



COOK  
ELEMENTARY  
SCHOOL

20-21

20-21

---

Student Handbook

## COOK ELEMENTARY SCHOOL

### STUDENT HANDBOOK 2020 -2021

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](http://www.cook.k12.ga.us/users/ces)

# COOK COUNTY SCHOOLS

## Vision

All students will succeed through **enrollment** in higher education,  
**enlistment** in the Military, or **employment** in the workforce.

## Mission Statements

To empower and inspire all learners to achieve

## Beliefs

**C**ultivate a safe and positive environment.  
**O**ptimize creativity and learning.  
**O**ffer support through family and community partnerships.  
**K**indle challenging opportunities.

Dear Students and Parents,

On behalf of the faculty and staff of Cook Elementary School, I would like to welcome you back to another exciting school year. I expect the 2020-2021 academic year will be another productive and exciting school year! I am privileged to have the opportunity to serve another school year as Principal of Cook Elementary. It is an honor 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 will strive to make this a successful school year for all students. 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.

Parent involvement is crucial for student success and we look forward to working with the parents and students of Cook County. 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. 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



**Cook County Contact Information  
2020-2021**

<b><u>Cook Primary School/Pre-K</u></b> 1531 Patterson Street Elm Street Adel, GA 31620 Office – 549-7713 Lunchroom – 549-6066 Fax – 549-8312	<b><u>Cook Elementary School</u></b> 1512 North Elm Street Sparks, GA 31647 Office – 549-6250 Lunchroom – 549-8568 Fax – 549-8568	<b><u>Cook Middle School</u></b> 1601 North Elm Street Sparks, GA 31647 Office -549-5999 Lunchroom – 549-5985 Fax - 549-5986
<b><u>Cook High School</u></b> 9900 Hwy 37 Adel, GA 31620 Office – 896-2213 Gym – 236-3612 Fax – 896-3423	<b><u>Cook County BOE</u></b> Adel, GA 31620 1109 N. Parrish Ave. Office – 896-2294 Fax – 896-3443	<b><u>Horizon Academy</u></b> 1200 N Hutchinson Ave Adel, GA 31620 Office- 896-1293
<b><u>School Nutrition</u></b> 105 East Mitchell St. Adel, GA 31620 Office – 896-1891 Fax – 896-1861	<b><u>Program For Exc. Students</u></b> 1102 North Hutchinson Ave. Adel, GA 31620 Office - 896-2296 Fax – 896-8286	<b><u>Maintenance/Facilities</u></b> 801 Alabama Lane Sparks, GA 31647 Office – 549-7740 Fax – 549-7193
<b><u>Technology</u></b> 1102 North Hutchinson Ave. Adel, GA 31620 Office – 896-2296 Fax – 896-3443	<b><u>Student Services</u></b> 1200 North Hutchinson Ave. Adel, GA 31620 Office – 896-1291	<b><u>Transportation</u></b> 801 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		

## **2020-2021 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. Holly Harrell
School Nurse	Mrs. Michelle Joiner
Media Specialist	Mrs. Becky Harris

### **OFFICE STAFF**

Bookkeeper	Mrs. Tanya Cone
Registrar/Administrative Assistant	Mrs. Debi Brady
School Resource Officer	Dept. Chad McDaniel
Receptionist	Mrs. Susan Griffin
Technology	Mr. Chad Mauldin

### **FACULTY**

#### **Third Grade**

Catherine Bagley  
Abigail Bauch  
Jenni Bullard  
Laura Connell  
Kelly Donaldson  
JoAnna Larkin  
Sebrina Meeler  
Rosemary Mitchell  
Vanessa Mitchell  
Ashley Simmons  
Kelly Sumner

#### **Fourth Grade Teachers**

Kristy Adamson  
Charla Hilliard  
Heather Lindsey  
Andrea May  
Jennifer McDaniel  
Kylee Raulerson  
Tina Smith  
Jetta Taylor  
Amber Thompson  
Kristina Turner  
Morgan Turner  
Crystal Wiggins

