



Cook County Learning Center

A Non-Traditional Program for Grades 5 – 12

The Cook County Learning Center, in partnership with Cook County High School, Cook County Middle School, and Cook County Elementary School, is committed to helping our young people achieve at high levels by providing a community of support to students who have not been successful in the regular classroom setting.

TABLE OF CONTENTS

Nondiscrimination Clause.....	3
Current Board of Education Members.....	4
Mission.....	4
Vision.....	4
Cook County Learning Center Staff.....	5
Placement	5
Transition from CCLC.....	5
Program Goals.....	5
Expectations.....	6
Dress Code.....	7
General Program Information.....	9
Attendance Policy.....	16
Attendance Protocol.....	20
Support Services.....	21
Rules and Regulations.....	22
Safety Procedures.....	25
Parental Responsibilities and Rights.....	25
Computer System Protection Act.....	25
Code of Student Conduct and Discipline.....	28
Bus Conduct.....	32
Acknowledgement of Receipt of Handbook.....	36

NONDISCRIMINATION CLAUSE

The Cook County Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or to the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI and Title IX Coordinator and Sports Equity Coordinator is the Director of Student Services and Community Relations, 1109 North Parish Avenue, Adel, GA 31620, Phone: 229.896.2294

The Section 504 and Americans Disability Act Coordinator is the Director of Special Education, 1109 North Parish Avenue, Adel, GA 31620, Phone: 229.896.2294.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Cook County School District Policy GAAA/JAA (Nondiscriminatory Policy) or under Policy IDFA (Gender Equity in Sports) is located on the Cook County School System website.

SUPERINTENDENT

Dr. Tim Dixon

CURRENT BOARD OF EDUCATION MEMBERS

Member	District	Term Expires
Fairy Gear	1	December 31, 2020
Jeff Taylor (Vice-Chair)	2	December 31, 2020
Corkey Taylor	3	December 31, 2022
Frank Carter	4	December 31, 2020
Chad Sumner (Chairman)	5	December 31, 2022

Total Dedication to Excellence in Education

Mission

Cook County Schools will provide an exemplary education to all students in a safe and positive environment.

Vision

To stimulate learning and creativity that will prepare our students for success and lifelong learning.

Cook County Learning Center

Staff:

Dr. Deborah McNair: 49% Director
Michael Sneed: Full Time Teacher
Dustin Larkin: ELA Teacher from High School 1 hr/day
Joe Wilson: Math Teacher from High School 1 hr/day
Rozana Kinder: Para & Bus Driver
Natoiya Chery: Para

Policies and Procedures

Placement:

- Students may be placed through parent/administrator request, through the hearing process, or by a waiver, that is recommended by Principal and administered by the Director of Student Services.
- If the student has been placed by waiver due to disciplinary issues, attendance at the Learning Center begins after a three day suspension.
- Students are placed for a minimum of one semester unless they are participating in the Student Assistance Program, have a 45-day alternative placement or their hearing disposition has a different timeline.
- Parent/guardian and student must attend an orientation session for a review of policies and procedures..

Transition from CCLC:

- Students must show satisfactory behavior, attendance, and academics before consideration of return to their regular academic program.
- The transition to regular school is initiated by the site administrator, student's teachers, and with the approval of the Director of Student Services. If student is not approved for return, parent will be presented with explanation as to why request was disapproved and they have a right to appeal within 5 work days.
- The final decision for return is made with the agreement of the home school principal, the CCLC site administrator, Director of Student Services and the student's parent/guardian.

Program Goals:

To provide a safe, structured learning environment

To connect students with staff members who have a personal commitment to their academic success and general well-being

To utilize a variety of instructional strategies to promote academic success for all students while enhancing academic deficits

To help students develop the skills necessary for self-sufficiency, interpersonal responsibility and community contribution

To expand positive communication among students, staff, families, and community

To assist students in transitioning to regular classroom setting

To promote completion of high school and realization of students' personal academic goals

EXPECTATIONS FOR STUDENTS

1. Respect yourself.

- a. Come to school every day.
- b. Follow the dress code.
- c. Stay awake in class.
- d. Do your work well and on time.
- e. Ask for help if you need it.
- f. Keep a positive attitude.
- g. Take responsibility for your actions.

2. Respect others.

- a. Follow teachers' directions immediately.
- b. Speak to others with courtesy.
- c. Be aware of your body language and what you say.
- d. Do not bother or hurt others.
- e. Keep hands, feet, and objects to yourself.
- f. Don't argue, whine, or make excuses.
- g. Work when you are supposed to.
- h. Sit in your seat unless you have permission to leave it.

3. Respect your school.

- a. Walk, don't run, in the classroom and halls.
- b. Clean up any mess you make.
- c. Help with the classroom cleaning jobs.
- d. Keep the bathroom clean.
- e. Represent your school well by following the rules.

Consequences for noncompliance with the above expectations will include, but will not be limited to the list below. How severe or how often misbehavior has occurred will be considered to determine the consequences.

1. Teacher Student conference with parent contact
2. ISS (In School suspension) with parent contact
3. Referral to Administrator/counseling with parent contact
4. Parent /Teacher/Student Conference
5. OSS (Out Of School Suspension) with parent contact
6. Restitution/ OSS/ISS/ with parent contact
7. Recommendation to Director of Student Services for disciplinary hearing

DRESS CODE

It is the intent of the Learning Center for students to be dressed and groomed in an appropriate manner that will not interfere with, or detract from, the educational process. The dress code, in line with both middle school policies, is strictly enforced to promote safety, improve discipline, and enhance the learning environment.

Beginning with their first day of attendance, all students assigned to the Cook County Learning Center through the hearing process or a waiver is required to conform to the specific dress code outlined below. This applies to both males and females.

All students must wear a white, black or gold, pullover shirt with a collar and black or khaki pants with a plain leather belt. (Girls may wear skirts, black or khaki) **No jeans or “Dickies” pants with Cargo pockets are allowed.** A white, short-sleeved T-shirt must be worn as an undergarment. No writing or insignia is allowed on shirt or undershirt. Black pants and white shirts can be purchased inexpensively at Wal-Mart, K-Mart, Dollar General, Belks, J.C. Penny, etc. Other uniform code rules are:

- Students must keep their shirts tucked in at all times while on the school campus.
- Pants must be worn above the hipbones and fit in the waist area.
- Shoelaces must be visible and tied; Velcro straps must be fastened.
- No jewelry is allowed. (If worn, parents will be required to pick up items.)
- Jackets and hoods may not be worn in the building.

