date of the absence and the student's return to school and must include: the date(s) of the absence; the student's name; the reason(s) for the absence; and the signature of the parent. Please monitor your child's attendance carefully. Attendance and grades are accessible to parents through Infinite Campus. Contact the front office to obtain login information. Please refer to Board Policy JB, School Attendance for additional information/guidelines. Students with five or more unexcused absences will be subject to losing their parking privileges.

Make-Up Work for Absences

Make-up work must be completed in accordance with classroom and school policies. Generally, the following guideline is used: For every day, under four consecutive days, a student is absent, he or she is given that many days to complete make-up work. The teacher may provide extended time in certain situations. If a student misses more than three consecutive days, make-up work is handled at the discretion of and in cooperation with individual teachers. The make-up work time begins once the student returns to school. It is the responsibility of the student to produce excuses for all missed work and initiate the make-up work process. Students are expected to make up work whether excused or not to learn the material and be able to perform other class tasks. Any work missed because of an unexcused/unlawful absence will not count for credit. If a student is going to be out of school or has been out of school for more than three (3) days due to illness or other excused circumstances, parents may email the teacher for assignments or call the guidance office to make arrangements for obtaining assignments from classes. Parents must give a one (1) day notice and either pick up the assignments themselves or have it picked up by a designated student. Because of the nature of some class work, it is not always possible to send home all work and students may have to make arrangements with teachers upon returning to school. Some assignments may be found online.

Students who have a medically diagnosed physical condition that restricts them to their home or hospital may be eligible for Hospital-Homebound services. To request this service, the parent should call the Paulding County Board of Education at 770-443-8000. The school calendar is set and publicized well enough in advance so that vacations and other trips should not interfere with school responsibilities. Family vacations and trips are not excused absences for students. Exams will not be given early to accommodate family vacation schedules.

Checking Out

Parents must come in or send a fax which includes a phone number for verification as well as a photo ID. Phone calls will not be accepted for sign-outs. Fax for checkouts is not accepted for the last three days of each semester. In addition, there are no student sign-outs after 3 p.m. After 3 p.m., parents/guardians must wait until the 3:25 dismissal bell for the release of students.

Parent notes for checkout must be presented to the main office before 8:30 a.m. and must include the reason for checkout and a phone number where a parent, doctor, or dentist can be contacted during the morning for verification. If a student has a dental or medical appointment card, it should be presented.

Students checking out early (**even if a note was presented earlier in the day**) must come to the front office and sign out at the proper time. All absences from class due to early dismissal will be classified as unexcused or excused. Written documentation must be provided to make up work for any class time missed due to checking out of school early. Every effort should be made not to check students out during the school day. Any student missing more than half of a class period will be counted absent from that class.

Once students arrive on campus they may not leave at any time without authorization from the front office. This includes students entering campus to drop off or pick up other students before or during school hours. Students may not check out and leave campus to eat lunch. Students who are checked out and those in any early release or work-study program must leave the campus immediately and not return except for official school business. Failure to follow proper procedures will result in disciplinary action. Parents must sign out students at the front office who are leaving via parent pickup. Students will not be released without the parent's signature or to anyone not listed on the student's records. Anyone signing a student out must present a photo I.D. Once a student checks out of school early, he/she must provide a note to check back in.

Forged/False Attendance Records

Forgery of any attendance related statements given to school personnel by students is a serious offense and will result in disciplinary action. This includes forgery of hall passes.

Illness Or Injury

A student who feels ill or is injured during the day should tell his or her classroom teacher immediately. When deemed appropriate, the student will be sent with a nurse pass to the clinic. Missing class for any reason without the teacher's awareness is not appropriate or acceptable behavior and is considered skipping class. The school and/or school nurse can only administer immediate first aid. Neither the school nor the Board of Education will pay any medical or hospital costs incurred as a result of accident to a student at school. Parents are urged to make use of the protection afforded through school insurance. Athletes are strongly encouraged to make sure adequate insurance coverage is obtained before trying out or participating in the activity. This information is made available to students during the first week of classes.

Procedure For Securing a Certificate of Enrollment

1. Students should request a certificate of enrollment via RevTrak.
2. A fee of \$3.00 is charged for processing this certificate.
3. Once the fee is paid, the certificate can be picked up the same day.

Withdrawing From School

When withdrawing from school, the parent/guardian should call the student's guidance counselor to make an appointment for completing the withdrawal process. Upon completion of the withdrawal appointment, **the student will turn in their issued 1:1 Laptop Device** before the student will be given a withdrawal form signed by the appropriate counselor. Final grades and transcripts will be forwarded upon the request of a receiving school. All fees and fines must be paid before a transcript will be forwarded. Please read the Uniform Withdrawal Criteria in the PCSD parent and student information guide (Board Policy JB).