#### **Fifth Grade**

Angie Adams  
Jocelyn Arrendale  
Christy Baxter  
Alana Dixon  
Staci Howell  
Lydia McDaniel  
Alisa Pearson  
Emily Philpot  
Veronica Sharpe  
Charlene Tabor  
Erika VanHouten  
Carrie Ziegler

#### **Special Education**

Carla Brown  
Leigh Moore  
Jamie Shea  
Kacy Williams  
Bonni Young

#### **Physical Education**

Boone Webster  
Laura Griffin

#### **Technology**

Clint Carnine

#### **Music**

Lori Carnine

#### **ESOL**

Kelley Felts

#### **STEM**

Valerie Bennett

#### **Interventionist**

Tracy Gray

#### **Gifted**

Kathy Jones

#### **Speech Pathologist**

Caroline Brown  
Beth White

**PARAPROFESSIONALS**

Bridget Brady  
Katy Fulghum  
Teresa Parrish

Sataria Clayton  
Becky Hicks  
Anna Smith

Nikki Emrich  
Mary Hill  
Cara Tillman

**CUSTODIANS**

Aretha Allen  
Selena Hayes\*

Betty James  
Harriet Johnson

\*Custodial Supervisor

**FOOD SERVICES**

1. Amanda Chapman
2. Janice Jackson\*
3. Mercedes Johnson
4. Wilma Lane
5. Tracy Madden
6. Sherry Mullins

\*Cafeteria Manager

# Cook County Schools 2020-2021 Calendar – proposed 7/13/20

\*December 18 and May 21 are ½ days for students and ½ day Teacher In-service

July '20						
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 '20						
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					

September '20						
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			

October '20						
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

November '20						
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					

December '20						
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		

January '21						
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						

February '21						
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						

March '21						
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			

April '21						
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	

May '21						
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					

June '21						
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



Office Closed



Half Day



First and Last Day of School



Teacher In-service/PL Day ()

## **COOK ELEMENTARY SCHOOL 2020-2021 CALENDAR**

### **SEMESTER 1**

Pre-Planning	July 27- August 7
First Day of School	August 10
Labor Day Holiday	September 7
Fall Break for Students	October 9, 12, 13
In-Service for Teachers	October 13
Fall Break for Teachers	October 9 & 12
Thanksgiving Holidays	November 23-27
End of Semester for Students	December 18 (½ day)
Full Day for Teachers	December 18
Christmas Holidays for Students	December 23– January 6
Christmas Holidays for Staff	December 23- January 4

### **SEMESTER 2**

Teachers Return/In-Service	January 4 & 5
Students Return	January 6
Martin Luther King Holiday	January 18
Winter Break	February 12 & 15
Student Holidays	March 12 & 15
In-Service for Teachers	March 12
March Holiday for Teachers	March 15
Spring Break	April 5 - 9
Last Day of School/Graduation	May 21 (½ day)
Full Day for Teacher	May 21
Post Planning	May 24 & 25



## **CES Report Card and Progress Report 2020-2021**

September 4, 2020	1 <sup>st</sup> Quarter Progress Reports
September 17, 2020	Scheduled Parent Conferences 3:00-5:00
October 19, 2020	Report Cards
November 11, 2020	2 <sup>nd</sup> Quarter Progress Reports
December 17, 2020	Report Cards
February 5, 2021	3 <sup>rd</sup> Quarter Progress Reports
February 18, 2021	Scheduled Parent Conferences 3:00-5:00
March 19, 2021	Report Cards
April 21, 2021	4 <sup>th</sup> Quarter Progress Reports
May 18, 2021	Report Cards

## **Cook Elementary School Events 2020-2021**

Renaissance Rocks	October 30 <sup>th</sup>
Renaissance Rocks	December 17 <sup>th</sup>
Renaissance Rocks	March 19 <sup>th</sup>
Renaissance Rocks	May 13 <sup>th</sup>
Field Day	May 14 <sup>th</sup>
Honors Days	May 18 <sup>th</sup> , 19 <sup>th</sup> , & 20 <sup>th</sup>

# **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:

1<sup>st</sup> Quarter: August 10<sup>th</sup> – October 8<sup>th</sup>  
Renaissance Rocks – October 30<sup>th</sup>