Examples of unacceptable items or appearance: Bulky chains or lanyards, sagging pants, Joggers, Tights, Excessively tight clothing, nylon pants, large belt buckles, bandannas or hats, head or wrist bands, sunglasses, slashed eyebrows, flip flops, perfume or cosmetics carried to school. Anything deemed disruptive by the site Director.



ALL STUDENTS

- All shirts must be tucked in.
- All pants should fit at the waist.
- “Bag and sag” is not allowed. This means no oversized pockets, oversized stride or oversized legs on pants, and no shirts hanging over the waist.
- Girls skirts if wore should be no more than three inches above the knee.

The following items are not permitted:

- Sleeveless shirts
- Tank tops
- Halters
- Strapless tops
- Shorts
- Shirts with spaghetti straps
- Shirts with slits, holes, or sections cut out
- Sheer (see-thru) shirts
- Low cut/revealing blouses
- Shirts that reveal the midriff when arms are raised
- Clothing that advertises alcohol beverages, weapons, tobacco, drugs, or gang related colors/symbols
- Large chain jewelry or any jewelry that has drug or gang-related symbols.
- **Bandannas/ Students can't wear the color RED at the Learning Center.**
- Hats
- Caps
- Kerchiefs or any other headgear
- Sunglasses
- Dark lens glasses (exception: Dr.'s prescription/note)
- Clothing with suggestive/sexual remarks and/or innuendos
- Pants with holes located above the knee
- Bedroom shoes/House slippers
- Any distracting hair color or haircut
- Any distracting facial make-up or tattoos (if a student has a tattoo, it must be covered)
- Any body piercings other than ears

Procedure for not following dress code:

Students will be given three options to correct the violation

- 1) Borrow or change into clothes that will comply with the dress code
- 2) Send student to ISS UNTIL PROBLEM IS CORRECTED. The student will call home for someone to deliver to the school the appropriate attire for student (unexcused absence from class while waiting in the ISS room/ unexcused absence for check out.)
- 3) Check student out to go home to change into attire that will comply with the dress code (unexcused absence)
- 4) In the case of jewelry, the first time the policy is violated, parents will be called and they may pick up the jewelry or it will be put in an envelope for safe-keeping until the end of the day.

Repeated dress code violations will result in suspension.

General Program Information

Field Trips

Educational field trips are important in the school program. Supervision is provided for the students. Each student will be given a field trip permission form to take home and have signed by the parent or guardian. The form must be returned before permission to participate is granted.

Parent Conferences

The faculty welcomes the opportunity to discuss classroom performance, behavior, or any other topic with students and parents. Conferences should be scheduled through the WCLC secretary.

Promotion and Retention

It is the expectation of the Board of Education that students enrolled in the Cook County Schools will make continuous progress. Student achievement shall be carefully and continually evaluated based on appropriate instructional and developmental goals. These goals include competency in basic skills and regular attendance.

The promotion of students in grades 3, 5, and 8 shall be determined in accordance with state Board Rule 160-4-2-.11 PROMOTION, PLACEMENT AND RETENTION that requires those students to achieve grade level on the state-adopted assessment. Promotion of a student shall be determined as follows:

- a. No fifth grade student shall be promoted to sixth grade if the student does not achieve grade level on the state-adopted assessments in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.
 - b. No eighth grade student shall be promoted to ninth grade if the student does not achieve grade level on the state-adopted assessment in reading and mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.
2. If the parent, guardian, or teacher(s) of a student in grades 3, 5, or 8 who does not meet the promotion requirement described in section 3 appeals the decision to retain the student, the school principal or designee shall establish a Retention Review Committee

comprised of the parent or guardian, teacher(s), and principal or designee. Promotion or placement of such students shall be based on a review of factors specified within the district's rules and regulations, including, but not limited to, the student's performance on the state-adopted assessment.

3. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the state-adopted assessment(s) whether the student is retained, placed, or promoted for the subsequent year.
4. When a student does not perform at grade level in grades 3, 5, or 8 on the state-adopted assessments, then the following shall occur:
 - a. Within ten calendar days, excluding weekends and holidays, of receipt of the state-adopted assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student his/her below-grade-level performance on the assessment(s); the specific retest(s) to be given the student and testing dates; and the opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the state-adopted assessment.
 - b. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity.
 - c. The student shall be retested with the appropriate section(s) of the state-adopted assessment(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local board of education.
5. When a student does not perform at grade level on the state-adopted assessment(s) in grades 3, 5, or 8 and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:
 - a. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this rule.
 - b. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student. The notice shall:
 - i. Describe the option of the parent or guardian or teacher to appeal the decision to retain the student.

- ii. Describe the composition and functions of the placement committee and the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting.
 - iii. Include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
- c. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a Retention Review Committee to consider the appeal.
- i. The committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the alternative assessment instrument on which the student failed to perform at grade level.
 - ii. The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the Retention Review Committee.
 - iii. The committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment or the alternative assessment instrument and promotion standards and criteria established by the local board of education for the school that the student attends, and make a determination to promote or retain.
 - iv. The decision to promote must be unanimous, and the committee must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - v. The committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - vi. The committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
6. A student who is absent or otherwise unable to take the state-adopted assessment in reading and/or mathematics on the first administration or its designated make-up day(s)

shall take the state-adopted assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and local board of education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

7. A student's failure to take the state-adopted assessment in grades 3, 5, or 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and local board of education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
8. For students receiving special education or related services, the Individualized Education Plan Committee shall serve at the Retention Review Committee.
9. A student who meets minimum proficiency level on the state-adopted assessment is not automatically promoted to the next grade. In addition to any state-mandated promotion requirements, local promotion criteria have been determined by the Board to be as follows:
 - a. Grades 1-5: An elementary student shall be promoted to the next grade if he/she passes reading and math and at least two (2) of the following three (3) subjects: language arts (English and spelling), social studies, science/health. Students who do not meet all of the above criteria shall be referred to the Retention Review Committee as described in paragraph 4 of this policy.
 - b. Grades 6-8: A middle school student shall be promoted to the next grade if he/she passes:
 - i. Three (3) out of four (4) academic courses. The required academic courses are ELA, mathematics, social studies, and science; and
 - ii. The equivalent of 75% of the connection courses in which the student is enrolled during the school year.
 - iii. Students who do not meet all of the above criteria and other local criteria shall be referred to the Retention Review Committee as described under numeral 4 of this policy.
 - d. Grades 9-12: For a high school student to be promoted to the next grade, he/she must acquire the minimum number of Carnegie units of credit by the end of the grade indicated in the table below. The Superintendent is authorized to implement procedures

to allow exceptions for students who transfer to Cook County High School from a school that does not operate on a block schedule. Promotions are made only at the end of the school year except for students that are eligible to graduate during the current school term.