MINGA Hall Passes

Since instructional time is very important in all our classes, all students are required to have a pass from a teacher, administrator, or staff member when in the hallway during class time. All passes will be issued through our electronic campus management system, Minga, unless there is a substitute in the classroom. To protect valuable instructional time, no students are allowed out of class the first and last fifteen minutes of each class period unless there is an emergency. Only one student is allowed out of class at a time. In addition, Minga places restrictions on how many passes of each type a student can receive per day. Please use your time between classes wisely since the availability of passes during class will be limited, and do not ask for a pass out of class unless there is an emergency. Students who leave class without a pass or are in a location other than the one their pass corresponds to will be subject to disciplinary consequences.

ACADEMIC REQUIREMENTS

Graduation Requirements

Students will follow the graduation guidelines as outlined in the State Board Policy. The guideline has one common set of requirements for all students with various options for meeting those requirements, including advanced courses such as Advanced Placement, dual enrollment, postsecondary options, and career related courses offered under our Career, Technical, and Agricultural Education (CTAE) program. It is important that all students – regardless of their post-secondary plans – have a rigorous core of classes. To earn a diploma, students must also meet state requirements regarding testing.

The requirements for the High School Diploma are as follows: All students entering the ninth grade will be required to complete a total of 23 units for graduation. All students will take: 4 units of English, 4 units of Science, 4 units of Mathematics, 3 units of Social Studies, at least 3 units of CTAE and/or World Language and/or Fine Arts courses, at least 4 additional electives, and 1 Health/Physical Education course. Please note that although World Language is listed as one of the options in fulfilling graduation requirements, it is no longer required for a diploma; however, most colleges and universities continue to require at least two years of a foreign language for admission. EPHS strongly recommends two years of a foreign language for anyone considering attending college after graduation as most colleges require it.

Only those students who have met graduation requirements for a diploma as established by Board Policy IHF-High School Graduation Requirements shall be allowed to participate in graduation ceremonies. Students at EPHS will also complete a senior project. Each entering class may have slightly different requirements for graduation because of changing state board of education rulings.

Promotion/Classification Requirements

To be promoted from:	a student must have earned:
Grade 9 to grade 10 (sophomore)	5 units and must be on track for graduation
Grade 10 to grade 11 (junior)	11 units and must be on track for graduation
Grade 11 to grade 12 (senior)	17 units and must be on track for graduation

Community Service Learning

We encourage all EPHS students to take advantage of community service opportunities to develop character traits necessary to become productive citizens.

STUDENT TESTING

Accuplacer

The College Board offers Accuplacer as a way to determine the skills of an incoming student. The test helps place students where they are most likely to thrive in their academic pursuits. It meets the assessment needs of many community colleges, four-year colleges, technical schools, and high schools. Accuplacer is a web-based assessment tool to determine skills in reading, writing, and math. For more information about the Accuplacer, please visit our counseling center or the College Board at www.accuplacer.collegeboard.org.

ACCESS for ELLs

ACCESS for ELLs is administered, annually, to all English learners in Georgia. ACCESS for ELLs is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains. ACCESS for ELLs meets the federal requirements that mandates require states to evaluate EL students in grades K through 12 on their progress in learning to speak English.

American College Testing (Act)

The ACT is an entrance exam used by most colleges and universities to make admissions decisions. It is a multiple-choice, pencil-and-paper test administered by ACT, Inc. The purpose of the ACT test is to measure a high school student's readiness for college and provide colleges with one common data point that can be used to compare all applicants. For more information about the ACT, please visit our counseling center or www.act.org.

Advanced Placement Exams

Advanced Placement examinations are taken each May by students at enrolled in Advanced Placement courses. The tests are the culmination of semester-long [Advanced Placement \(AP\)](https://en.wikipedia.org/wiki/Advanced_Placement_(AP)) courses. All AP exams (with few exceptions https://en.wikipedia.org/wiki/Advanced_Placement_exams_-_cite_note-1) combine multiple-choice questions with a free-response section in either essay or problem-solving format. For more information about Advance Placement Exams and course offerings, please visit our counseling center or the College Board at www.collegeboard.org.

ASVAB

The Armed Services Vocational Aptitude Battery (**ASVAB**) is a multiple-choice **test**, administered by the United States Military Entrance Processing Command, used to determine qualification for enlistment in the United States Armed Forces. For more information about the ASVAB, please visit our counseling center, the JROTC Dept., or www.asvab.com.

End Of Pathway Assessments

Students who complete the required courses of a CTAE Pathway must take an End of Pathway Assessment. Students are able to earn related certifications by successfully passing an End of Pathway Assessment in their field of study.