2<sup>nd</sup> Quarter: October 14<sup>th</sup> – December 18<sup>th</sup>  
Renaissance Rocks – December 17<sup>th</sup>

3<sup>rd</sup> Quarter: January 6<sup>th</sup> – March 11<sup>th</sup>  
Renaissance Rocks – March 19<sup>th</sup>

4<sup>th</sup> Quarter: March 16<sup>th</sup> – May 21<sup>st</sup>  
Renaissance Rocks – May 13<sup>th</sup>

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

Sincerely,  
CES Renaissance Rocks Committee

### **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 Elementary school's 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. Parental 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-** 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:

- **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. NO earbuds, beat type headsets or large headphones are allowed. Violations such as these may be treated as cell phone violations as well.
- 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.

*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.**

#### **Off Limits Areas**

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

#### **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**

**1<sup>st</sup> referral** - Appropriate disciplinary action based on level of offense and parent contact.

**2<sup>nd</sup> referral** – Appropriate disciplinary action based on level of offense and referral to a counselor

**3<sup>rd</sup> referral** – Appropriate disciplinary action based on level of offense, parent conference

**4<sup>th</sup> referral** – Appropriate disciplinary action based on offense, SST referral, Excessive Referral letter to parent

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

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

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

**8<sup>TH</sup> 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](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
<b>LEVEL 1</b>		
1 <sup>st</sup> Referral		Warning/Loss of Privileges/ Student Conference/Parent contact
2 <sup>nd</sup> Referral		Loss of Privileges/ Parent/Student Conference
3 <sup>rd</sup> Referral		Loss of Privileges/ Parent/Student Conference/Before or After School Detention
4 <sup>th</sup> Referral		Parent/Student Conference/Detention/ 1 Day ISS/Excessive Referral letter/BAT
5 <sup>th</sup> Referral		Behavior contract/FBA/BIP Implement contract steps
<b>LEVEL 2</b>		
1st Referral		Detention/RMI/Extended timeout/1/2 day ISS/Parent contact
2nd Referral		1 day ISS/Parent contact
3rd Referral		2 days ISS/Parent contact/BAT Team
4th Referral		1 day OSS/Parent contact/ Excessive Referral Letter
5th Referral		2 day OSS/Parent contact/ Behavior Contact
<b>LEVEL 3</b>		
Please refer to the following website for complete definition and example of Level 3 offences. <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</a>		
Tier 1		1 – 3 Days OSS
Tier 2		3 – 5 Days OSS
Tier 3		5 – 10 Days OSS / Hearing
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. ** Redo Assignment
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. ** Redo Assignment/ 3 Days ISS
	3	Level 3 may be used for students that violate 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. *3 – 5 Days OSS/ Loss of credit/ Hearing



<b>Dress Code Violation (31)</b>	<b>1</b>	<b>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</b>
<b>Violation of school dress code that includes standards for appropriate school attire</b>	<b>2</b>	<b>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</b>
<b>Electronic Violation (34) (Possession of Unapproved Items Level 1)</b>	<b>1</b>	<b>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.</b>
<b>Other- Attendance Related (30)</b>	<b>1 2</b>	<b>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. **</b>
<b>Possession of Unapproved Items (34)</b>	<b>1</b>	<b>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.</b>
<b>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.)</b>	<b>2</b>	<b>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.</b>
	<b>3</b>	<b>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.</b>

**\*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.**

<b>Infraction</b>	<b>Tier</b>	<b>Disposition</b>
<b>Classroom Disruption- Outside (33)</b>	<b>1</b>	<b>Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules</b>
<b>(Student Incivility)</b>	<b>2</b>	<b>Major disruption outside classroom that requires administrative intervention.</b>
<b>Classroom Disruption (33)</b>	<b>1</b>	<b>Minor classroom disruption that includes not following classroom behavior matrix rules.</b>
<b>(Student Incivility)</b>	<b>2</b>	<b>Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention.</b>
<b>Computer/Internet Misuse (05)</b>	<b>2</b>	<b>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</b>
<b>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</b>	<b>3</b>	<b>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</b>
<b>Defiance/Willful Refusal (33)</b>	<b>1</b>	<b>Failure to comply with instructions</b>
	<b>2</b>	<b>Willfully and defiantly refuses to immediately follow school staff directives; Blatant insubordination</b>
<b>(Student Incivility)</b>	<b>2</b>	<b>Blatant insubordination; willfully an defiantly refuses to immediately follow school staff directives</b>
<b>Disorderly Conduct (06)</b>	<b>1</b>	<b>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</b>

