

COOK ELEMENTARY SCHOOL

STUDENT HANDBOOK 2019 -2020

**Mr. Gabe Hammock
Principal**

**Mrs. Tiffany Clemons
Assistant Principal**

**Mrs. Karen Taylor
Academic Coach**

**Cook Elementary School
1512 North Elm Street
Sparks, Georgia 31647**

**Phone Number: 229-549-6250
Fax Number: 229-549-8568
Cafeteria Number- 229-549-8567**

www.cook.k12.ga.us/users/ces

STUDENT HANDBOOK 2019-2020

COOK COUNTY SCHOOLS

Vision

The Cook County School System envisions a professional team of educators fostering community partnerships with the purpose of inspiring students to reach their individual potential. We envision standards based, inclusive, and challenging curriculum that stimulates learning and creativity in a positive and safe environment.

Mission Statements

The Cook County School System will provide all students with an exemplary education, which will meet the diverse needs of individual students in a positive and safe environment while preparing them for academic success, productive citizenship, and lifelong learning.

Beliefs

- Student learning is the highest priority.
- Active engagement and challenging work enhance the learning process.
- Each student is unique and deserves to be taught with a variety of instructional approaches.
- Continuous school improvement is necessary for increased academic achievement.
- Education is a shared responsibility of students, parents, teachers, administrators, and community members
- Self-esteem is enhanced by mutual respect among and between students and staff.

Dear Students and Parents,

On behalf of the faculty and staff of Cook Elementary School, I would like to welcome you back to school. I anticipate the 2019-2020 academic year will be a productive and exciting school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully and put it in a safe place for future reference.

I am privileged to have the opportunity to serve as Principal this school year. I feel honored to work with our highly qualified and committed staff, our outstanding students, and all of the supportive parents. The elementary years are important times of growth for students and families. The faculty and staff at CES look forward to working with all of you to make this school year successful.

As a faculty we want to encourage each student to be successful by focusing on Academics, Attendance and Attitudes. As parents, it is very important to be involved in your child's education. Research shows that parental involvement in a child's education benefits the child. These benefits are higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Because the benefits are so solid, I urge you to take part as much as possible in the life of your child and our school.

Each student at CES will receive an agenda. Parents it's important that you communicate with your child's teachers by signing or initialing their agenda. The agenda serves as a great tool in keeping you abreast of what is taking place in the classroom; therefore it is imperative that you discuss your child's agenda on a daily basis. This technique will ensure your child's success on quizzes, test, projects, standardized tests and etc.

We all must work together in order for each child to achieve his/her goals. It takes an entire community to raise a child.

Sincerely,
Gabe Hammock

CES



*Creating an Environment for
Success*

**Cook County Contact Information
2019-2020**

<u>Cook Primary School/Pre-K</u> 1531 Patterson Street Elm Street Adel, GA 31620 Office – 549-7713 Lunchroom – 549-6066 Fax – 549-8312	<u>Cook Elementary School</u> 1512 North Elm Street Sparks, GA 31647 Office – 549-6250 Lunchroom – 549-8568 Fax – 549-8568	<u>Cook Middle School</u> 1601 North Elm Street Sparks, GA 31647 Office -549-5999 Lunchroom – 549-5985 Fax - 549-5986
<u>Cook High School</u> 9900 Hwy 37 Adel, GA 31620 Office – 896-2213 Gym – 236-3612 Fax – 896-3423	<u>Cook County BOE</u> Adel, GA 31620 119 N. Parrish Ave. Office – 896-2294 Fax – 896-3443	<u>Horizon Academy</u>
<u>School Nutrition</u> 105 East Mitchell St. Adel, GA 31620 Office – 896-1891 Fax – 896-1861	<u>Program For Exc. Students</u> 1102 North Hutchinson Ave. Adel, GA 31620 Office - 896-2296 Fax – 896-8286	<u>Maintenance/Facilities</u> 801 Alabama Lane Sparks, GA 31647 Office – 549-7740 Fax – 549-7193
<u>Technology</u> 1102 North Hutchinson Ave. Adel, GA 31620 Office – 896-2296 Fax – 896-3443	<u>Student Services</u> 1200 North Hutchinson Ave. Adel, GA 31620 Office – 896-1291	<u>Transportation</u> Alabama Lane Sparks, GA 31647 Office – 549-6556

Emergency Contacts

Sheriff	896-7471	Adel Fire	896-3331	Adel Hospital	896-8000
Adel Police	896-2224	Lenox Fire	546-7471		
Lenox Police	546-4251	Sparks Fire	546-7471		
Sparks Police	549-8211	Ambulance	896-2121		

2019-2020 Cook County Elementary School Directory

ADMINISTRATION

Principal	Mr. Gabe Hammock
Assistant Principal	Mrs. Tiffany Clemons

GUIDANCE/STUDENT SERVICES

Instructional Coach	Mrs. Karen Taylor
Guidance Counselor	Mrs. Cathryn Garner
Parent Coordinator	Mrs. Shari Breeden
School Nurse	Mrs. Michelle Joiner
Media Specialist	Mrs. Jill Underwood

OFFICE STAFF

Book Keeper	Mrs. Tanya Cone
Registrar/Administrative Assistant	Mrs. Debi Brady
School Resource Officer	Dept. Thomas Morris
Receptionist	Mrs. Susan Griffin

FACULTY

Third Grade

Catherine Bagley
Laura Connell
Kelly Donaldson
JoAnna Larkin
Kristen Lindsey
Sebrina Meeler
Vanessa Mitchell
Rosemary Moore
Veronica Sharpe
Ashley Simmons
Kelly Sumner

Fourth Grade Teachers

Angie Adams
Kristy Adamson
John Ashley
Jennifer Faircloth
Amy Holt
Heather Lindsey
Andrea May
Jetta Roberts
Tina Smith
Charlene Tabor
Amber Thompson
Crystal Wiggins

Fifth Grade

Jocelyn Arrendale
Christy Baxter
Alana Dixon
Susan Exum
Staci Howell
Lauren Mitchell
Alisa Pearson
Emily Philpot
Kylee Raulerson
Erika VanHouten
Carrie Ziegler

Special Education

Carla Brown
Leigh Moore
Heather Roberts
Jamie Shea
Kacy Williams
Bonni Young

Physical Education

Boone Webster
Laura Griffin

Technology

Clint Carnine

ESOL

Kelley Felts

Interventionist

Tracy Gray

Speech Pathologist

Caroline Brown
Beth White

Music

Lori Carnine

Gifted

Kathy Jones

PARAPROFESSIONALS

Bridget Brady	Sataria Clayton	Nikki Emrich
Becky Hicks	Mary Hill	Pam Medley
Cara Tillman	Terri Wood	

CUSTODIANS

Aretha Allen	Betty James
Selena Hayes*	Harriet Johnson

*Custodial Supervisor

FOOD SERVICES

- | | |
|--------------------|-------------------|
| 1. Arnita Brown | 5. Tracy Madden |
| 2. Kay Gray | 6. Sherry Mullins |
| 3. Wilma Lane | 7. Judie Travis |
| 4. Janice Jackson* | |

*Cafeteria Manager

Cook Elementary School

2019-2020 School Calendar

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
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September 2019						
Su	M	Tu	W	Th	F	S
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29	30					

October 2019						
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27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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February 2020						
Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



School Closed/ Holidays

Half Day

Offices Closed



Teacher in-Service Day (no school for students)