Georgia Alternative Assessment

The GAA is a portfolio of student work that enables the demonstration of achievement and progress relative to selected skills that are aligned to the Georgia curriculum. The portfolio is used to capture student learning and achievement/progress in four content areas: English Language Arts, Mathematics, Science, and Social Studies. This assessment program promotes a vision of enhancing capacities and integrated life opportunities for students who experience significant cognitive disabilities.

Georgia Milestone End Of Course Assessments

In order to receive a high school diploma, a student must complete state mandated assessment requirements in addition to earning the required credits for graduation. To receive a diploma, students must take Georgia Milestone Assessments as they apply to courses in which each student is enrolled. The Paulding County School District will adhere to the state and local policy according to fulfilling the requirements.

PSAT

The Preliminary SAT, also known as the **PSAT/NMSQT**® (National Merit Scholarship Qualifying Test), is a preparatory version of the SAT exam offered free of charge to all 10th grade students. 9th and 11th grade students may also register to take the PSAT/NMSQT for \$20. The PSAT/NMSQT is the qualifying test for the National Merit® Scholarship Program, an academic competition for recognition and scholarships. For more information about the PSAT/NMSQT, please visit our counseling center or the College Board at www.collegeboard.org.

Reading Inventory (RI)

The Reading Inventory (RI) is a low-stakes, classroom-based assessment designed to evaluate students' reading ability, monitor their reading progress, and match students to books at their reading level. The RI is taken on a computer and lasts about 20 minutes. First, a student's score on the test is used to determine the student's reading ability compared to grade-level performance standards. Student results are also used to match students to texts at their reading level, which helps to make reading rewarding, constructive, and enjoyable.

Scholastic Aptitude Test (Sat)

The SAT is an entrance exam used by most colleges and universities to make admissions decisions. It is a multiple-choice, pencil-and-paper test administered by the College Board. The purpose of the SAT is to measure a high school student's readiness for college

and provide colleges with one common data point that can be used to compare all applicants. For more information about the SAT, please visit our counseling center or the College Board at www.collegeboard.org.

GRADES

Grade reports are issued with the official grade and credit for a semester course at the end of Term 2 and Term 4. Students will receive a school system generated, mid-term grade progress report (Term 1 and Term 3) each semester. Students are encouraged to refer to and keep the syllabus and grading plan given by each teacher for each class at the beginning of the course. Teachers have the flexibility in the weight given to various evaluation activities.

A numerical grade is recorded for all student grades. No semester grade may be changed after two (2) weeks beyond the end of the semester. Therefore, all eligible make-up work must be completed by that time. If a student is participating in a state required end of course test, the test will constitute a percentage of the final grade. The following grading scale is used throughout the school:

LETTER GRADE	NUMERICAL EQUIVALENCY
A	90-100
B	80-89
C	70-79
F	Below 70 – No Credit Issued

2024-2025 REPORT CARD GRADING DATES			
FALL	DATE	SPRING	DATE
9 Wks	10/4/24	9 Wks	3/7/25
18 Wks	12/20/24	18 Wks	5/21/25

Parent Grade and Attendance Viewer

A parent/guardian may access his/her student's current grades and attendance record via the Parent Portal on the Paulding County School District website: <http://www.paulding.k12.ga.us>.

Class Ranking, Valedictorian, And Salutatorian

All courses taken in high school will be used in determining class rankings. Honor graduates will be those graduates who have earned an 89.500 GPA (not rounded off) for four years of study in all courses. These students will be recognized at graduation. The valedictorian and salutatorian will be the students with the highest overall GPA in all courses for eight semesters and the second highest, respectively, according to guidelines set forth in Board of Education Policy. Colleges often recalculate a student's GPA for entrance requirements and some courses do not count in this refiguring. Honors Day is for all students grades 9-12 and is by invitation only.

Hope Scholarship

There have been changes made to the HOPE program in recent years. Please see your counselor regarding eligibility guidelines, and we encourage you to visit the Georgia Student Finance Commission (GSFC) web site for the most recent updates: www.gsfc.org

Transcripts

Students may request a transcript to be sent to any Georgia college by submitting a request through the counseling office or the GAFutures website www.gafutures.org, or making an online request through Scriborder found on the Student Records and Transcripts page <https://www.paulding.k12.ga.us/Page/410>. Fee information is also available on this website

Textbooks

Textbooks issued to students are the responsibility of that student. Students are to keep up with these books at all times and not loan them to other students. Lost textbooks, which are quite expensive, and damages to textbooks will be assessed against the student. Students who have lost textbooks shall reimburse the school the cost of replacing the textbook. For damaged books, students will be charged the replacement cost of a new book.

Media Center

The media center will be open daily from 7:30a.m. to 4:00p.m. In order to maintain an atmosphere that is conducive to academic study in the media center, the following guidelines must be observed.