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

<b>Tobacco Possession (18)</b>	<b>1</b>	<b>Unintentional possession of tobacco products</b>
<b>Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school</b>	<b>2</b>	<b>Use of or knowledgeable possession of tobacco products</b>
	<b>3</b>	<b>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.</b>

**\*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.**

<b>Infraction</b>	<b>Tier</b>	<b>Disposition</b>
<b>Accessory (00)</b>		<b>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.</b>
<b>Alcohol (01)</b>  <b>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.</b>	<b>1</b>	<b>Unintentional possession of alcohol</b>
	<b>2</b>	<b>Under the influence of alcohol without possession</b>
	<b>3</b>	<b>Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol</b>
<b>Arson (02)</b>	<b>2</b>	<b>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</b>
<b>Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.</b>	<b>3</b>	<b>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</b>
<b>Battery (03)</b>	<b>1</b>	<b>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</b>
<b>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.)</b>	<b>2</b>	<b>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</b>
	<b>3</b>	<b>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</b>

<b>Bullying (29)</b>	<b>1</b>	<b>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</b>
<b>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.</b>	<b>2</b>	<b>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</b>
	<b>3</b>	<b>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.</b>
<b>Breaking/Entering - Burglary (04)</b>		<b>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 &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.).</b>
<b>Drug Possession (07)</b>	<b>1</b>	<b>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.</b>
<b>Unlawful use, cultivation, manufacture, distribution, sale,</b>	<b>2</b>	<b>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.</b>

<b>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</b>	<b>3</b>	<b>Please refer to the following website for complete definition and example of Level 3 offences.</b> <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</a>
<b>Fighting (08)</b>	<b>1</b>	<b>Physical confrontation between two or more students with the intent to harm resulting in no bodily injuries; no injuries</b>
<b>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.)</b>	<b>2</b>	<b>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</b>
	<b>3</b>	<b>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</b>
<b>Gambling (24)</b>		<b>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</b>
<b>Gang-related Activities (35)</b>	<b>2</b>	<b>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.</b>
<b>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</b>	<b>3</b>	<b>The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimating 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.</b>

<b>Homicide (09)</b>		<b>Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.</b>
<b>Kidnapping (10)</b>		<b>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</b>
<b>Providing False Information (33)</b> <b>(Student Incivility )</b>	<b>2</b>	<b>Issuing false reports on other students</b>
	<b>2</b>	<b>Issuing false reports to school personnel</b>
	<b>3</b>	<b>Includes but not limited to issuing false reports on school staff.</b>
<b>Repeated Offenses (36)</b>	<b>3</b>	<b>Collection of state reportable offenses (major incidents) occurring within a single academic year. Students provided Tier 1-3 interventions with no evidence of progress.</b>
<b>Robbery (13)</b>	<b>2</b>	<b>Robbery without the use of a weapon; taking something by force or threat of force</b>
<b>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.)</b>	<b>3</b>	<b>Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.</b>
<b>Serious Bodily Injury (27)</b>	<b>3</b>	<b>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.</b>
<b>Sexual Battery (14)</b>	<b>3</b>	<b>Please refer to the following website for complete definition and example of Level 3 offences.</b> <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</a>