First and Last Day of School

Student Days

COOK ELEMENTARY SCHOOL 2019-2020 CALENDAR

SEMESTER 1

Pre-Planning	July 29, 30, 31 - August 1 & 2
First Day of School	August 5
Labor Day Holiday	September 2
Fall Break for Students	October 14, 15, 16, 17 & 18
In-Service for Teachers	October 14 & 15
Fall Break for Teachers	October 16, 17 & 18
Veteran's Day Holiday	November 11
Thanksgiving Holidays	November 25, 26, 27, 28 & 29
End of Semester for Students	December 20 (½ day)
Full Day for Teachers	December 20
Christmas Holidays for Students	December 23– January 7
Christmas Holidays for Staff	December 23- January 3

SEMESTER 2

Teachers Return/In-Service	January 6 & 7
Students Return	January 8
Martin Luther King Holiday	January 20
Winter Break	February 14 & 17
Student Holidays	March 13 & 16
In-Service for Teachers	March 13
March Holiday for Teachers	March 16
Spring Break	April 6, 7, 8, 9 & 10
Last Day of School/Graduation	May 22 (½ day)
Full Day for Teacher	May 22
Memorial Day Holiday	May 25
Post Planning	May 26, 27, 28 & 29

**CES Report Card and
Progress Report 2019-2020**

September 4, 2019	1 st Quarter Progress Reports
September 12, 2019	Scheduled Parent Conferences 3:00-5:00
October 11, 2019	Report Cards
November 13, 2019	2 nd Quarter Progress Reports
December 19, 2018	Report Cards
February 12, 2020	3 rd Quarter Progress Reports
February 20, 2020	Scheduled Parent Conferences 3:00-5:00
March 20, 2020	Report Cards
April 22, 2020	4 th Quarter Progress Reports
May 19, 2019	Report Cards

**Cook Elementary School
Events 2019-2020**

Renaissance Rocks	October 11 th
Renaissance Rocks	December 19 th
Renaissance Rocks	March 20 th
Field Day	May 15 th
Honors Days	May 19 th , 20 th & 21 st
Renaissance Rocks	May 14 th

Renaissance Rocks Academics, Attitude, Attendance

Dear Parents and Students,

Renaissance Rocks is ready for another fun filled year at Cook Elementary School. This year we are planning four Renaissance Rocks Celebrations to recognize students' accomplishments at the end of each quarter. These fun filled celebrations reward students for working hard in class and around the school each day.

Renaissance Rocks focuses on the Three A's: ACADEMICS, ATTITUDE, and ATTENDANCE. During each eight week grading period a student must meet the following criteria in order to attend the celebration. Academics! Students must develop good study habits and maintain a 70 average or above in all subject areas. Attitude! Students must demonstrate positive behavior that does not lead to office referrals resulting in Opportunity Room, Corporal Punishment, or a more severe punishment. Attendance! Students must attend school regularly and have no more than 2 unexcused absences or no more than 5 tardies per quarter. Now it is up to you. Become a winner by working hard to meet these goals each quarter at CES. Here is a look at the grading periods and Renaissance Rocks Celebrations:

1st Quarter: August 5th – October 4th
Renaissance Rocks - October 11th

2nd Quarter: October 7th – December 20th
Renaissance Rocks - December 19th

3rd Quarter: January 8th – March 12th
Renaissance Rocks - March 20th

4th Quarter: March 13th – May 22nd
Renaissance Rocks - May 14th

We thank you again for your support and look forward to great year.
CES Renaissance Rocks

COOK ELEMENTARY SCHOOL Four B's

***Be Safe**

***Be Respectful**

***Be Responsible**

*** Be Here**

CODE OF CONDUCT

For All Elementary School Students in the COOK County Schools

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

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

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for transportation by the school system.

Also, students may be disciplined for conduct off-campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

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

AUTHORITY OF THE PRINCIPAL

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

Parental Responsibilities The school anticipates the support of parents in dealing with behavioral problems which may arise. Parents' cooperation needs to be apparent to the student/school. Students are expected to show respect for authority and follow school rules, regulations, and procedures at all times.

Cook Elementary School strongly encourages parents and guardians to inform children of the consequences of misbehavior at school, including criminal penalties, for violent behavior, underage sexual conduct and crimes for which a minor can be tried as an adult.

Teacher Authority The school superintendent and principal shall fully support the authority of every teacher to remove a student from the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or the principal's designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parent
- Parent Conference
- Detention / Saturday School Detention
- In-School Suspension
- Short-term Suspension
- Placement in an Alternative Education Program
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement of Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion; however, only a disciplinary tribunal as outlined in the COOK County Board of Education policies will determine those punishments.

In the event that a student is referred to a disciplinary tribunal, parents or the student may elect not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or student waiving a right to a hearing before a disciplinary tribunal. Also, the tribunal facilitator from the superintendent's office must approve such an agreement or waiver.

SEARCH AND SEIZURE

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

Assembly Behavior Students are expected to behave appropriately during assemblies. They should remain seated until the program is completed even if the bell rings. Provisions will be made for them to return to class without a tardy. Cat calls and unnecessary noises are not appropriate. Sleeping and talking are not appropriate. Students not behaving appropriately will be disciplined, and he/she will not be allowed to attend future assemblies.

Book Bags Students are encouraged to buy a locker to store valuables and book bags. In classrooms, teachers may develop specific policies regarding book bags. On school buses, book bags should always be held securely or placed under the student's seat. All book bags, backpacks, gym bags, etc. should be clearly marked with the student's name so the owner of the item can be identified immediately. Students should never carry large amounts of money to school, and they should not place anything of value in the exterior pockets of book bags or backpacks or in bags that open at the top. Student property, including but not limited to backpacks, book bags, athletic bags, and purses, may be searched by school administrators when reasonable suspicion exists. Any search of a student shall be conducted in a manner designed to preserve the privacy and dignity of the student to the extent possible according to the circumstances of the situation.

Cell Phone & Electronic Device Policy The regulations of electronic devices include the following:

a. **Cell phones and all electronic devices and accessories must be turned off, out of sight and cannot be used during class time, unless permission is given by the teacher.** When traveling in hallways, students must be able to hear directives from school officials. Music is NEVER to be played aloud in any school building and the volume in ear buds must be low enough to hear school officials. b. Students may only wear the small ear buds, and only in one ear while inside. NO beat type headsets or large headphones are allowed. Violations such as these may be treated as cell phone violations as well.

- It is recommended that students driving a vehicle to school keep cell phones and electronic devices in their vehicle.
- Cook Elementary School is not responsible for any lost, stolen or damaged electronic items or accessories and school officials will not investigate these matters.
- Emergency phone calls can always be made in the main office; so cell phones are not needed during school hours. **If parents must contact their child, they should call the school office.** The school office staff is excellent at relaying emergency messages from parents to students.

Courtesy When students enter Cook Elementary School, they are a part of the school and reflect upon the school's reputation. As Cook Elementary School wishes to maintain its good reputation, it is important for all students to be polite to fellow students and to treat each other with respect. Faculty, staff members, and adults are to be treated with respect.

Debt Obligations/Financial Responsibility Students are responsible for any debts incurred while attending CCES. These debts may include but are not limited to monies owed to the office, library, athletic department, teachers, or school board. Additional monies owed may include damage assessments, fundraisers, or settlements. Students must clear debts before receiving a locker, parking permit, report card, or diploma. Students having outstanding debt will not be allowed to participate in extracurricular activities, including graduation, until all debts have been cleared.

Dress Code Conventional dress worn in a traditional manner is the norm for approved dress at Cook Elementary School. It is the student's responsibility to come to school fully clothed and to wear clothes that are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code. Extremes in dress and grooming are not permitted.