- Students may use the media center during the school day when a pass is given by a teacher for a specific assignment. Students must present their pass and sign in upon entering the media center and sign out when leaving.
- Students who disrupt others may lose their privilege to come to the media center for independent work.
- The media center will assess fines for overdue materials:
 - Two-week book checkout -- a fine of 10 cents per day will be charged for each school day a book is overdue up to a maximum of \$5.00.
 - Other Media Materials (reserved book, flash drive, etc.) -- a fine of 50 cents per day will be charged for each school day an item is overdue.

- Students will be required to pay for lost or damaged materials. The payment charged will be the replacement cost of the item. When no such price is available, a flat fee of \$15.00 will be charged.
- A maximum of two (2) books may be checked out at one time. Books may not be borrowed from the media center until overdue books and/or any media fines are cleared.
- Use of all materials must be in accordance with copyright regulations and guideline mandated by the system media policy.
- Printing in Media Center – After the 5th page of printing there is a 10-cent charge for each additional page.
- Materials may be photocopied for 10 cents a page; color copies are 50 cents a page.
- When students withdraw or transfer, they must clear outstanding media center obligations.

STUDENT EXPECTATIONS

Refer to Board Policy JD and JD-R(3) in the Paulding County School District 2020-2021 Parent & Student Information Guide. Parents and students should contact the appropriate administrator if specific questions arise related to the Code of Conduct.

STUDENT LAST NAME BEGINS WITH	COUNSELOR
A – Cr	Ms. Berry
Cu – Ha	Ms. Fain
He – Ma	Ms. Hayes
Mc – Sa	Dr. Haston
Sc – Z	Ms. Bourn

GRADE LEVEL	ADMINISTRATOR
9 th Grade (A-J)	Mrs. Johnson
9 th Grade (K-Z)	Ms. Watters
10 th Grade	Mr. Hardage
11 th Grade	Mr. Reynolds
12 th Grade	Dr. Ellis

Legal Authorities

Each Paulding County High School will work in conjunction and cooperatively with legal authorities including the Paulding County Sheriff's Department. A School Resource Officer serves each high school to ensure a safe and orderly school environment. The SRO will be utilized in situations that violate law. When necessary, a student may be transported to the Paulding County Sheriff's Department.

Bus Transportation

Student behavior on school buses is considered an extension of school behavior. Students who ride a bus are under the same jurisdiction of the school from the time they arrive at the bus stop. Students who fail to respond to the directions of the bus driver or exhibit improper behavior shall be reported to school administration who may deny the student bus transportation or impose other consequences.

Student Dress Code

East Paulding High School's dress code is in accordance with the Board Policy JCDB-R in the Paulding County School District 2022-2023 Student and Parent Information Guide. Students are to be dressed appropriately for the school day. *The following is a list of some attire items which are inappropriate for school dress: Shorts that are more than 5 inches above the knee; Dresses or skirts more than 3 inches above the knee; Shirts, dresses, or tops that do not cover the shoulder area and midriff; Holes and frays in shorts or pants that show skin that are higher than 5 inches above the knee; Graphic t-shirts with inappropriate depictions which can be considered a distraction in school.* Dress code violations will be handled as follows:

DRESS CODE VIOLATION	CONSEQUENCE
First offense	Student will be sent to ISS and will receive a warning. In order for the student to return to class the dress violation must be corrected.
Second offense	Student will be sent to ISS, parent will be contacted, and student will remain in ISS for the remainder of the day.
Subsequent offenses	Student will be disciplined with Saturday School, In-School and/or Out of School Suspension. Student will not be permitted back to class unless the violation is corrected.

As a reminder, students should not wear pajama pants, house shoes/slippers, or bring blankets to school. Hats should be left at home or put out of sight during the duration of the school day.

Inappropriate Items During the School Day

In addition to any items listed in the code of conduct, these items are inappropriate for students to bring or possess at school:

- Toys
- Basketballs, Footballs, Soccer Balls, etc.
- Stuffed Animals
- Blankets
- Pillows
- Fidget Spinners
- Skateboards
- Any item(s) that could cause a distraction during the school day

Masks / Face Shields

The school district recognizes that wearing a face mask is a personal choice for families and, therefore, will not mandate that masks be worn. Should the wearing of masks be mandated by local, state or federal requirement, the school district will follow that direction.

Students wearing masks, must follow these guidelines:

- Students must remove mask as requested by school staff for identification purposes at any time.
- Students must be able to manage masks independently without adult assistance.
- Bandana face mask coverings are not allowed.
- Masks must comply with Student Dress Code JCDB-R.