Graduation Requirements - Entering Fall 2008-09 and thereafter

AREAS OF STUDY	Units Required
(I) English/Language Arts	4
(II) Mathematics	4
(III) Science	4
<i>The 4th Science unit requirement may be fulfilled with an Agri-Science course: Such as Animal Science or General Horticulture</i>	
(IV) Social Studies	4
(V) CTAE and/or Foreign Language and/or Fine Arts	3
(VI) Health and Personal Fitness	1
(VII) Electives	4
TOTAL UNITS	24

The requirement of the policy shall apply to all students regardless of the date they first entered the ninth grade.

Appeals: There shall be no appeal of promotion/retention decisions beyond the school principal.

Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board.

The principal is responsible for interpreting the System’s promotion/retention policy to the instructional staff. The teacher and principal shall be required to keep the student and parents informed of the student’s progress.

Grades and Records

Grades/Grading System

The school term will be divided into four (4) quarters. Therefore, there will be nine weeks in every grading period. Progress reports will be issued at the end of the first 4 ½ weeks of each quarter. Report cards will be issued at the end of each nine week grading period. A semester grade will be included on the 2nd nine weeks report card for each semester. The semester grade is an average of the 1st and 2nd nine weeks grades for a given semester.

Students will receive a numerical grade for each class. Any grade of 70 or above will be considered as passing, and any grade of 69 or below will be considered not passing.

Requests for Student Records

A parent or guardian may request to review his/her child’s records by contacting the CCLC.

Attendance Regulations

Attendance Policy

CCLC and the Cook County Board of Education are committed to providing the students of Cook County with the best education possible. Research has shown that excessive absences have a negative effect on student grades, achievement, and promotion. Therefore, developing positive attendance habits will help prepare students for a successful tenure at CCLC.

ATTENDANCE LAW

- A. Every parent, guardian, or other person residing within this state having control or charge of any child or children between the sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the state's requirements. (A home study program must be registered with the Georgia Department of Education.) In order to ensure that student progress is a continuous and orderly process, regular attendance is required for all students enrolled in the Cook County School System.

Students shall be required to be in attendance for the full session of the school the child is eligible to attend, unless otherwise directed by a juvenile court of jurisdiction. Administrative regulations governing attendance shall be found in each school's handbook. Each principal shall ensure that procedures are designed to accurately record and encourage daily attendance. Such records shall be maintained in accordance with Policy EFAA.

- B. Any parent, guardian, or other person residing within this state having control or charge of any child or children who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. After 10 unexcused absences, parents of student's age 14 and younger will be referred to State Court for prosecution.
- C. All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday shall become subject to all of the provisions of this article, the provisions of Code Sections 20-2-690.1 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. (Code 1981, 20-2-150, enacted by Ga. L. 1985, p. 1657, 1; Ga. L. 1987, p. 1169, 1.)

TRUANCY

Truant – A truant student is one who, while subject to compulsory school attendance, has more than five (5) days of unexcused absences during the school calendar year.

The superintendent shall establish rules to enforce the State of Georgia Compulsory School Attendance Law on any child absent from school in violation of the compulsory attendance law. O.C.G.A. 20-2-0698, 20-2-0701

Attendance Policy

Introduction

Students who are absent from school are required to bring a written excuse for the absence their first day back at school, or no later than 72 hours after the absence. Excuses received after the 72 hour deadline will be marked unexcused. An absence is either excused or unexcused. Absences which are lawful and therefore excusable shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and local policy.

ABSENCE(S) DEFINITION

Excused Absence

An absence shall be excused for the following reasons:

- A. Personal Illness
- B. Family death, funeral or serious illness in a student's immediate family necessitating absence from school
- C. Medical or dental appointments that cannot be scheduled outside school hours
- D. Attendance of non-school activities or functions authorized by the superintendent or designee
- E. Special and recognized religious holiday observed by the student's faith
- F. Mandate or order of government agency
- G. Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the principal or designated representative
- H. To visit with the child's parent or legal guardian prior to deployment or during leave from an overseas assignment to a combat zone or combat support position, up to a maximum of five school days per year
- I. Any other absence not explicitly defined herein but deemed by the Cook County Board of education to have merit based circumstances

After five written parent notes, parents will be required to present appropriate medical, governmental or court documentation for the purpose of validating the absence.

Unexcused Absence

Any absence not covered in (A)-(I) above shall be declared unexcused. It is the policy of the Cook County Board of Education that no unexcused absences are allowed. Any student who reaches ten (10) unexcused absences will have truancy charges filed against the parent and or child (twelve years of age or older). If the parent keeps their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Classwork missed due to an unexcused absence must be made up within three (3) days. For any absence beyond five (5) days, the parent shall be required to provide medical, governmental or court documentation.

Perfect Attendance

A student qualifies for perfect attendance awards when he/she has not been absent and has not accumulated seven (4) unexcused tardies and or four unexcused early checkouts.

Tardiness (Grades K-8)

A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each semester for tardies to school (homeroom and class).

The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant disciplinary action; however, there are very few excuses for tardies which will be accepted as a valid reason for tardiness. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their student up before the end of the school day except where there is a legitimate emergency. **The excuses for tardies are as follows:**

- Illness when documented by the parent/guardian or a physician (chronic, repetitive offenses must have documentation by the physician)
- Professional and/or court appearance
- Medical or dental appointments (must be documented by medical professional)
- Car trouble (two per year)
- Required religious observances (**not retreats**)
- Death or serious illness of a family member

Notification of tardies/early checkouts must be received in writing to the front office staff the day of the tardy/early checkout.

Notification and Discipline Consequences for Unexcused Tardiness

- Tardy 1 & 2 Warning
- Third (3rd) tardy, designated school personnel shall call and send written notification of the number of tardies to the student's parent(s) or guardian(s) reminding them of the importance of regular attendance.
- Forth (4th) tardy, the designated school personnel shall contact parent(s) or guardian(s) expressing concern about the impact of excessive tardies on the student's education. (**A parent conference with the counselor is mandatory for the parent.**)
- Fifth (5th) designated school personnel shall notify the Community Outreach Worker who will make parent contact by way of phone or home visit in an attempt to eliminate tardies.
- At the Sixth tardy, student referral for disregard for direction. School Director or designee will schedule the parent for Attendance Review Panel.
- When a student reaches 4th unexcused tardies, the student may receive silent lunch, recess detention, or lose their privilege or other disciplinary action at the discretion of the Principal.