Hats and sunglasses are not permitted inside the building during school. IF SEEN, these items will be confiscated.

Clothing should be fitted so there is no midriff or underwear showing when standing, bending, seated, or moving. All pants must be worn at the natural waistline.

Sagging pants (worn below the waistline) are not permitted. If belts are worn, they must be buckled. Zippers must be zipped, and fasteners must be fastened.

The following items of clothing are **NOT PERMITTED**:

- Outer clothing which resembles sleepwear or underwear, pajama-type pants or bedroom shoes or slippers
- Tank tops or shirts with shoulder straps narrower than two (2) inches, (Females). Midriff tops, low-cut tops and one-shoulder tops, **see-through blouses covering bras/tube tops**
- Pants should be worn at the same length on both legs. Pants may not be tucked into socks
- Sleeveless shirts for males
- Miniskirts and short shorts – Shorts and skirts must be longer than mid-thigh length. . No tight or sagging sweatpants or wind suits. They are to be worn appropriately.
- **NO HEAD COVERINGS (male or female) unless documented religious apparel**
- **Females may only wear hair “bands” 1/2 inch in width or less. Large bows are not permitted.**
 - **NO BANDANAS OF ANY COLOR.**
- Towels, hand cloths, curlers, combs, sunglasses and metal chains
- Bike pants, or other apparel that is extremely tight fitting
- Leggings, or any skin-tight pants, must be covered with long loose tops approaching the mid-thigh length.
- Clothing/jewelry with profanity, vulgarities, or other offensive language, references to alcohol or drug use,
- gangs, social clubs, weapons, or sexually suggestive items
- Clothing/jewelry that could be used as a weapon. No piercings with sharp points.
- Cut-out jeans with holes above the knees. No skin can show.
- Any clothing with group, club, or organization names on them, unless the group(s) are approved as school
- related or school sponsored
- Non-prescription glasses or
Glasses with no lens

Note: Administrator discretion applies to all the above.

Dress code discipline will be enforced by both teachers and administrators. Discipline will be assigned and, if necessary, students will be loaned shirts or scrubs to wear or a parent/guardian will be called to bring a change of clothes. Students will not be allowed to remain in the classroom with inappropriate clothing.

Hall Passes Students are expected to stay in class. They should not be in the halls unless they are changing class or have an authorized hall pass **with a legitimate excuse**. Any student, who is in a hall, restroom, etc., should have a **visible authorized pass**. Hall passes are provided for each student and must be used whenever a student requests permission to leave a classroom. Medical excuses for restroom breaks will be required of students with temporary or chronic conditions necessitating more frequent restroom visits.

Internet Policy – Student Use Cook County Board of Education policy requires students and parents to sign a Student Network/Internet User Agreement and Parent Permission Form. Any person who is accessing the Internet with school equipment and services accepts responsibility to abide by the Network/Internet User Agreement. Not accepting these responsibilities, or any infraction which shows non-compliance, will lead to restrictions or severance of access to services, as well as other possible disciplinary actions.

Off-Campus Behavior Notification from law enforcement, the Department of Juvenile Justice, the court system, or any other social media that a Cook Elementary School student has been taken into custody or charged with a felony or a delinquent act that would be a felony if committed by an adult, will prompt the school principal to collect pertinent information and to make a determination whether the student's continued presence at school presents a potential danger to persons or property at the school or may substantially disrupt the educational process. If such a determination is made, the principal may recommend a suspension or expulsion of longer than ten (10) days. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations. If a student is adjudicated, or found guilty of a felony offense, the principal will make an immediate recommendation of expulsion or assignment to an off-site program. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

Any student transferring to Cook Elementary School from a juvenile YDC or other disciplinary state facility will be placed in alternative school for a length of time to be determined by the principal. Some misdemeanors (especially of a sexual nature) may result in a student not being allowed to attend school also.

Pep Rally Behavior Any student who is not scheduled to be a part of a pep rally and is on the floor without permission will be disciplined and prohibited from attending future pep rallies.

Restrooms Students and employees of Cook Elementary School expect and deserve to have clean and sanitary restrooms. Please help keep restrooms clean by flushing toilets and urinals after use. Be courteous by keeping trash off floors. Please report any writing on walls, broken equipment or other problems to a teacher or the front office, so repairs may be requested before further damage or vandalism occurs. **The only restrooms available for student use before school and during lunch are in the cafeteria.**

Transportation The school district provides free transportation to and from school for students living in Cook County. Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. All students using bus transportation must abide by the rules which are established to ensure the safety of all passengers. Bus drivers may refer students to school administration for misbehavior. Administration will investigate and issue disciplinary action accordingly. Failure to obey rules may result in suspension of the privilege of riding a school bus. Please refer to Appendix A for more details: **ADMINISTRATIVE PROCEDURE**
Descriptive Code: JCDAD-R/EDCB-R

Off Limits Areas

- All parking areas during the school day.
- All hallways before school, at lunch, and after school (unless authorized by a teacher or administrator).
- Students must remain inside the building at all times unless accompanied by a faculty or staff member.

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

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

JB - ATTENDANCE - APRIL 1991

In order to ensure that student progress is a continuous and orderly process, regular attendance is required of 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. Each principal shall ensure that procedures designed to maintain accurate daily attendance records are instituted. Such records shall be maintained in accordance with policy EFAA.

- **Possession, purchase of, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, or alcoholic beverage or other intoxicant**

Penalty as prescribed by COOK County Board of Education policy: A recommendation for suspension for the remainder of the semester and loss of credit for course work shall be made to a disciplinary tribunal. For the first offense, the building administrator may but is not required to reduce the suspension to 10 days if the student seeks an evaluation from a board-approved intervention or treatment program and follows the recommendations of the program. Additionally, the student and parent will be required to meet with the Director of Student Services and may be subject to alternative school placement.

- **Possession, distribution, purchase of, attempted sale of substances represented as drugs or alcohol.** Same penalty as described above.
- **Sale, attempted sale, purchase of, distribution, or being under the influence of a prescription or over the counter drug.** The procedures for such medications at school are previously listed in the Student Handbook.
- **Possession or use of a weapon or dangerous instrument.**

A student shall not possess, use, handle or transmit any object that can be reasonably considered a weapon. Students who possess firearms on campus will be subject to a minimum of a calendar year suspension and will be referred to law enforcement officials. This includes hunting guns brought on campus or left in vehicles. COOK County Board of Education policy prohibits all knives of any blade length and toy weapons.

- **Verbal Assault, including threats of violence or bodily harm, disrespectful conduct, including the use of vulgar or profane language, and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions.**

An immediate suspension and automatic referral to a disciplinary tribunal will occur if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function

- **Physical assault or battery, including sexual battery or certain acts of sexual harassment, of teachers, administrators, other school personnel, other students, or persons attending school- related functions**

An immediate suspension and automatic referral to the disciplinary tribunal will occur if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function. If a tribunal determines that a student has committed an act of physical violence resulting in substantial physical injury to a teacher, state law provides for the suspension of the student from all public school programs, including alternative education programs for the remainder of the school quarter or semester.

Fighting

First offense: 2 days of out-of-school suspension (OSS).

Student can be arrested if fight leads to a school disruption.

Second offense: 3days of out-of-school suspension (OSS).

Student will be arrested and charged.

Third offense: 5 days out-of-school suspension (OSS)

Student will be arrested, charged and referred to Tribunal.

Note: Joining into a fight that is already in progress will cause the most severe sanctions. If, in the Opinion of the administrator, a fight would have resulted had someone not intervened, the infraction May be addressed as a school disturbance and carry severe penalties. This includes Videoing, posting or sharing fight.