Student masks may not:

- Advertise or display the symbols of drugs, tobacco products or alcoholic beverages
- Be considered racially insensitive or which displays or implies profane or obscene language or symbols
- Include emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school
- Display or wearing of any gang articles, paraphernalia, or clothing that can be construed as being gang related

Electronic Device Usage

The Paulding County Board of Education permits the possession of an electronic device by a student in school. The use by a student of any electronic device during classroom instructional time is permitted only at the direction of the instructor. The use of such devices outside of instructional time is permitted.

Appropriate usage (when authorized by the instructor):

- Talk on a cell phone
- Text on a cell phone
- Listen to music, with earphones/buds only

Always inappropriate:

- Video or audio recording or photographing
- Accessing or posting on social media sites (Snapchat, Tik Tok, Facebook, etc.)
- Charging electronic devices at school.

Appropriate times for usage include:

- Before school begins until the 8:35 bell rings
- Between classes from the dismissal bell until the bell rings to begin the next class
- While a student is in the cafeteria during the assigned lunch period
- After the dismissal bell rings at 3:25

Students leaving a class with a pass during instructional times are not allowed to use electronic devices to and from their destination. Use of electronic devices is never allowed in restrooms or locker rooms.

Electronic device use is not an excuse for being tardy to class. You must use your device in a manner in which you can still acknowledge and comply with directions and requests given by school faculty and staff.

All students shall be prohibited from using any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.

Any student found in violation of the provisions of this policy shall be subject to disciplinary action.

DISCIPLINE CONSEQUENCES

Detention

Held before or after school and during lunch as determined by individual teachers or administrators. Students who fail to meet their detention assignment within the specified time period will be referred to the administration for other consequences including but not limited to increased detention time or ISS.

Saturday School

Saturday School is an alternative to In-School Suspension (ISS). Saturday School will be held on predetermined Saturdays each month from 8:30 a.m. – 10:30 a.m. In the media center. Students must report no later than 8:30 a.m. Once the doors are locked at 8:30 students will **not** be admitted entrance. Students must provide their own transportation to and from Saturday School. **Failure to attend Saturday School will result in 2 days of ISS.**

In School Suspension

In School Suspension (ISS) is an alternative to Out-of-School Suspension (OSS). Students attend school but are isolated from other students during the day(s) of assignment. The purpose of ISS is to provide an alternative type of suspension when it becomes necessary to remove the student from regular school activities. Students are allowed and expected to do their assignments and credit is given for work completed correctly. However, students are not allowed to participate in school functions or activities during the day(s) or evening(s) of the ISS assignment, including athletic practices and games. An ISS assignment is considered complete at the end of the school day when the student has served all assigned ISS days. Students who misbehave or refuse to do their work in ISS will be given extra ISS day(s) or Out-of-School Suspension. Generally, once a student has been assigned ISS three times or up to 10 days, without a change in behavior, Out-of-School Suspension will be assigned for further infractions of a similar nature. Lunch may be served in ISS with limited food selections. Students/Parents may not choose OSS in place of ISS. Consequences are at the discretion of the administration.

Out Of School Suspension

Although students and parents sometimes feel suspension is not fair, it is sometimes necessary to allow other students proper attention from the teacher. In the case of repeated or more serious behavior infractions, the point sometimes must be made that the behavior in question will not be tolerated. The school certainly considers suspension as a punishment and not a vacation. Students are encouraged to take their books home and complete assignments so that they are not behind when they return to class.

Students Who Are Suspended Out of School:

- Are not allowed to attend any school sponsored events(s) during the day(s) or evening(s) of the suspension;
- Are not to be on or near any Paulding County School campus at any time during the day(s) or evening(s) of the suspension;
- Cannot count days that school is not in session due to weather conditions as suspension days;
- Have their suspension ended when they are eligible to be admitted back into the classroom;
- Are considered a chronic disciplinary problem and will have a requested conference with parents and administration according to State Law.

HIGH SCHOOL PARKING RULES AND REGULATIONS

Parking and traffic violators on campus are subject to, but not limited to, one or more of the following disciplinary action(s) as deemed appropriate by the school administration.

1. Driving an automobile on the campus of East Paulding High School is a privilege. You are asked to always follow safe driving procedures. When you arrive at school, park the car (do not ride around on campus), leave the auto, and enter the building. Do not return to the auto during the day without permission and never move the auto until the close of the school day. Violation will result in disciplinary action and may warrant loss of driving privilege.
2. Tickets/Citations will be issued for the following offenses (all may result in loss of driving privilege):
 - a. Speeding (speed limit 15mph)
 - b. Improper use of vehicle
 - c. Illegal Parking
 - d. Driving out the entrance lanes
 - e. Pulling out in front of a school bus
 - f. Vehicles parked on campus without a decal or are not registered
 - g. Failure to Stop at "Stop" signs, obey "Yield" signs, or go wrong way down a "One Way Only"
 - h. Parking at a yellow curb or in a "No Parking Zone" or "Fire Lane"
 - i. Parking on service Roads, driveways, or walkways
 - j. Parking at an angle or in a manner to utilize two parking spaces
 - k. Parking in incorrect spot (do not park in teacher's space, handicapped zone, grassy area, or another student's space)