Truant

For purposes of reporting truancy, truant is defined as any child who has more than five (5) days of unexcused absences during the academic year. After 10 unexcused absences, parents of students age 15

and younger will be referred to state Court for possible prosecution. At ten (10) unexcused absences, students age 12 and older will be referred to Cook/Pierce School Attendance Task Force, Local Interagency Planning Team (LIPT) or the District Attendance Panel as a truant student. Charges will then be filed against students in Juvenile Court.

Extra-Curricular Activities

The school shall not allow a student to participate in any extra-curricular activities or cooperative work experience if the student was not counted present for the school day. For absences after the fifth (5th) unexcused absence, the student shall not be allowed to participate without a physician's note.

Full School Day

For a student to be marked present for the full school day, a student must be in attendance for one half or more of the school day. However, a student will not be recognized for perfect attendance after incurring an **unexcused** tardy or **early checkout**.

Make-up Work

Excused or Unexcused Absence: Any student, who misses assignments or tests due to an absence, shall be allowed to make up such assignments or tests. It shall be the student's responsibility to get the make-up work from the teacher(s) and complete the work within the three day time frame.

Suspensions

For the purposes of the district wide attendance protocol, suspensions shall not be considered unexcused absences. Any student who serves a short term suspension out of school shall be allowed to make-up missed assignments and tests. It shall be the student's responsibility to obtain the missed work from the teacher(s) and complete the work within three (3) days of returning to school. It shall be the teacher's duty and discretion to allow additional time for lengthy assignments.

Other Consequences:

1. **Referral to Community Outreach Worker.** Any student who has accumulated three unexcused absences or three consecutive absences shall be referred to the community outreach worker.
2. **Compliance with State Compulsory Attendance Law.** By Georgia law, it is mandatory for children between ages six (6) and sixteen (16) to attend school. Therefore, in addition to all other provisions of this policy, failure of a parent, guardian or the person residing within the state having control or charge of any child or children between their sixth (6th) and sixteenth (16th), to enroll and send such child or children to school as defined on O.C.G.A 20-2-690. It shall be a violation of the Student Code of Conduct & Discipline,
3. All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday shall become subject to all of the provisions of this article, the provisions of code Sections 20-2-690.1 through 20-2-702, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained six years of age. (Code 1981, 20-2-150, enacted by Ga. L. 1985, p. 1657, 1: Ga. L. 1987, p. 1169,1.)
4. **Notification of Parents.** Schools will notify parents by mail when a student has his or her fifth unexcused absence that each unexcused absence thereafter is a separate offense, is a misdemeanor, and upon conviction, provides for a fine of not less than \$25.00 and not more than

\$100.00; imprisonment not to exceed thirty (30) days, community service or any combination of such penalties.

5. **Notification of Students.** Parents and students over ten (10) years of age on September 1, 2005 will receive a copy of Georgia's compulsory school attendance law. They will also sign a receipt of written notice of consequences and penalties for violating attendance laws. Schools will keep these signatures on file for the entire school year.

Grades and Absences - Final student course grades shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

The Cook County School System is not required to provide make-up work for unexcused State law requires school attendance for students 16 years and under. In accordance with state board policy code JBD, the following conditions may warrant an excused absence with proper verification:

- Personal illness or attendance in school endangering a student's health or the health of others.
- A serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
- Celebrating religious holidays observed by the student's faith, necessitating absence from school.
- Conditions that render attendance impossible or hazardous to their health or safety.
- Registering to vote or voting for a period not to exceed one day.
- A student whose parent or legal guardian is in military service in the U.S. Armed Forces or National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to five (5) days excused absence per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

If a student is to be absent for more than one day, it is requested that the school be notified. Upon returning to school, all absences should be documented with a note from a doctor, a parent, and/or a guardian and given to their homeroom teacher. **Documentation must be provided within 3 days of absence or absence(s) will automatically become unexcused.**

Tardy to Class

Any student arriving in class once instruction has begun is considered tardy.

Passes for Leaving School

Students who arrive on the school campus before school is officially in session are considered to be under the jurisdiction of school administrators and must abide by proper checkout procedures if they leave school. Once a student arrives on campus, his/her school day has begun. Students are not permitted to leave school grounds at any time during the school day without a permit from the school office. If a student leaves the campus because of illness, a doctor's appointment, or verified emergency, he or she must do the following:

Before first period, bring a signed note from the parent or legal guardian to front office explaining the need for early check-out

ATTENDANCE PROTOCOL COOK COUNTY SCHOOLS

Cook County schools in accordance with O.C.G.A. § 20 – 2 – 690.2 will adhere to the following procedure in addressing concerns regarding student attendance.

Steps to Promote School Attendance

1. Phone call made or postcard sent by the homeroom teacher to parents and/or legal guardian after **3 unexcused or 5 total absences**.
2. Following **5 unexcused absences**, parents and/or guardians should be notified (via phone, mail, or home visit). The notice should outline the penalty and consequences of such absences and state that each subsequent absence is a separate offense. After two reasonable attempts, the school system shall send written notice via certified mail with return receipt requested.
3. Home visit by school social worker after **7 unexcused or 10 total** student absences. If no contact is made on visit, a note will be left with message on one side offering assistance and the compulsory attendance law on the other side. Referrals should be made to the Administrative Assistant for Student Services if concerted effort is made to personally contact parents via home visit and are unsuccessful. A personal contact will then be made by an Administrator of the Cook County School system.
4. Meeting with parents and/or legal guardian held before Attendance Support Team after **10 unexcused or 12 total** student absences. Notification by certified letter will be sent by central office designee.

Procedure for Tardies/Early Dismissal:

- Tardy 1 & 2 Warning
- Third (3rd) tardy, designated school personnel shall call and send written notification of the number of tardies to the student's parent(s) or guardian(s) reminding them of the importance of regular attendance.
- Forth (4th) tardy, the designated school personnel shall contact parent(s) or guardian(s) expressing concern about the impact of excessive tardies on the student's education. **(A parent conference with the counselor is mandatory for the parent.)**
- Fifth (5th) designated school personnel shall notify the Community Outreach Worker who will make parent contact by way of phone or home visit in an attempt to eliminate tardies.
- At the Sixth tardy, student referral for disregard for direction. School Director or designee will schedule the parent for Attendance Review Panel.
- When a student reaches 4th unexcused tardies, the student may receive silent lunch, recess detention, or lose their privilege or other disciplinary action at the discretion of the Principal.