****NOTE ALL FIGHTING REFERRALS ARE CUMMULATIVE, SO DISCIPLINE DISPOSITION WILL APPLY TO REFERRAL NUMBER.**

- **Disrespectful conduct, including use of vulgar or profane language, towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical contact of a sexual nature.**
- **Possession or use of tobacco in any form or related paraphernalia.**
 - First offense: 2 days ISS, parents contacted, items Confiscated and not returned.
 - Second offense: 2 days out-of-school suspension (OSS), parents

Third

contacted, items confiscated.

3 days out-of-school (OSS), parents contacted, items Confiscated and student will be on a discipline contract.

- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school or off-school hours.**

State law provides for referral to a disciplinary tribunal for substantial damages alleged to be intentionally caused by a student on the premises to personal property belonging to a teacher, other school official, employee, any person legitimately at the school, or student, if, in the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student.

- **Theft.**
- **Extortion or attempted extortion.**
- **Possession and/or use of fireworks or any explosive.**
- **Activating a fire alarm under false pretenses or making a bomb threat.**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.**
- **Classroom and school disturbances.**
- **Bus Misbehavior**

Compliance with the provisions of the code of conduct are enforced on the school bus, including 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 school bus driver or other persons on the school bus, and other unruly behavior. If a student is found to have engaged in physical acts of violence, bullying, or in physical assault of another person on the school bus, local board policy requires the meeting of the parent or guardian of the student and appropriate school district officials to form a school bus behavior contract for the student. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

- **Violation of school 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. Check-out through the attendance office in order to go home to change into attire that complies with the dress code (Time out of class counts as an unexcused absence).
3. Have someone deliver to the school the appropriate attire for the student (Time out of class counts as an unexcused absence). Student will report to ISS and remain in ISS until he/she complies with dress code.

- **Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure.**
- Usage during school hours of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the Board of Education. State law provides that any student in violation shall be subject to disciplinary action. Students may not use any electronic device during the operation of a school bus, including audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students may not use

- mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
- **Inappropriate public displays of affection.**
- **Inciting, advising, or counseling of others to engage in prohibited acts will be subject to disciplinary action.**
- **Gambling or possession of gambling devices.**
- **Moving and non-moving driving violations.**
- **Giving false information to school officials or altering school documents.**
- **Cheating on school assignments or tests.**
- **Failure to comply with compulsory attendance, unexcused absences, chronic tardiness, skipping class, leaving campus without permission.** Rules for attendance, tardiness, and check out procedures are found elsewhere in the Student Handbook.
- **Being in an unauthorized area(s).**
- **Bullying.** Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense for the third time in a school year, the student shall be assigned to an alternative school.
- **Criminal law violations/Off-campus misconduct.** A student is subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- **Willful and persistent violation of the student code of conduct.**

DEFINITION OF TERMS

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

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: when one physically attacks or “beats up on” another person). This term should be used only when the intent is to do bodily harm and the attack is serious enough to warrant calling law enforcement or bringing in security.

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.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interferes with the learning process of students around him or her and which is likely to recur.

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

Disciplinary Tribunal: A panel of three school officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the Student Handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs. All medications that are taken at school must be brought to the appropriate staff person responsible for administering them in containers clearly labeled as to the name of the student, the name of the medication, and the appropriate dosage.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

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

Fighting: Mutual participation in a fight involving physical violence where there is no one main offender and or no major injury. This term does not include verbal confrontations, tussles, or other minor confrontations.

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

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

In-school Suspension: Removal of a student from class (es) or the regular school program and assignment of that student to an alternative program isolated from peers.

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

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

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

Weapons: The term weapon is defined in Code Section 16-11-127.1 and includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or laser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

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

PROGRESSIVE DISCIPLINE PLAN

1st referral - Appropriate disciplinary action based on level of offense and parent contact.

2nd **referral** - Appropriate disciplinary action based on level of offense and referral to a counselor

3rd **referral** - Appropriate disciplinary action based on level of offense, parent conference

4th **referral** - Appropriate disciplinary action based on offense, SST referral, Excessive Referral letter to parent

5th **referral** - Placement on chronic discipline contract, Implement contract step 1, which is 1 days of OSS,

6th **referral** - Implement contract step 2, which is 2 days of OSS and parent conference

7th **referral** - Implement contract step 3, which is 3 days of OSS and parent conference

8TH **referral**- Implement contract step 4, which is a referral to a disciplinary hearing, recommendation of Alternative School or Expulsion.

****NOTE ALL REFERRALS ARE CUMMULATIVE, SO DISCIPLINE DISPOSITION WILL APPLY TO LEVEL OF OFFENSE, FOLLOWED BY REFERRAL NUMBER.**

****Please refer to the following website for complete definition and example of Level 3 offences.**

https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf

COOK County Elementary School Discipline Plan

Level of Offenses

Infraction	Tier	Disposition
Level 1		
1 st Referral		Warning/Loss of Privileges/ Student Conference/Parent contact
2 nd Referral		Loss of Privileges/ Parent/Student Conference
3 rd Referral		Loss of Privileges/ Parent/Student Conference/Detention/Saturday School
4 th Referral		Parent/Student Conference/Detention/Saturday School (2)/1 Day ISS/Excessive Referral letter
5 th Referral		Behavior contract/FBA/BIP Implement contract steps
Academic Dishonesty (32)	1	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.
Receiving or providing unauthorized assistance on classroom projects, assignments or exams *Redo Assignment	2	Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.
	3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.
Dress Code Violation (31)	1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building
Violation of school dress code that includes standards for appropriate school attire	2	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments
Electronic Violation (34) (Possession of Unapproved Items Level 1)	1	Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walk-talkies, and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator.

Other- Attendance Related (30)	1	Repeated or excessive unexcused absences or tardies; ** Failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. Will be treated as Level Two Offenses and Level Two discipline will apply. **
	2	
Possession of Unapproved Items (34)	1	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, personal items, etc; includes possession of pepper spray.
The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)	2	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.
	3	The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.

***The penalties listed above are general guidelines therefore at the Administrator's discretion more or less severe punishment may be applied i.e. such as criminal charges may be used in extreme cases.**

Administration always reserves the right to meet and agree on dispositions when punishment is based on school discipline plan.

Infraction	Tier	Disposition
LEVEL 2		
1 st Referral		Detention/RMI/Extended timeout/1/2 day ISS/Parent contact
2 nd Referral		1 day ISS/Parent contact
3 rd Referral		2 days ISS/Parent contact/BAT Team
4 th Referral		1 day OSS/Parent contact/ Excessive Referral Letter
5 th Referral		2 day OSS/Parent contact/ Behavior Contact
Classroom Disruption- Outside (33)	1	Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules
(Student Incivility)	2	Major disruption outside classroom that requires administrative intervention.
Classroom Disruption (33)	1	Minor classroom disruption that includes not following classroom behavior matrix rules.
(Student Incivility)	2	Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention.
Computer/Internet Misuse (05)	2	Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy
Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data	3	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.) * Refer to Level 3
Defiance/Willful Refusal (33)	1	Failure to comply with instructions
	2	Willfully and defiantly refuses to immediately follow school staff directives; Blatant insubordination
(Student Incivility)	2	Blatant insubordination; willfully an defiantly refuses to immediately follow school staff directives

Disorderly Conduct (06)	1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior
Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)	2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.
	3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. * Refer to Level 3
Disrespect to Teacher/Staff (33)	1	Disrespect to school personnel that is generally considered disrespectful actions.
Inappropriate Language (33)	1	Use of vulgar or inappropriate language towards another student.
Other Disciplinary Event (24)	1	Discipline event not listed in Code of Conduct that warrants intervention and consequences. OSS/ISS/Expulsion are not options as consequences.
Taunting (33)	1	Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis)
Threat/Intimidation (17)	2	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.
Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack	3	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm. * Refer to Level 3
Tobacco Possession (18)	1	Unintentional possession of tobacco products
Possession, use,	2	Use of or knowledgeable possession of tobacco products

distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school	3	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
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***The penalties listed above are general guidelines therefore at the Administrator's discretion more or less severe punishment may be applied i.e. such as criminal charges may be used in extreme cases.**

Administration always reserves the right to meet and agree on dispositions when punishment is based on school discipline plan.