Parking tags are to be displayed everyday while on campus. The tags are to be displayed as recommended from the manufacture. Vehicles will be ticketed for not having tag displayed. Violations are \$10 for each ticket up to the fourth ticket. The fourth violation will result in a \$20 ticket. A parking boot may also be utilized. Suspension of parking privileges for a period of time may also be given. Repeated violations will result in a permanent loss of parking privileges. If you park on campus without purchasing a tag, a \$25 ticket will be issued for each violation. Repeated violations may result in the vehicle being towed at owner's expense. Students may also lose the privilege to purchase a tag in the future.

First and all subsequent offences may result in a fine (\$10.00), loss of parking, vehicle booted, or towed at owner's expense. No refunds will be given. Failure to respond to a citation issued by a campus police officer shall be grounds for canceling the parking decal or permit.

3. **No decal or permit may be bought or transferred to another student by a student for any reason.**
4. Students are not to use the service road that connects to East Paulding Middle School; doing so could result in revocation of parking privilege without refund (only Band, Tennis and Softball Athletes may travel to sport complexes located at Middle School with Coach/Instructor Supervision)
5. Hang Tags/Decals will be issued to students who qualify for parking privileges as determined by the principal or his/her designee.

6. This application for permission to park a vehicle on East Paulding's Campus carries with its permission by the applicant and/or owner to search the vehicle by the school's administration who have reasonable suspicion to believe the vehicle contains contraband.
7. Students must earn 2.5 units the previous semester to maintain the parking privilege.
8. Anyone damaging school property or landscaping in any manner will have a warrant sworn out on him or her for criminal damage to public property.
9. The driver/owner of any vehicle will be responsible for the use of his/her vehicle while on campus, and subsequently for a violation of the above rules and regulations by persons other than him/her if the offense is committed with or in his/her vehicle.
10. The school is not responsible for the losses or damages to the property of users of its facilities. Proof of insurance as required by state law shall be provided prior to the assignment of a parking space.
11. The local principal or his/her designee will suspend a student's parking privilege for **two (2) weeks** at the time of the **4th unexcused tardy to school**.
12. Students may lose their driving/parking privilege if they fail to adhere to the requirements of the attendance protocol. Once entering campus, students shall not leave school grounds without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school.

Students are responsible for knowing and adhering to all parking rules and regulations as written in the Student Handbook as well as the Board of Education's policies as posted on the Paulding County School District's website. For information on Board policies go to <https://tinyurl.com/PCSDBoardPolicy-StudentParking>.

SAFETY AND SECURITY

Security Of Personal Items

Students must be responsible for all personal items brought to school, i.e., book bags, purses and wallets, gym bags, books, calculators, musical instruments, electronic devices, cell phones, etc. The school cannot be held responsible for personal items including electronic devices and clothing which are lost or stolen. Names/markings should be made in all shoes, jackets, notebooks, etc., for identification purposes. All lost/found items should be turned into the front office. Lockers are available in the hallways and in the locker rooms for students to secure their belongings. It is the student's responsibility to acquire a locker & secure belongings.

Lockers

Academic lockers will be available for the 2024-2025 school year.

Lockers in the Physical Education areas should be locked after items are placed inside those lockers. DO NOT leave any items unsecured in the locker room at any time. Students must make personal lock combinations available to school personnel. Otherwise, personal locks will be cut off by school personnel.

Searches

The school has the legal right and responsibility to maintain a safe and orderly environment. Where, in the opinion of the school administration, there is reasonable suspicion that the school rules or legal codes are or have been violated, all personal items can be searched, including but not limited to purse, bags, clothing, and vehicles.

Emergency Drills

Fire drills are necessary for the safety of the students and faculty. Regular drills are required. When the fire alarm sounds, students are to line up quietly and file out of the building to the designated area where the teacher will take roll. If the alarm rings during class change, students are to leave the building by the nearest exit and report to their last period class teacher outside the building. No one should ever assume that an alarm is false.

In addition, earthquake, lock down/intruder drill, and tornado drills will be held periodically during the year. When a tornado watch is announced, students will move to their assigned area and wait for further instruction. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until an "all clear" is sounded. Students will be given instructions regarding other drills throughout the year.

Home/School Communication

Effective communication between the school and the home is essential to the successful operation of the educational program. Delivery of information to the home is a responsibility shared by the school personnel and students. Therefore, students will be expected to transmit written notes, messages, report cards and other information intended for communication between the school and parents. The school will be responsible for making reasonable efforts in this process; however, school personnel cannot be held responsible for problems which develop from refusal or "forgetfulness" of students to transmit such information. We have a Crisis Notification System in place, and it is very important that we have correct phone numbers to reach you in case of an emergency.