Definition of excused Tardy – Personal illness, serious illness or death in immediate family, court order, observation of religious holidays, and conditions deemed hazardous or serious by school principal that hinder school attendance.

Definition of excused Early Dismissal – Full day attendance shall be determined at each school according to the following formula: number of minutes from starting to ending time of school day divided by two.

- Individual schools will provide daily personal contact and incentives to encourage student attendance
- All written correspondence will be in both English and Spanish
-
- Good judgment must be exercised based on individual circumstances. Only the building principal or his/her designee may override the formal process.

Support Services

Clinic

CCLC students receive health services through the Cook County High School Clinic. Each student is requested to complete a personal data sheet which will be placed on file. **No medication will be given to students without prior parental consent. All medication should be turned into the clinic upon arrival to school. No medication will be dispensed in the classroom. All prescription drugs must be properly labeled with instructions for use and must be in the original container.** Students who must take medication during school hours are encouraged to do so between classes. **Students are limited to 3 visits per 9 weeks, other than for emergencies or prescription drugs.** After three visits, unauthorized visits will be considered excessive and the student may be sent home.

Students with asthma are allowed to carry an inhaler on their person, but must have an asthma plan on file in the clinic.

Unusual Health Conditions

Students or staff with unusual medical or health conditions should do the following:

1. Insure that the teacher, guidance counselor, bus driver, and clinic know about the concern.
2. Provide proper information from the doctor as to how to handle the situation should it occur during the school day.
3. Provide current phone number where parents can be reached at home, at work, and at least two other emergency contacts.
4. Provide doctor's name and phone number that is familiar with the health/medical concern.
5. Parents are encouraged to meet with team members to inform and discuss the condition in order that everyone is as comfortable as possible in dealing with the concern.

Hospital Homebound

Home instruction is provided for a student who is expected to be absent for an extended period of time (at least 10 school days). To be eligible for hospital / homebound educational services, a medical referral form with a specific diagnosis must be submitted to the school nurse and signed by a licensed physician

treating the specific condition. This form must be obtained at the school. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 (ten) school days, verification that the illness confines the student to the hospital, nursing facility, or home, and a statement that the student is physically able to participate in educational instruction. Students are not eligible for hospital/homebound instructional services if absence is due to communicable disease, pregnancy (unless school attendance would endanger the life of the mother or child), if the illness does not confine them to a facility/home, or if such services are not specified in the individualized education program (IEP) of a special student. All work should be turned in within 10 (ten) school days of the date of return from hospital / homebound. Services will not take effect until the HHB form has been signed by the treating Physician and returned to school. Pregnant student guidelines allow for up to six weeks to make up schoolwork if they decide not to take the online option.

School Insurance

Listed below are a few facts that students and parents need to have a complete understanding:

1. Students often have accidents at school and must be treated by a doctor.
2. Students must notify their teacher at the time of the accident or by the end of the same school day regardless of how minor it seems. Teachers must fill out an accident report at the time it is reported by the student or by the end of the same school day.
3. Failure to report accidents in a timely manner, and failure to fill out the accident report in a timely manner may result in nonpayment of insurance coverage by the provider.

Remember to report **all** accidents occurring at school!

School Telephone

The student telephone is located in the CCLC Office and may be used by students in cases of emergencies. No messages will be delivered to a student unless it is an emergency situation.

Student Information

Students should report any change in their student information to the Student Services Office (ex: name, address, telephone, guardian, etc.).

Rules and Regulations

Accidents

All student accidents should be reported to the nearest teacher who will then notify the office and file the appropriate accident report.

Book bags

No Book bags allowed

Bus Behavior

Riding the bus is a privilege, not a right. All students are expected to conduct themselves in an appropriate manner. Students not obeying appropriate bus behavior will be reported to the school administration. To maintain a safe, orderly and comfortable atmosphere, the following rules and safety features must be observed:

- The bus driver is responsible for your safety and must be obeyed at all times. He/She has the authority to assign seats.
- No eating or drinking is allowed on the bus.
- Be courteous to fellow riders and the driver. Use of profanity or violent acts will not be tolerated.
- Remain in your seat at all times. Keep hands, head and feet inside the bus at all times.
- There must be no talking or distractions at railroad crossings.
- Be on time and standing at the appointed stop when the bus arrives.
- Do not be destructive.
- Wait for the driver's signal before crossing the road, and always cross the road in front of the bus.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended. In such cases, parents become responsible for seeing that their children get to and from school safely.

1st bus referral – warning

2nd bus referral – 3 days suspension

3rd bus referral – suspended from bus for remainder of the semester

This plan may be modified by an administrator due to the severity of an incident.

Disturbances

Students are not to bring cell phones, radios, tape players, cd players, cameras, lasers, laser pens, beepers, noise-makers, pets, large sums of money, or any nuisance devices/items to school. Any action or item (ex. cards, large sums of money, etc.) that can create a disturbance in the school is prohibited, and such items will be confiscated. Repeated occurrences will result in a discipline consequence.

All Electronic Devices are prohibited.

Procedure for extra paraphernalia (cards, etc.):

- 1st offense: Warning
- 2nd offense: Confiscated and parent pick-up, note in discipline record
- 3rd offense: Confiscated, kept to end-of-year with parent pickup, note in discipline record

Procedure for large sums of money:

- Parents notified and returned at the end of the day.

Procedure for electronic devices (other than cell phones):

- 1st offense Confiscated till end-of-year or parent pick-up
- 2nd offense Confiscated and not returned, suspension and possible police notification

Procedure for cell phones:

- 1st offense Parents notified and returned at the end of the day
- 2nd offense Confiscated and parent pick-up, note in discipline record
- 3rd offense Confiscated , kept to end-of-year with parent pickup, note in discipline record

Public Display of Affection

Public display of affection (kissing, groping, etc.) is not allowed at school.

Flower, Gift, and Balloon Deliveries

The school will not accept delivery of flowers, gifts, and/or balloons to students at any time during the school day. Parents and students should ask businesses to deliver these items to the recipient's home.

Gum Chewing/Candy Sales

Gum chewing is prohibited. The sale of candy or other food items by individuals or clubs on campus is prohibited.