Infraction	Tier	Disposition
LEVEL 3 Please refer to the following website for complete definition and example of Level 3 offences. https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf		
Tier 1		1 – 3 Days OSS / Hearing
Tier 2		3 – 5 Days OSS / Hearing
Tier 3		5 – 10 Days OSS / Hearing
Accessory (00)		Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.
Alcohol (01) Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.	1	Unintentional possession of alcohol
	2	Under the influence of alcohol without possession
	3	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
Arson (02)	2	Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trashcan fires without damage to school property
Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.	3	Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property
Battery (03)	1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations
Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation.)	2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries
	3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the

		police or security
Bullying (29) A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.	1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
	2	Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
	3	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
Breaking/Entering - Burglary (04)		Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).
Drug Possession (07)	1	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.
Unlawful use, cultivation, manufacture, distribution, sale,	2	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	3	<p>Please refer to the following website for complete definition and example of Level 3 offences.</p> <p>https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</p>
Fighting (08)	1	Physical confrontation between two or more students with the intent to harm resulting in no bodily injuries; no injuries
Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)	2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body
	3	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention
Gambling (24)		Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value
Gang-related Activities (35)	2	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. Examples include but not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.
Any group of three or more students with a common name or common identifying signs, symbols, tatoos, graffiti, or attire which engage in school disruptive behavior	3	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
Homicide (09)		Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

Kidnapping (10)		The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will
Providing False Information (33) (Student Incivility)	2	Issuing false reports on other students
	2	Issuing false reports to school personnel
	3	Includes but not limited to issuing false reports on school staff.
Repeated Offenses (36)	3	Collection of state reportable offenses (major incidents) occurring within a single academic year. Students provided Tier 1-3 interventions with no evidence of progress.
Robbery (13)	2	Robbery without the use of a weapon; taking something by force or threat of force
The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)	3	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
Serious Bodily Injury (27)	3	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death, protracted and obvious disfigurement: or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
Sexual Battery (14)	3	Please refer to the following website for complete definition and example of Level 3 offences. https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf
Sexual Harassment (15)	1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
Non-physical and unwelcome sexual advances, lewd gestures or verbal	2	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.

conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment	3	<p>Please refer to the following website for complete definition and example of Level 3 offences. https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</p> <p>Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</p>
Sexual Offense (16)	1	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.
Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual	2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Examples include but not limited to sexting; lewd behavior, possession of pornographic materials; simulated sex acts.
	3	<p>Please refer to the following website for complete definition and example of Level 3 offences. https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</p>
Theft/Larceny (11)	1	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) *Restitution	2	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
	3	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
Trespassing (19)	2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose

Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)	3	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
Vandalism (20)	2	Participating in the minor destruction, damage or defacement of school property or private property without permission
The willful and/or malicious destruction, damage, or defacement of public or private property without consent	3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
Weapons/Knife (22)	1	Unintentional possession of a knife or knife-like item without intent to harm or intimidate
The possession, use, or intention to use any type of knife	2	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate
Weapons/Handgun (25)	3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm. Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
Weapons/Other (23)	2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.
The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)	3	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.

Weapons/Rifle (26)	3	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
Weapons/Other Firearms (23)		Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]

*The penalties listed above are general guidelines therefore at the Administrator's discretion more or less severe punishment may be applied i.e. such as criminal charges may be used in extreme cases.

**Administration always reserves the right to meet and agree on dispositions when punishment is based on school discipline plan.

***All Level 3 offenses can be reported to law enforcement and student arrested and possible expulsion, long term suspension or placement in Alternative Educational setting.

INTERVENTIONS

DRESS CODE

**** ALL ADULTS** are expected to adhere to our dress code while on school property.

Students are expected to wear clothing appropriate to the school setting; extreme or outrageous apparel or appearance is to be avoided. Current fads involving appearance or clothing that disrupt the instructional process will not be allowed. Below are guidelines for proper dress and a discipline plan for those who violate the dress code:

1. Appropriate shoes are required for class. Tennis shoes must be worn for P.E.
2. Shorts must be fingertip length.
Leggings, jeggings, tights and yoga pants should not be worn as an outer garment. They may be worn under dresses, piko's, tunics or oversized shirts that are not see through.
3. Tank tops must be two finger tips across.
4. Apparel which advertises, glorifies, or symbolizes an illegal substance is not allowed.
5. Caps, hats, durags rags, and bandanas may be worn on designated occasions.
6. Clothing should be zipped, fastened, buttoned and should not sag or be worn backwards. Pants should be worn at the waist.
7. Clothing that exposes the torso or shear/see through clothing is not allowed. Short tops or sheer tops must have a shirt underneath them. Undergarments must not be visible

CELL PHONE/ELECTRONIC DEVICES RULE

RULES: for cell phones and other electronic devices – I-pods, I-pads, kindles, mp3 players, nooks, radios, pagers, video games, etc.

We do not encourage students to carry any electronic devices including cell phones here at Cook Elementary School.

However, we do have students with health problems that are required to have them. Those students with cell phones must abide by the following rules:

1. Must be out of sight in the student's book bag **at all times** throughout the school day (7:15 a.m. – 3:00 p.m.)
2. Must be turned off **at all times** throughout the school day.
3. Can only use electronic device at the teacher's discretion for educational purposes.

CONSEQUENCES:

Students using an electronic device on the Cook Elementary School campus between 7:15 a.m. and 3:00 p.m. will have their electronic device confiscated until the end of the day. If a student refuses to surrender his/her electronic device, he/she may be suspended **two days out of school** for insubordination. A student is considered "USING" a cell phone if the phone **rings, vibrates** or the student is **looking at and/or touching it**.

- 1. Keep till the end of the day.**
- 2. Parent pick up.**
- 3. Office Referral/Parent pick up.**

PARENT / STUDENT CONTACTS:

Emergency phone calls can always be made in the main office; therefore, cell phones are not needed during school hours. If parents must contact their child, they should call the school office.

NOTE: Cell phones used by students after 3:00 p.m. must be outside of all school buildings.

VIDEO/PHOTOGRAPHY NOTIFICATION

At various times during the school year, your student might be photographed or Videotaped participating in activities at Cook Elementary School such as yearbook pictures, activities, and award presentations. These pictures may be published in the Adel News Tribune. CES news, which is a broadcast over closed circuit television, may also highlight various students participating in class activities.

As a parent you have the right to participate in the decision whether to allow your student to be videotaped or photographed. If you do not give permission, please sign on the appropriate line on the letter that must be returned.

CAR RIDERS AND PICKUP PROCEDURES

Morning Procedure:

All students who are car riders will report to school at or after 7:15. The doors will not open until 7:15. Please do not leave your child unattended until 7:15. Please abide by this procedure; it helps both of us to keep your child safe. The first bell rings at 7:55 and the tardy bell rings at 8:00.