School Closing

When school is closed due to weather or other circumstances, official announcements are made through Atlanta TV, radio stations, school and district web pages, and One Call Now automated calling system. Every effort will be made to put this information on the main school web page as soon as possible. In case of school closing once students have arrived at school, student drivers will be released as soon as possible. Bus riders will be dismissed as buses arrive. Parents are encouraged to work out a specific plan with their student ahead of time in the event school is dismissed early.

Messages To Students

Only emergency messages can be delivered to students during the school day. We will not interrupt instructional time with messages. Students are urged to make transportation arrangements and other necessities before coming to school each day since phone lines must be kept open as much as possible.

Visitors To Campus

All visitors must sign-in at the school office and obtain written permission to visit any part of the school. A student or employee may not have an unauthorized visitor. Permission may be granted to visit specific areas or offices in the school. These specific areas are the limits to a visitor's authorization. Any areas visited aside from where permission is granted are considered trespassing. School personnel shall warn persons trespassing to leave facilities or properties. Persons who refuse are subject to criminal prosecution under the laws of the State of Georgia. The presence or visitation of unauthorized persons in and about school system facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia. Friends and relatives are not permitted to spend the day at school with students.

Deliveries To Students

Please be advised, we can no longer accept deliveries of any kind for students, no forgotten homework, no forgotten forms, no forgotten sports equipment, no forgotten lunches, etc. Please plan accordingly. **Lunches from outside vendors are not allowed at school and are not to be delivered for students. Students are not allowed to use delivery companies to bring food in from outside vendors.** This violates federal guidelines for service in the lunchroom. **Floral, and balloon deliveries by parents or outside vendors are not allowed at school.** The school cannot accept responsibility for these types of deliveries to students and will not interrupt the school day for these. Students may not have balloons or other vision interfering items on the bus, at any time.

Emergency Information

Students and parents will be asked to provide and update emergency information naming persons to contact in case of an emergency. It is the responsibility of the parent to provide transportation and further care for the student if the student becomes ill or injured on school property. The fire department EMT's will be called in emergency situations and every effort will be made to contact a parent or other person(s) listed on the emergency form. Students will not be sent home without parental approval. Parents are asked to keep the school informed of address and phone number changes as soon as they occur.

Public Address Announcements

Announcements, notices, and posters must have administrative approval. Special notices posted throughout the building must advertise only school sponsored events and/or must be approved by the administration or organizational sponsor. Announcements are to be submitted with the sponsor's approval to the front office before 8:00 a.m. each day. Signs and posters must be removed upon completion of the activity.

Student Activities

Schools will follow GHSA and Department of Health guidelines for all club-related activities. Activities can play an important role in the life of a high school student, providing an outlet for many talents and interests. Student leadership skills and school spirit are enhanced when a student participates in these activities. All students are encouraged to be actively involved. All student activities must be approved in advance by the sponsor and the administration. All rules and policies of the Board of Education must be followed, including eligibility requirements if they apply. No activity may be conducted without the coach or sponsor being present.

Field Trips

Full participation of students in all classroom activities is provided free of charge and no student is denied these opportunities because of inability or unwillingness of his or her parents/guardian to financially donate in support of those activities. Our field trips are funded primarily through parent/guardian donations which are requested and collected to enable every student to participate. A student may be excluded from a field trip by the administration if the student has a negative academic or behavioral history. Students must also qualify for certain field trips by maintaining satisfactory attendance and good grades. It is the student's responsibility to ask for and obtain all makeup work and schedule any makeup exams or quizzes outside the school day when class is missed for any reason, including field trips.

Vending Services

Vending machines are available for responsible student use. Drink and snack machines in teacher areas are off limits to all students. The school will make every effort to provide these machines; however, student cooperation is necessary for continuation of this service. Student use of the machines is at his/her own risk.

Yearbooks

Students are encouraged to purchase a yearbook when they go on sale each year in the fall. This will reserve the yearbook for the student. Students should keep their receipt in a safe place. When books arrive at the end of the year, there are few (if any) available for purchase.

Prom

EPHS will host the Junior-Senior prom in the spring of 2025, only those students classified as juniors and seniors at EPHS are allowed to purchase tickets. Students may bring a date from another grade level or another school. Guidelines regarding guests can be obtained from the faculty prom sponsor(s). Guests from other schools are required to be in good academic and disciplinary standing at their school. A signature from a school official may be required. Any guests brought as dates to the prom must meet our age requirement: must be at least a freshman in high school and not have reached the 21st birthday.