Student Debts

All student debts must be cleared before any records/report cards may be released.

The School and the Law

Any unlawful act taking place on school grounds or buses makes the student subject to penalties which the court may prescribe and may result in suspension or dismissal from school. In the event a weapon is discovered on school property or is suspected to be on school property, every effort shall be made to immediately separate students and staff from the weapon. Local law enforcement shall be called immediately to remove the weapon from school premises and retain the weapon while the matter is being resolved.

Searches

All students are subject to random unannounced searches by school personnel and/or law enforcement. Law enforcement may use search dogs. Students will not come into direct contact with search dogs.

SRO (School Resource Officer)

The School Resource Officer will aid administration in various Code of Conduct offenses, search and seizures, etc.

Visitors

Any visitor, including former students and parents, having valid business at the school must report to the Main office and request a visitor's pass from the receptionist.

Safety Procedures

Fire Drills and/or Other Dangerous Situations

Fire drills and tornado drills will be conducted throughout the school year. During fire drills, students are expected to leave the building in an orderly manner. All students should report and stay in the designated safety area until instructed to return to the building. An evacuation plan is posted in each room.

Visitors

Parents and other visitors on school business are always welcome at Cook County Learning Center but must report to the main office. Visitors and parents are required to **sign in** and obtain a **visitor's pass** before going to any location on campus.

Parental Responsibilities and Rights

The ultimate responsibility for a student's behavior rests with the student and parents. Students are expected to obey school rules, regulations, and procedures. The school anticipates that parents will be cooperative in dealing with any behavioral problems that arise. The school reserves the right to request schedule changes or psychological examinations and/or treatment.

Every student has the right to an education and our policies are enforced to protect this right. School regulations are developed keeping in mind the requirements set by Georgia State Law, the Georgia State School Board, and the Cook County Board of Education. Additional regulations are developed by the administration, faculty and Director of Student Services. Student and parent committees may be used in an advisory capacity. All policies are subject to review and change at any time. Each policy that has been established has logical reason for existence. Please help us work well together by treating fellow students and teachers with respect.

Computer System Protection Act (Code 1981, 16-9-90, enacted by GA L. 1991)

Computer crimes defined: exclusivity of article; civil remedies; criminal penalties.

- A. Computer Theft. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:
 - 1. Taking or appropriating any property of another, whether or not with the intention of depriving the owner of possession;
 - 2. Obtaining property by any deceitful means or artful practice; or
 - 3. Converting property to such person's use in violation of an agreement or other known legal obligation to make a specified application or disposition of such property shall be guilty of the crime of computer theft.
- B. Computer Trespass. Any person who uses a computer or computer network with knowledge that such use is without authority and with the intention of:

1. Deleting of in any way removing, either temporarily or permanently, any computer program or data from a computer or computer network;
 2. Obstructing, interrupting, or in any way interfering with the use of a computer program or data; or
 3. Altering, damaging or in any way causing the malfunction of a computer, computer network, or computer program, regardless of how long the alteration, damage or malfunction persists shall be guilty of the crime of computer trespass.
- C. Computer Invasion of Privacy. Any person who uses a computer or computer network with the intention of examining any employment, medical, salary, credit, or other financial or personal data relating to any other person with knowledge that such examination is without authority shall be guilty of the crime of computer invasion of privacy.
- D. Computer Forgery. Any person who creates, alters, or deletes any data contained in any computer or computer network, who, if such person had created, altered, or deleted a tangible document or instrument would have committed forgery under Article I of this chapter, shall be guilty of the crime of computer forgery. The absence of a tangible writing directly created or altered by the offender shall not be a defense to the crime of computer forgery if a creation, alteration, or deletion of data was involved in lieu of a tangible document or instrument.
- E. Computer Password Disclosure. Any person who discloses a number, code, password, or other means of access to a computer or computer network knowing that such disclosure is without authority and which results in damages (including the fair market value of any services used and victim expenditure) to the owner of the computer or computer network in excess of \$500.00 shall be guilty of the crime of computer password disclosure.
- F. Article not Exclusive. The provisions of this article shall not be construed to preclude the applicability of any other law which presently applies or may in the future apply to any transaction or course of conduct which violates this article.
- G. Civil Relief; Damages.
1. Any person whose property or person is injured by reason of a violation of any provision of this article may sue therefore and recover for any damages sustained and the costs of the suit. Without limiting the generality of the term, "damages" shall include loss of profits and victim expenditure.
 2. At the request of any party to an action brought pursuant to this Code section, the court shall by reasonable means conduct all legal proceedings in such a way as to protect the secrecy and security of any computer, computer network, data, or computer program involved in order to prevent possible recurrence of the same or similar act by another person and to protect any trade secrets of any party.
 3. The provisions of this article shall not be construed to limit any person's right to pursue any additional civil remedy otherwise allowed by law.
 4. A civil action under this Code section must be brought within four years after the violation is discovered or by exercise of reasonable diligence should have been discovered. For purposes of this article, a continuing violation of any one subsection of this Code section by any person constitutes a single violation by such person.
- H. Criminal Penalties.

1. Any person convicted of the crime of computer theft, computer trespass, computer invasion of privacy, or computer forgery shall be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.
2. Any person convicted of computer password disclosure shall be fined not more than \$5,000.00 or incarcerated for a period not to exceed one year, or both.

CODE OF STUDENT CONDUCT AND DISCIPLINE COOK COUNTY LEARNING CENTER

Board Policy Student Behavior Code

Descriptor Code: JCDA

It is the policy of the Cook County Board of Education that all schools within the district develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which comply with state law and Board of Education Rule 160-4-8-.15, Student Discipline.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

I. Philosophy of Discipline

The process of educating our youth for citizenship in Cook County Public Schools is not confined to the classroom curriculum. Schools must teach by example the shared values of a civilized social order and develop a positive school climate. The students, parents, teachers, and community must work together towards promoting acceptable behavior.

Educational values:

- Respect for the worth and dignity of every individual.
- Respect for moral and spiritual values and ethical standards of conduct.
- Equality of opportunity for the common good.
- Faith in mankind's ability for the common good.
- Shared responsibility for the common goal.
- Encouragement of variability.

The Code of Student Conduct is critical to providing and maintaining a positive school environment that allows for expression of values. Purposes of the Code of Student Conduct:

- Outline the roles of parents, students, teachers, schools, and the community in establishing a positive learning environment.
- Specify offenses which disrupt the environment.
- Standardize disciplinary actions that schools use in responding to offenses, with sensitivity to age-appropriateness of such actions.