Afternoon Procedure:

All pick-up and first bell bus students will be dismissed at 2:40 daily. All second bell bus students will be dismissed at 3:00. Car pickup students will be separated by grade level with 3rd grade at the beginning of the catwalk, 4th in the middle, and 5th at the end of the catwalk. All Car riders must be picked up at the catwalk area. **You will not be permitted to walk up or come to the front entrance to pick up your child.**

During inclement weather, the students will be dismissed from inside the cafeteria as parents arrive.

CHECK-IN AND CHECK-OUT PROCEDURES

Check-in Procedure:

All students must be checked in by their parents or guardians. **Please do not send your child to check in by themselves.**

Check-out Procedure:

Parents must check students out through the office. Students should not be checked out early except for emergencies, hardships, or appointments. Students who routinely check out early will be referred to an administrator and may be subject to the Attendance Policy. When checking a student out, parents/guardians must provide the receptionist with picture identification. Identification **MUST** be presented in order check out your child. If you should fax a request for a change in the way a student goes home, we must have a picture identification attached to the fax. We are not able to honor call in requests to change the way a student goes home. Faxes or notes should be brought in prior to 1:00 p.m. This is for the protection of the student.

****STUDENTS MAY NOT BE CHECKED OUT AFTER 2:00 P.M. DUE TO THE REGULAR AFTERNOON CONGESTION. PARENTS MAY NOT REMOVE STUDENTS FROM LOADED BUSES.**

****WE DO NOT ACCEPT TELEPHONE MESSAGES THAT ASK FOR A STUDENT TO GO HOME A DIFFERENT WAY THAN HE OR SHE CAME TO SCHOOL. THE MESSAGE MUST BE IN WRITING FROM THE PARENT. THIS IS FOR YOUR CHILD'S OWN.**

TRAFFIC FLOW

All buses are to use the south drive. All cars with students are to use the circular drive in front of the lunchroom. (If students choose not to eat breakfast, they will sit in the gym next to the cafeteria until 7:30) In order to keep our traffic flowing smoothly, we are asking parents who transport their children **not** to come in the entrance where the buses enter. In the mornings, buses will drop students off at the back so that they may go on to breakfast. Students eating breakfast should not go to their classrooms first, but go directly to the lunchroom. Teachers will be in their classrooms each morning by 7:35 a.m. In the afternoon, students will leave the building as follows:

2:40 p.m. First bell bus students

2:40p.m. Walkers and pick-ups will leave the building.

2:50 p.m. Second bell bus students

Students must be picked up at the office **before** 3:15 p.m. or they will be transported to the Adel Police Department to wait for a parent.

SCHOOL HOURS

Normal school hours for students are from 8:00 a.m. – 2:40 p.m. Students arriving after 8:00 a.m. will be considered tardy.

STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:15 A.M. THE DOORS WILL BE LOCKED UNTIL 7:15 A.M. STUDENTS MUST BE PICKED UP BY 3:15 P.M.

Students will not be supervised prior to 7:15 a.m. or after 3:15 p.m.

VISITORS

Parents are always welcome to visit the school. We invite you to visit your child's room and get acquainted with the teacher. For the protection of the students and security of the school, it is required that any person entering the school building during the day **come directly to the office and present identification** before going to any other part of the school.

Students who are not enrolled are not allowed to come to school to stay for a visit. Students are not to bring cousins, friends, etc. to school to visit or spend the day.

Visitors will receive a pass in the office and be asked to sign in and out.

Visitors must park in front of the school. All visitors must enter and exit through the main entrance only. Forgotten books, lunches, etc. may be left at the office for delivery. This is simply a safety measure.

Unauthorized or disruptive visitors may be subject to criminal charges. Under these Georgia Laws: (Criminal Trespass 16-7-21 and Disrupting Public School 20-3-1181)

Parent conferences should be arranged by calling the school office. Conferences may only be held before or after school or during a teacher's planning time. This time must be agreeable with both parties. Administrators will not be available for conferences until 8:00 a.m. They will be monitoring and supervising students.

LUNCH/BREAKFAST

A well-balanced nutritious breakfast and lunch are served in the cafeteria each day. **Lunch and breakfast will be offered to each student at no cost.**

Breakfast is served beginning at 7:15 a.m. Those students wishing to eat breakfast should enter the cafeteria as quickly as they can after arriving on campus. DROP OFF STUDENTS WHO GET TO THE CAFETERIA AFTER 7:45 A.M. WILL BE TOO LATE FOR BREAKFAST.

Board Policy
Bullying

Descriptor Code:JCDAG

Bullying Policy

The Cook County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures or by calling the Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter.

2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students in grades six through twelve found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and the victim. Implement a planned method to provide after-care and follow up. Reiterate to all the previously stated prohibition on retaliation.

Cook County Schools

Date Adopted: 1/11/2011

PROMOTION STANDARDS AND CRITERIA

The following data will be considered when determining if your child is promoted or retained.

Third Grade Promotion Criteria

1. Georgia Milestones; Achieve a level 2, 3, or 4 on the Language Arts and Math sections.
2. Lexile: 520L-820L
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science, and Social Studies.
4. Classroom Performance
5. Teacher Recommendation

Fourth Grade Promotion Criteria

1. Georgia Milestone; Achieve a level 2, 3 or 4 on the Language Arts and Math sections.
2. Lexile: 740L-940L
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science and Social Studies.
4. Classroom Performance
5. Teacher Recommendation

Fifth Grade Promotion Criteria

1. Georgia Milestone; Achieve a level 2, 3, or 4 on the Language Arts and Math sections.
2. Lexile:830L-1010L
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science and Social Studies.
4. Classroom Performance
5. Teacher Recommendation

TESTING

The Georgia Milestones Assessments System (Georgia Milestones) is a comprehensive summary assessment program spanning grades 3 through high school. Georgia Milestones measure how well students have learned the knowledge and skills outlined in the state-adopted content standards in Language Arts, Mathematics, Science and Social Studies. Students in grades 3 through 5 will take an end-of-grade assessments in Language Arts and Math. The content areas of Science and Social Studies will be assessed in grade 5. State law mandates all third, fourth and fifth grade students achieve a passing score on the Language Arts and Math Sections. The testing schedule will be sent home.

Sample of parent notice required by NCLB to be sent at the beginning of the school year:

In compliance with the requirements of the *No Child Left Behind* statute the Cook County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) the college major and any graduate certification or degree held by the teacher;
- 4) whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at 549-6250.

Cook County Schools shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint," as those terms are defined within the rule.

Rationale:

Cook County Schools is committed to the mission of providing a safe learning environment for all students. However, it may be necessary at some times to utilize physical restraint of a student in situations of immediate danger. This policy provides the requirements regarding the use of physical restraint of students.

Definition:

Physical restraint is direct physical contact from an adult that prevents or significantly reduces a student's movement.

Physical restraint does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

Use:

Physical restraint of a student may be used only in those situations in which a student is an immediate danger to self or others and is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.

Physical restraint will be terminated when the student is no longer an immediate danger to self or others or if the student is observed to be in severe distress.

Requirements:

The designated staff members must be trained in the use of physical restraint utilizing a common restraint curriculum selected for Cook County Schools. The curriculum will include information about positive techniques, prevention strategies and de-escalation strategies as well as restraint techniques. Staff members will not participate in a restraint prior to being trained in the restraint curriculum and in this policy.

Parents will be provided information about the program's policy governing the use of physical restraint.

Parents will be notified in writing within one school day when physical restraint is used with their student.