<b>Sexual Harassment (15)</b>	<b>1</b>	<b>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.</b>
<b>Non-physical and unwelcome sexual advances, lewd gestures or verbal 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</b>	<b>2</b>	<b>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.</b>
	<b>3</b>	<b>Please refer to the following website for complete definition and example of Level 3 offences.</b> <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</a>  <b>Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</b>
<b>Sexual Offense (16)</b>	<b>1</b>	<b>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.</b>
<b>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</b>	<b>2</b>	<b>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.</b>
	<b>3</b>	<b>Please refer to the following website for complete definition and example of Level 3 offences.</b> <a href="https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf">https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</a>
<b>Theft/Larceny (11)</b>	<b>1</b>	<b>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.</b>
<b>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</b>	<b>2</b>	<b>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.</b>
	<b>3</b>	<b>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.</b>

<b>Trespassing (19)</b>	<b>2</b>	<b>Entering or remaining on school grounds or facilities without authorization and with no lawful purpose</b>
<b>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 &amp; Entering-Burglary is that Trespassing does not include forceful entry into the school building.)</b>	<b>3</b>	<b>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.</b>
<b>Vandalism (20)</b>	<b>2</b>	<b>Participating in the minor destruction, damage or defacement of school property or private property without permission</b>
<b>The willful and/or malicious destruction, damage, or defacement of public or private property without consent</b>	<b>3</b>	<b>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.</b>
<b>Weapons/Knife (22)</b>	<b>1</b>	<b>Unintentional possession of a knife or knife-like item without intent to harm or intimidate</b>
<b>The possession, use, or intention to use any type of knife</b>	<b>2</b>	<b>Intentional possession of a knife or knife-like item without intent to harm or intimidate</b>
	<b>3</b>	<b>Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate</b>
<b>Weapons/Handgun (25)</b>	<b>3</b>	<b>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]</b>

<b>Weapons/Other (23)</b>	<b>2</b>	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.
<b>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)</b>	<b>3</b>	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.
<b>Weapons/Rifle (26)</b>	<b>3</b>	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]
<b>Weapons/Other Firearms (23)</b>		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]

**\*\*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**

## Bus Conduct

Bus drivers have complete charge of students riding the bus and will report misbehavior to the school administration. School administrators or his/her designees are responsible for disciplining students for bus misbehavior. To help maintain order on the bus, drivers have the authority to assign a special seat on the bus to any student. Video/audio recorders are placed on school buses for the purpose of aiding supervision and may be used as evidence that misbehavior has taken place.

For the safety of all students who ride the bus, students are expected to obey the following rules:

1. Always stand a safe distance from the road (at least **12 feet**).
2. Students will not be allowed to enter or leave a bus at any place other than at the student's usual bus stop or school unless authorized by the principal or his/her designee.
3. Students may not ride a different bus unless they present to the driver a note from the parent that has been approved by the principal or assistant principal.
4. If students must cross the road to board a bus, wait until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for you to cross.
5. Students who must change buses at any school must follow the rules of that school.
6. Students may not reserve seats and must stay in their seats while the bus is in motion.
7. Students must keep the center aisle of the bus clear at all times.
8. Students must obey the directions of their bus driver.
9. Students are not allowed to consume food or drink on the bus.
10. Students may not transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus. Band instruments are permissible only if they are small in size and can be easily carried on the lap. Band instruments cannot take up additional seats. The following instruments are considered small enough to be carried on buses without hazard and may be carried in the lap or between the legs of the student: Violin, bassoon, viola, alto sax, piccolo, cornet, flute, trumpet, oboe, English horn, soprano and alto clarinets, and cymbals in pouches. Any instruments not listed above may be too large to fit certain crowded conditions and be refused by the driver. The final decision will be made by conversation with the driver and school administrator.
11. Students must not litter, throw anything out of the window, or cause damage to the bus.
12. Students must obey all bus safety rules and all rules listed in the *Behavior Code*. In addition, Georgia law prohibits the following acts while on a bus:
  - a. Acts of physical violence.
  - b. Bullying.
  - c. Physical assault or battery of persons on the bus.
  - d. Verbal assault of persons on the bus.
  - e. Disrespectful conduct toward bus drivers or other persons.
  - f. Unruly behavior.
13. Students shall be prohibited from using any electronic devices with or without headphones or ear buds during the loading or unloading process. Students should keep electronic equipment packed away when preparing to board and when getting off the bus. Use of electronic devices while onboard the bus with headphones or ear buds is permitted as long as it does not interfere with the driver's operation of the school bus.
14. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus.