ATHLETICS

High School offers a wide variety of interscholastic athletic teams for students. The goals of our athletic program are to build character and pride through teamwork and individual sacrifice; to develop physical, mental, and spiritual potential of the student through practice and preparation; to teach discipline and techniques through training and example; and to instill a winning attitude for life through experiences of competition.

All regulations, including eligibility requirements, of the State Board of Education, the Georgia High School Association, and the Paulding County Board of Education will be followed. Please refer to the PCBOE Athletic Handbook for more details. The Athletic Handbook is available online. Information on tryouts for each activity will be announced and it is the student's responsibility to listen to all announcements and obtain the necessary information. Information will also be available on the school web site. Coaches make selections for participation based on the criteria for each activity.

Eligibility Requirements

All academic requirements are based on a minimum grade of 70. The Georgia High School Association "No Pass, No Play" policy pertains to competitive interscholastic activities. Certain other school activities on campus may also be governed by these policies. To participate in GHSA activities, a student must be taking enough classes to total at least 2.5 units of credit of during the semester of participation. Students must earn 2.5 units of credit each semester to maintain eligibility. In addition, these courses must be counting toward graduation requirements. Approved summer school courses are an extension of the spring semester for eligibility purposes. Additionally, students must be "On Track" for graduating with their designated class to be eligible. Paulding County School District policy also requires students have no more than 5 unexcused absences from the previous semester. Fifth year students are not eligible, and students must not turn 19 before May 1 preceding the year of participation. Students must reside within the school's designated attendance zone with a custodial parent/guardian and have not previously attended another school while living in this attendance zone to be eligible for GHSA sanctioned activities. For eligibility questions, please refer to the PCBOE Athletic Handbook or contact our Athletic Director.

Physical Examinations

All students wishing to participate in interscholastic athletics, including tryouts, must have a current physical examination on file in the Athletic Administrator's office. The Physical exam must be conducted by a licensed physician, doctor or osteopathic medicine, nurse practitioner, or physician assistant physician. The physical examination must be signed by a medical doctor (M.D. or D.O.) or by a physician assistant or an advance practice nurse who has been delegated that task by an M.D. or D.O. Physical examinations MAY NOT be signed by a chiropractor. It is the student's responsibility to make sure the physical is up to date and on file before any tryouts or pre-season workouts. Physicals are good for one calendar year.

Current Athletic Activities

FALL	WINTER	SPRING
Cheerleading Cross Country Flag Football Football One Act Play Fast-Pitch Softball Volleyball	Basketball Bass Fishing Cheerleading Esports Swimming Wrestling	Baseball Golf Lacrosse Riflery Soccer Tennis Track

2024-2025 BELL SCHEDULES

Block Schedule (Regular)		
Class	Time	Class Time
1st Block	8:35 - 10:10	94 Min.
2nd Block	10:15 - 11:45	90 Min.
3rd Block	11:51 - 1:46	90 Min.
A Lunch	11:51 - 12:15	24 Min.
B Lunch	12:21 - 12:45	24 Min.
C Lunch	12:51 - 1:15	24 Min.
D Lunch	1:21 - 1:46	25 Min.
4th Block	1:52 - 3:25	93 Min.

Block Schedule (2-Hr Early Release)		
Class	Time	Class Time
1st Block	8:35 - 9:30	55 Min.
2nd Block	9:36 - 10:31	55 Min.
3rd Block	10:37 - 12:24	74 Min.
A Lunch	10:37 - 11:00	23 Min.
B Lunch	11:05 - 11:28	23 Min.
C Lunch	11:33 - 11:56	23 Min.
D Lunch	12:01 - 12:24	23 Min.
4th Block	12:29 - 1:25	56 Min.

Advisement Schedule		
Class	Time	Class Time
1st Block	8:35 - 9:55	80 Min.
2nd Block	10:01 - 11:21	80 Min.
Advisement	11:27 - 11:57	30 Min.
3rd Block	12:03 - 1:58	90 Min.
A Lunch	12:03 - 12:27	24 Min.
B Lunch	12:33 - 12:57	24 Min.
C Lunch	1:03 - 1:27	24 Min.
D Lunch	1:33 - 1:58	25 Min.
4th Block	2:04 - 3:25	81 Min.

1-Hr. Early Release "Special Events" Schedule		
Class	Time	Class Time
1st Block	8:35 - 9:49	74 Min.
2nd Block	9:55 - 11:05	70 Min.
3rd Block	11:11 - 1:06	90 Min.
A Lunch	11:11 - 11:35	24 Min.
B Lunch	11:41 - 12:05	24 Min.
C Lunch	12:11 - 12:35	24 Min.
D Lunch	12:41 - 1:06	25 Min.
4th Block	1:12 - 2:25	73 Min.
Special Event	2:25 - 3:25	60 Min.