Each use of restraint will be documented by staff participating in or supervising the restraint using the Cook County Schools incident report form.

A log of the use of physical restraint will be maintained by each school site administrator and will be submitted regularly to the special education director.

Incident reports will be reviewed by Cook County leadership staff or restraint curriculum trainers on a minimum of a monthly basis.

Reasonable efforts should be made to ensure that incidents of physical restraint are observed by another staff member who is trained in the restraint curriculum.

Documentation of training in the restraint curriculum will be maintained by each school site principal and submitted to the special education director at the completion of each training activity. No Cook County staff member shall participate in the restraint of a student without being trained according to Cook County's chosen restraint curriculum.

Students in immediate danger to himself/herself or others will be moved if possible by the team to a supervised area until behavior is no longer a threat to himself/herself or others.

Prohibited Actions:

The use of prone restraint, mechanical restraint and chemical restraint is prohibited.

The use of seclusion is prohibited. Seclusion is a procedure that isolates and confines the student in a separate area until he or she is no longer an immediate danger to himself/herself or others.

Physical restraint is prohibited as a form of discipline or punishment, when the student cannot be safely restrained, or when the use would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records

Date Adopted: 1/27/2011

Last Revised: 2/28/2011

Cook County Schools

Board Policy

Descriptor Code: JCDAE

Weapons

It is the policy of the Cook County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Reporting Requirements All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the

appropriate law enforcement authority (School Resource Officer).

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Cook County Schools

Date Adopted: 10/15/2007

Last Revised: 6/12/2014

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Address 1

Address 2

City, GA Zip

Phone

Email

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural

background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data,

the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request

for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

PARENT INVOLVEMENT POLICY

Cook Elementary School affirms and assures the rights of parents and teachers of children being served in activities funded by Title I, No Child Left Behind (NCLB), and the Parent Involvement

Policy of Cook County. Parents are given opportunities to participate in the design and implementation of these activities. All parents and teachers of eligible Title I children will be invited to an Annual Public Meeting. The annual public meeting will provide an opportunity for those parents and teachers to have input into the design and implementation of the Title I Project and provide parents an opportunity to establish mechanisms for maintaining on-going communications among parents, teachers, and agency officials. Additional activities held periodically during the school year may include, but are not limited to, the following:

1. Notify each child's parent of the results of the annual school review of adequate yearly Progress (AYP) for parental input opportunities on the school improvement plan.
2. Notify parents if the school has been identified for school improvement, corrective action, or restructuring. The notification must include the following elements:
 - An explanation of what identification means, and how the school compares to other schools of the same size;
 - The reason for the identification;
 - What the Cook County Board of Education and Georgia State Department of education is doing to help the school address the problem of low achievement;
 - The parent's options regarding their right to seek a transfer of their children or to seek supplemental educational services.
3. Report Cards and Progress Reports – Report cards are issued every eight weeks. Progress Reports will be issued four weeks into the eight weeks. The dates these reports are sent home are listed in the Student Handbook.
4. Parent Conferences are held every eight weeks for the students who are not passing the criteria. These are scheduled in the late afternoon.
5. Parents Teacher Organization meetings – We will have at least two per year. Explanation of Common Core Georgia Performance Standards and the Georgia Milestones will be provided.
6. School Council Meetings – Four meetings are held per year. These meetings are open to the public so that parents and community members may come together with teachers and administrators to reach a better understanding of what is needed for school improvement.
7. Mentoring Program – This program features parents and community members coming into the school to mentor students who are at risk.
8. Cook Elementary School Website – This web site enables parents to access their students' grades, special activities, and teachers' e-mail addresses.

PARENTS RIGHT TO KNOW

"No Child Left Behind" legislation requires all parents of students be notified of their right to know regarding teacher quality. Upon request, parents may obtain the following information:

1. Completion of state requirements for licensure and certification
2. Emergency or other provisional status
3. Educational background
4. Whether paraprofessionals are serving the child and if so, the paraprofessionals' qualifications.

PACES

Program to Accelerate, Challenge, and Enrich Students

Gifted Education Cook County Schools

Definition: The definition of a student eligible for a gifted education Services in Georgia may be found in the Official Code of Georgia Annotated. This section defines services for students as intellectually gifted. The definition is expanded in Georgia Board of Education Rules 160-4-2-.08 Gifted Education and 160-4-2-.38 Education Program for Gifted Students. The latter states in section (2) definitions, (a) Gifted Student: "...a student who demonstrates a high degree of intellectual, creative and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Referral Procedures: Student referrals shall be non-discriminatory with respect to race, religion, national origin, sex, disability, or economic background. Students may be referred in the following ways:

1. Automatic Referral: Any student who scores 90% on state adopted norm referenced test on any total reading, total math, or total battery shall be referred for further testing. Reasonable consideration shall be applied to this referral procedure concerning the number of times a given student should be referred after mental ability testing indicates he/she is not qualified. Factors to be considered include difference between obtained score and required score; possibility of detriment to the student's self-esteem; and social or developmental factors that indicate the need for additional testing.
2. A teacher or any responsible person who has knowledge of the student's intellectual functioning may also refer a student. This may include teachers, parents, self or peers.
3. Re-evaluation of Ineligible Students: Unless there is compelling evidence that a child's performance level has changed, a two year waiting period is recommended.

WELLNESS PLAN

The Cook County Board of Education (CCBOE) will be taking the lead in limiting student access to unhealthy snacks and beverages as part of our CCBOE Initiative for Healthy Children. The Beverage Companies will begin restocking all our beverage machines on all campuses with healthier drinks, including water, sports drinks, etc. and juices with minimum of 10% juice. Currently, no beverage machines are accessible to elementary students.

This CCBOE initiative meets the requirements of the new state regulations for food made available to children in our schools. We share in the community's concern about nutrition, unhealthy eating habits, and childhood obesity. While the schools are not totally responsible for what children eat, we can do our part to point them in much healthier directions that will benefit them throughout their lives.

We are requiring all campuses to eliminate unhealthy foods – which the United States Department of Agriculture calls “food of minimal nutritional value (FMNV).” Campuses not in compliance with state regulations will be subject to severe state penalties, including reimbursement for food service accounts.

Even though our elementary school students do not have access to these foods through vending machines, we want to make sure that teachers are mindful not to distribute these unhealthy foods to students as rewards and that the cafeteria does not sell them as extra snacks. It is important that your Parent Teacher Organizations and other school organizations know that students are not to receive these foods during the school day or on field trips.

We will eliminate carbonated drinks, sugary candies, high-fat candy bars, chewing gum, and other non-nutritional food items. We will promote bottled water, milk, fruit juices, sport drinks, pretzels, nutritional granola bars, light popcorn, and additional healthy choices.

All students will benefit through this important change in their lifestyles. These healthy food choices will promote a calmer, more productive classroom environment.

The policy (EEE) may be found in its entirety through the Cook County School Website at www.cook.k12.ga.us. “This institution is an equal opportunity provider.”

Cook County Schools Board Policy Manual is available through the Cook County Website at: www.cook.k12.ga.us. Please view the above mentioned policies in their entirety.

LOST AND DAMAGED BOOKS AND MATERIALS

Taking care of school books and materials is the student's responsibility. Damaged books or materials must be replaced at the expense of the student and parent. The lost/damaged book must be paid for before another is issued. After reasonable effort by school officials to recover funds, the student's report card will be held.

MARKED BELONGINGS

Each child's belongings including school supplies should be plainly marked to avoid loss or exchange. Students are not allowed to sell or trade items at school.