15. Students must maintain silence at all railroad crossings until the driver has crossed the tracks and has given the all clear.

If students violate bus conduct rules, school administrators may take disciplinary action, including suspension from riding the bus for as many as ten days and/or suspension from school for as many as five days. If bus misbehavior is severe, a disciplinary hearing may be called.

Except as otherwise set forth herein, the general progressive discipline plan for bus misbehavior is as follows:

**1<sup>st</sup> Violation:** A documented warning from the driver. Disciplinary action will be at the principal's discretion.

**2<sup>nd</sup> Violation:** A documented warning from the Principal or Designee. Parent contacted and documented.

**3<sup>rd</sup> Violation:** Bus suspension for PK – 3 and Elementary (Loss of School Privilege) Middle School two (2) days. High School three (3) days

**4<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary one (1) day, Middle School three (3) days. High School five (5) days

**5<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary three (3) day, Middle School five (5) days. High School seven (7) days

**6<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary five (5) day, Middle School seven (7) days. High School ten (10) days

**7<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary seven (7) day, Middle School ten (10) days. High School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.

**8<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary ten (10) day, Middle School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.

**9<sup>th</sup> Violation:** PK -3 and Elementary, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.

**\*\* Any student PK- 3, Elementary, Middle or High School, who has been referred for disciplinary hearing and was returned to bus the next violation, can result in Removal from bus remainder of semester/school year. \*\***

**Fighting on a bus is among the most serious offenses committed by students, as it endangers everyone riding the bus by causing the driver's attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken.**

During the period of bus suspension, parents/guardians will be responsible for providing the student's transportation to/from school. Bus suspension is not an excused absence or tardy. If a student causes damage to a school bus, parents/ guardians will be required to repay the cost of any damage to the bus. At the discretion of the principal, parents/guardians may be asked to meet with school officials to develop a school bus behavior contract for the student.

## **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 of 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.

#### **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 7:30. The doors will not open until 7:30. Please do not leave your child unattended. 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, 4<sup>th</sup> in the middle, and 5<sup>th</sup> 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.

## **STUDENT ATTENDANCE PROTOCOL 2017 - 2020 Cook County Schools**

This document includes a protocol for addressing and decreasing the incidence of truancy in Cook County. This protocol reflects commitments that various local agencies, offices, and individuals have made to promote the educational progress of children and families in Cook County.

This protocol was created by a local Student Attendance Protocol Committee, which included representatives of the following entities:

Cook County Superior Court  
Cook County Juvenile Court  
Cook County District Attorney's Office  
Georgia Department of Juvenile Justice  
Cook County Board of Education Representatives  
Cook County Board of Education Attorney  
Cook County Sheriff's Office  
Cook County Department of Family and Children Services  
Cook County Health Department  
Cook County CCY (Family Connection)  
Cook County Chamber of Commerce  
Chief of Police from Adel, Lenox, and Sparks

The purpose of the committee is to make recommendations to the Cook County Board of Education regarding attendance policy and procedures, as well as to create guidelines for collaboration between local and state agencies having an interest or function related to educational achievement and school attendance in Cook County.

### **Tardies and Early Checkout**

#### **Definition of Terms**

**Tardy to School:** Any student arriving at school following the ringing bell, chime, or other audible signal established by the Principal and intended to indicate the start of the school day. Any student who is on school property but is not in his or her assigned classroom or other authorized area following the bell, chime, or other audible signal will be considered tardy to school.

**Excused Tardy:** A tardy resulting from events beyond a student's control shall be determined excused by the Principal or designee. Events may include an accident, road closed due to an accident, area power outage, late bus, or other incidents. Documentation is required to excuse a tardy.

**Unexcused Tardy:** Incidents including over-sleeping, heavy traffic, errands, delays at a train crossing, or similar excuses determined by the Principal or designee as unacceptable are unexcused. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

**Early Checkout:** Leaving school prior to the end of instructional time and/or the end of the official school day.

- **Excused:** Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early checkouts. Excessive incidents of unexcused early



checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.