- List laws, policies, and procedures which are related to school conduct and impact school climate.

II. Roles of Student, Home, School and Community:

The Code recognizes the need for cooperative relationships between students, parent, and educator. This relationship is exemplified as follows.

PARENTS/ GUARDIANS WHO:

- Keep in regular contact with the school concerning their child's conduct and progress and to offer assistance as necessary.
- Insure that their child is in daily attendance and report and explain any absence to the school.
- Assist their child in being well groomed, neat, clean, and follow the dress code.
- Bring to the attention of school authorities any problems or conditions which affect their child or other children as members of the school community.
- Discuss report cards and work assignments with their child.
- Support the school by keeping the child in school throughout the entire school day.
- Inform the child of the school's rules, and support the administration of discipline for violations of the Code of Student Conduct.

STUDENTS WHO:

- Attend all classes daily and are on time.
- Are prepared to come to class with appropriate working materials.
- Are respectful to all individuals and property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Are well groomed, clean, neat, and dress according to the dress code.
- Are responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and recognized manner.
- Participate in appropriate discipline procedures.

A RESPONSIBLE SCHOOL THAT:

- Supports the teacher's plans for classroom control.
- Encourages use of good guidance procedures.
- Maintains an atmosphere conducive to good behavior.
- Exhibits an attitude of respect for students.
- Plans a flexible curriculum to meet the needs of all students.
- Promotes effective training or discipline based on fair and impartial treatment of all students.
- Develops a good working relationship among staff and with students.
- Endeavors to involve the entire community in order to improve the quality of life within the school.
- Supports and participates in community activities.

A RESPONSIBLE COMMUNITY THAT:

- Assumes responsibility, in part, for developing positive attitudes among children and youth.
- Offers programs and activities that reinforce positive behavior and meaningful use of leisure time.
- Participate in the enforcement of the rules in the Code of Student Conduct as appropriate.

III. Informal Disciplinary Actions Emphasized in the Code

A major consideration in the application of the Code is that the most appropriate disciplinary action taken by school officials is the **LEAST EXTREME MEASURE** that can resolve the discipline problem. Teachers and administrators strive to use a variety of informal disciplinary/guidance steps prior to formal disciplinary action. Early parent contact and involvement is expected. Informal methods:

- Teacher-student conference.
- Teacher-parent conference or contact.
- Counselor-parent conference or contact.
- Counselor-student conference.
- Administrator-student conference.
- Administrator-parent conference.
- Administrator-student-teacher conference.
- Administrator-student-parent conference.
- Administrator-parent-teacher conference.
- Student program adjustment.
- Referral to Student Services, i.e. Counselor, Social Worker.
- In-class disciplinary action.
- Time-out.
- Referral to Student Support Team/Team meeting with student.

IV. Formal Disciplinary Actions Recognized in the Code

The Code of Student Conduct recognizes many strategies which may be used as alternatives to home suspensions, or as follow-up to suspension or temporary removal from class:

DETENTION: A school may elect to provide detention during, before, or after the school day as an alternative to suspension for certain conduct. Each school specifies those types of conduct for which detention may be assigned. A maximum of ten days of detention may be assigned for any on conduct problem. It should be emphasized that due to problems of transportation and supervision, or special circumstances, detention may not be offered in all schools.

STUDENT CONTRACT: Any student involved in a violation which warrants suspension in the Code of Student Conduct and Discipline may be placed on a contract in addition to, or in place of, suspension from school. The student contract may deny participation in extra-curricular activities, and outlines certain behavioral expectations.

SCHOOL CHORES: A school may elect to provide the student with an opportunity to perform supervised activities, away from other students, related to the upkeep and maintenance of school facilities instead of suspension, not to exceed ten hours of work for any on conduct problem. The student and parent may request this alternative; however, the decision rests with the principal.

TIME-OUT: Temporary removal from the situation/activity where the student is having a problem. The time-out period varies from a few minutes to the length of the school day, depending on the infraction and the student's response to this disciplinary action. Time-out areas are monitored. Parent notification recommended.

IN-SCHOOL SUSPENSION (ISS): ISS is the removal of students from their regular classes for 1-10 days to an isolated area which is highly structured and supervised. Students who exhibit disruptive behavior and/or repeated offenses are subject to ISS. Students may have an opportunity to continue their regular classroom assignments during ISS. Parents will be notified by phone or letter when students are assigned. Rules and Regulations specific to ISS are provided to the student and parent when the ISS assignment is made. At the discretion of the principal, students could be denied the right to attend any school function, practice, or participate in any activity during the period of In-School Suspension.

OUT OF SCHOOL SUSPENSION (OSS): A school administrator may suspend a student from school for up to 10 days for disobedience and/or gross misconduct. Principals take this action when they have at least considered other alternatives and rejected them as inappropriate in a given situation. Conferences to resolve the problem are scheduled with the parent, student, and appropriate administrator. Students are not allowed on campus during the school day, nor are they allowed to attend, participate in, or practice at, any school function or activity during the period of suspension.

REFERRAL TO LONG-TERM ALTERNATIVE PROGRAM: When less severe strategies seem inappropriate or when all school strategies have been exhausted, a principal may refer a student to the Cook County Learning Center if grade appropriate. This referral is in lieu of recommendation for expulsion. Alternative school placement is for a minimum of one semester. Students will not return to regular school until positive behavioral changes occur. Misbehavior at Cook County Learning Center can result in recommendation for expulsion.

SATURDAY DETENTION: Saturday school is designed to help students remain in class rather than be suspended, and is an option at high school level. Students with excessive insubordination, skipping, or disruptive problems are subject to Saturday Detention assignment. Saturday Detention begins promptly at 8:00 a.m. (no late admittance) and ends at 10:00 a.m.

DISCIPLINARY HEARING: A school principal may request a disciplinary hearing for a student in violation of the Code of Conduct. This is the most serious disciplinary step available that could result in expulsion. If expelled, it denies the student attendance in any and all programs of the Cook County Schools for a period of time as designated in policy.

LAW ENFORCEMENT INVOLVEMENT: Law enforcement agencies can be contacted at the discretion of the school if criminal activity occurs on campus, or if disruption is excessive, or if chronic truancy is a problem. Law enforcement agencies must be notified without exception in situations involving weapons, alcohol, or drugs.