No toys, small gadgets, cell phones or electronic devices should be brought to school. The school is not responsible for any loss of personal property and will not assume liability. These items will be taken up by the teacher or administrator and held until the parent comes to get them. Unlabeled and unclaimed items will be disposed of at the end of the year.

CARE OF SCHOOL AND PERSONAL PROPERTY

We try to instill in students pride, in the appearance of our school. Students must not mark, damage, or otherwise misuse school furniture, walls, ceilings, floors, or equipment. Penalties for vandalism are addressed in the Code of Conduct. Students must not tamper with fire alarms, fire extinguishers, plants, trees, or any electrical systems in or outside the school. Anyone who willfully destroys school property through vandalism, arson, or larceny will be reported to the proper law enforcement agency.

FIELD TRIP POLICY

Students are required to have written permission from their parent or guardian to participate in an out of town field trip. Permission will be obtained at the beginning of the year for all short bus trips. Participation in field trips is contingent upon good behavior. If, for some reason, your child is not allowed to participate, you will be notified. Parents will not be allowed to ride the school bus when we have field trips. Parents may not transport their child on field trips. Students leaving field trips with parents must be checked out by the parent. This may be done by notifying the administrator or teacher.

MEDICINE

If your child has medication that he or she needs to take at school, please bring it to school with written permission for your child to take it. The medication will be kept in the nurse's clinic. Aspirin, ointment, or salves are administered only with written permission from parents. The Cook County School System has a school nurse located at CES.

MOMENT OF REFLECTION

In compliance with Georgia Law, at the opening of school every day, the entire school will conduct a brief period of quiet reflection for 60 seconds. This is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. This will be done over the intercom along with the Pledge of Allegiance, and National Anthem.

BALLOONS AND FLOWERS

Students who receive balloons and flowers at school for special occasions must make arrangements for their parents to pick them up after school. This pertains to bus students only.

INTERNET USE WHILE AT SCHOOL

The Cook County Board of Education working with the Cook County Schools Administration has provided internet access for all students in the school system. The use of the internet connects teachers, staff and students to each other and to people and materials worldwide. It is the policy of the Board to support resources that enhance learning; however, the Board will not be responsible for the accuracy or quality of the information obtained through the internet.

At Cook Elementary School, the privilege of use of the internet is provided under the direct supervision of the teachers. Students' access without supervision is not allowed. A student's misuse or abuse of this privilege will result in two days in ISS under the Code of Conduct as stated in the CES Agenda and/or loss of the privilege to be determined by the CES Administration

As a parent you have the right to participate in the decision whether to allow your student this supervised access to the internet. You should review this privilege and its accompanying responsibilities with your student. If you do not give permission, please sign on the appropriate line on the letter that must be returned.

The School District has designated the following information as directory information

- (a) Student's name, address, & telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school activities and sports;
- (e) Weight and height of members of an athletic team;
- (f) Dates of attendance at schools within the district;
- (g) Honors and awards received during the time enrolled in district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 business days after officially enrolling in school or within 10 business days of the date of the release of this notice.

- (5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.
- (6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

- (7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:

Superintendent of Cook County Schools
1109 N. Parrish Ave.
Adel, GA 31620

Parent Notification Letter

Right to Know Professional Qualifications of Teachers and paraprofessionals

July 11, 2018

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the Cook County School System would like to inform you that you may request information about the professional qualifications of your student's teacher{s} and/or paraprofessional{s}. The following information may be requested:

,

Whether the student's teacher-

has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;

and is teaching in the field of discipline of the certification of the teacher.

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

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Federal Programs Director at 229-896-2294



Sincerely,

Dr. Becky Ratts
Federal Programs Director

Cook County School District
1109 N. Parrish Ave.
Adel, GA 31620
229-896-2294

Dr. Tim Dixon, Superintendent

Mr. Leslie Folsom
CPS Principal

Mr. Gabe Hammock
CES Principal

Mr. Rusty Meadows
CMS Principal

Dr. Eric McFee
CHS Principal

The Cook County School District (CCSD) believes in educating the 21st century student by allowing them to access technology through different means. The CCSD encourages and supports appropriate and responsible use of technology and will take reasonable measures to ensure that students are protected and that the technology aligns with educational objectives. A copy of the Cook Technology Acceptable Use and Internet Safety Policy can be viewed and/or obtained at all schools and at www.cook.k12.ga.us

Permission to Publish

- I **DO** give CCSD the right to use my child's name, photograph, and student work for publication to acknowledge achievements and accomplishments in the newspaper, the yearbook, on our school website/social media pages, and on appropriate educational sites.
- I **DO NOT** give CCSD the right to use my child's name, photograph, and student work for publication to acknowledge achievements and accomplishments in the newspaper, the yearbook, on our school website/social media pages, and on appropriate educational sites

Permission to Use the Computer Network

- I **DO** give permission for my child to use the CCSD network in all of the following ways: Internet services, student e-mail, Google Apps for Education, and all other educational apps.
- I **DO NOT** give permission for my child to use the CCSD network in all of the following ways: Internet services, student e-mail, Google Apps for Education, and all other educational apps.

Permission to Bring Your Own Technology (BYOT)

- I **DO** give permission for my child to bring his/her own portable, wireless device to school.
- I **DO NOT** give permission for my child to bring his/her own portable, wireless device to school.

****All permission given will remain in effect unless changed explicitly by a parent/guardian.****

Student's Name (print clearly)_____

Student's Signature_____

Parent/Guardian's Name (print clearly)_____

Parent /Guardian's Signature_____

Date_____

August 5, 2019

Dear Parent/Guardian:

Your son or daughter received a Cook Elementary Handbook today. The handbook includes rules, procedures, attendance policies, promotion criteria, and other pertinent information about the school. It also has the school calendar listed with important dates for the school year. Specific information detailed in the handbook is noted below. We encourage you to review this handbook with your child.

The Student Code of Conduct for the 2019-2020 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement below, and return this letter to the school. Failure to return this letter will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook Elementary School Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

The Promotion Criteria for Cook Elementary School, grades 3 through 5, is also included in the handbook. The seven items listed must be met in order for a student to be promoted to the next grade level. If a student does not achieve all seven criteria, there is an appeals process that can be followed.

Also outlined in the handbook is the Attendance Policy that includes the procedures and consequences for student attendance. Please read this information carefully with your child. Good attendance is extremely important.

It is our mission at Cook Elementary School to ensure each student's academic, social, and emotional success. If you have any questions concerning the information contained in the Cook Elementary School Handbook, please call 549-6250. Our faculty and staff are eager to answer your questions and address your concerns.

Sincerely,

Mr. Gabe Hammock
Principal

I have received a copy of the Cook Elementary School Handbook that includes the Parents Right to Know, Student Code of Conduct and the Attendance and Promotion/Retention Policies and have reviewed the contents with my child. If I have further questions or concerns, I can make an appointment for a parent conference and/or call the school at 549-6250 for more information.

Parent/Guardian Signature

Student Signature

Date

Teacher Name

Parent/Guardian Signature

I **do not** give permission for my child to be videotaped or photographed.

Parent/Guardian Signature

I **do not** give permission for my child to have supervised use of the Internet.

Parent/Guardian Signature

I **do not** give permission for my child to go on in town bus field trips.

Parent/Guardian Signature

I **do not** give permission for my child to participate in the mentoring program.

Parent/Guardian Signature

I **do not** give permission for my child to participate in the Safe and Drug Free School Needs Assessment (5th Grade Only).

IMPORTANT: Only Sign if you DO NOT give permission.