TRIBUNAL HEARING: The local board shall appoint a tribunal to hold a disciplinary hearing pursuant to Code Section 20-2-754 regarding the alleged act of physical violence and penalty. Any student alleged to have committed an act of physical violence against a teacher, school bus driver, or other school employee shall be suspended pending a hearing by a tribunal. The tribunal shall be composed of three administrators, appointed by the Director of Student Services. The tribunal shall determine all issues of fact and intent and shall submit its findings and recommendations to the local school board for imposition or punishment in accordance with Code 20-2-754.

BUS CONDUCT

SCHOOL BUS BEHAVIOR CONTRACT: If a student is found to have engaged in bullying, physical assault or battery of another person on the school bus, a meeting of the parent or guardian will be held to form a behavior contract. Such a contract shall provide for progressive, age appropriate discipline, penalties and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

V. Disciplinary Policy and Procedures

The offenses and disciplinary actions apply to all situations which occur on school campuses, during school activities, or during school-related functions, school bus stops, while walking to and from school or while on school buses. The school has the flexibility to implement the plan to best address the needs of the school and student. All actions for offenses are minimum dispositions. The age of the child and severity of the offense will be taken into consideration in the administration of the rules. Repeated episodes of misconduct will result in increasingly severe disciplinary actions.

Teachers have the right to remove a student from the classroom pursuant to Code Section 20-2-738.

Discipline -Self-control on the part of the student is necessary for the safe operation of any school bus. Students are expected to conform to the same standards of behavior as required during regular school activities.

Students who fail to conform to reasonable behavior expectations may expect to receive disciplinary measures. Repeated or serious violations will result in short or long-term loss of bus privileges.

Transportation Rules and Pupil Responsibilities will be published for the safety, health and welfare of all students who are transported. School bus drivers will confirm that students have received a copy of these rules at the beginning of each school year. Students will be instructed to give these to parents. Parents are requested to review and impress on their children the necessity to obey these rules.

Safety -All drivers will emphasize safety instructions and emergency evacuation procedures during the first week of school. At least one emergency evacuation drill will be conducted during the school year.

Students are expected to follow safety procedures concerning loading, unloading, seating and emergency evacuation as directed by the driver, teacher and principal.

Violations of safety measures are considered a serious offense; appropriate disciplinary measures will result.

TRANSPORTATION RULES AND PUPIL RESPONSIBILITIES

School Bus Rules and Pupil Responsibilities:

1. The driver is in charge of the bus and all pupils aboard. Obey the driver promptly and cheerfully.
2. Be on time; the driver cannot wait beyond his or her regular schedule for those who are tardy.
3. Wait in an orderly line off the street or road.
4. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 Feet)
5. Do not run toward a school bus while it is in motion.
6. Ride only the bus assigned by school officials.

7. Do not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the driver. If all seats are taken, stand to the rear of the white marker line as long as the bus is in motion.
9. Behave on the bus as you are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
10. Students are prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the bus driver or other persons on the school bus, and other unruly behavior.
11. Students are prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact discs without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
12. Students are prohibited from using minors, lasers, flash cameras, or any other reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
13. Do not engage in any activity which might divert the driver's attention and cause an accident such as:
 - {a} Loud talking or laughing, or unnecessary confusion.
 - {b} Unnecessary conversation with the driver.
 - {c} Extending any part of the body out of the bus windows or doors.
14. Pupils are not to open or close bus doors at any time nor shall they regulate or operate any part of the bus.
15. Do not engage in any activity which might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
 - {a} Smoking, eating, possession or use of alcoholic beverages on the bus.
 - {b} Spitting or throwing anything in or from the bus.
 - {c} Bringing animals on the bus.
16. Pupils will not leave the bus on the way to school or home without permission of the driver. Driver will not give permission except in case of personal emergency, or upon request of the principal or of pupil's parents. A written request is required.
17. Pupils must be courteous to drivers, to fellow students, and to passersby at all times.
18. Report promptly to the driver any damage done to the bus. Person causing damage shall be expected to defray its full cost.
19. All School Board Policies governing Student Discipline and Conduct will be observed.

Violations-- Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the principal or other responsible school system administrators may suspend or revoke riding privileges.

THE AGE OF THE CHILD AND THE SEVERITY OF THE OFFENSE WILL BE TAKEN INTO CONSIDERATION IN THE ADMINISTRATION OF THE RULES.

In extreme cases, or to protect life and/or property, riding privileges may be revoked.

BOARD POLICY- JCDG: STUDENT DRESS CODE

A Student should:

1. Present an overall neat appearance.
2. Have clean and well-groomed body and hair.
3. Wear adequate and appropriate underclothing for all outfits.
4. Dress in outfits deemed appropriate for school wear (uniforms).
5. Wear clothing of reasonable length, fit and cover.

Bullying --In accordance with Georgia Law, bullying is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. However, upon a finding that a student has committed the offense of bullying or the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

Physical Violence --In. accordance with Georgia Law, physical violence is defined as:

1. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
2. Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of him or her, as provided in. Code Section 16-3-21.

BOARD POLICY- JBA: SCHOOL ATTENDANCE

20-2-690.1

Georgia State Compulsory School Attendance Law

1. Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her seventh and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.
2. Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not to exceed \$100.00 or imprisonment not to exceed 30 days, or both, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part shall constitute a separate offense.
3. Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

Cook County Learning Center Student Handbook

By signing this form, and initialing in the requested spaces, I acknowledge my family has:

- Received a copy of the **CCLC Student Handbook** and have discussed the contents with my child.
_____ **Yes** _____ **No**
- When my child has the opportunity to participate in field trips,
_____ **I agree to allow** _____ **I do not give permission for**
my child to participate in school field trips. I understand the school will send home information regarding each educational field experience.
- **CCLC Dress Code** is designed to ensure an appropriate learning environment. Good grooming and personal appearance are essential in the teaching and learning process.
_____ I have reviewed the Dress Code in the Student Handbook with my child. My child understands he/she will be responsible for following the school dress code at all times.
- The **Georgia General Assembly** requires that parents and guardians shall be encouraged to inform their children of the consequences (including potential criminal penalties) of underage sexual conduct and crimes for which a minor can be tried as an adult. I have discussed the consequences of this behavior with my child.
_____ **Yes** _____ **No**

Student's Name (Please Print)

Student's Signature

Student's CCLC Teacher

Signature of Parent or Guardian

Date

Please return this handbook to your child's CCLC School Director.

STUDENTS: DO NOT DETACH THIS SHEET FROM YOUR HANDBOOK.
TEACHERS WILL DETACH THIS SHEET FROM YOUR HANDBOOK.