- **Unexcused:** Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.

### **Consequences and Penalties for Unexcused Tardies/Early Checkouts**

The Principal or Principal's designee may assign consequences and penalties for unexcused tardies and/or early checkouts that may include, but are not limited to the following:

- **Third Tardy:** Written notification from teacher to notify parent(s), guardian(s) or other person(s) having control or charge of the student of possible consequences for continued tardies.
- **Fourth to Ninth Tardies:**  
Elementary and Middle School Students: Referral(s) to the Principal or the Principal's designee for Disciplinary consequences, counselor's referral or other appropriate action.
- **Ten or More Tardies:**  
Ten or more tardies may result in immediate referral to support agencies outside the school system as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family and/or Youth Connections, or other external agencies.

### **Truant Students**

#### **Definition of Terms**

**Truant:** Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

**Exception for Suspension:** School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

**Excused Absences:** Local board of education shall adopt policies and procedures excusing students from school under the following circumstances, as a minimum:

- Personal illness (Excessive or extended absences may require an excuse from medical doctor)
- Circumstances where attendance in school endangers a student's health or the health of others
- Serious illness in a student's immediate family
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly

**Grades and Absences:** Final student course grades shall not be penalized because of

absences if the following conditions are met.

- Absences are justified and validated for excusable reasons.
- Make up work for excused absences were completed satisfactorily. Local boards of education are not required to provide make-up work for unexcused absences.

**Absence Reduction Plan:** The board of education adopts the following policies and/or procedures to reduce unexcused absences.

**Parental Notification: Statement of Receipt**

- The school system will provide the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school with a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent(s), guardian(s), or other person(s) having control or charge of such student must sign a statement indicating receipt of the written statement of possible consequences for non-compliance with local school compulsory attendance policy and protocol.

**Consequences and Penalties for Violation of Compulsory Attendance**

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary.

Consequences and penalties may include, but are not limited to the following:

**Five Unexcused Absences in the School Calendar Year:**

- Schools will notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when such student has accumulated five unexcused absences in the school calendar year.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences.
- After five unexcused absences in the school calendar year, each subsequent absence will constitute a separate offense.

**Notification**

- Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance.
- If two reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via first class mail. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

**Six or More Unexcused Absences in an Academic Year**

**Six Unexcused Absences:** Students accumulating six (6) days of unexcused absences in a semester will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct. Upon a student's accumulation of six (6) or more unexcused absences in the school calendar year, a student's homeroom teacher will make a referral to the Principal or designee for Student Support Team (SST) intervention. Prior to the first SST meeting, a school social worker, school nurse or other appropriate staff member will attempt contact with the student and parent(s), guardian(s) or other person(s) who has control or charge of the student.

The school social worker will participate as part of the SST to assist with the development of interventions and strategies for improvement of the student's school attendance.

**Ten Unexcused Absences:** Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Cook County Truancy Education and Mediation (TEAM) for contracted participation in the TEAM truancy diversion program. The school social worker will serve to coordinate efforts between the school SST and TEAM in monitoring attendance.

Attendance letters will be sent at five (5) unexcused absences.

**After five (5) unexcused absences:**

1. A referral will be made to the SST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in SST meetings, as deemed appropriate by the SST.
2. In addition to notice of the SST meeting, two (2) reasonable attempts will be made by the school to notify parents/ guardians, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.
  - a. First attempts to meet this requirement shall be made in conjunction with the notice of an SST meeting and/or during an SST meeting when the Parent/guardian(s) are in attendance.
  - b. After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via first class mail.. At ten (10) unexcused absences, the SST will review the case again and make a referral to the School Social Worker, if a referral has not been made previously.

**The School Social Worker will:**

1. Review available information from the SST and parent contacts from school staff.
2. Meet with the student(s) and attempt a home visit within no more than two business days from the date of the receipt of the referral to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences.

**Criminal Prosecution for Violation of School Attendance Law**

O.C.G.A. 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and home schooling.

**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 7:30 A.M. THE DOORS WILL BE LOCKED UNTIL 7:30 A.M. STUDENTS MUST BE PICKED UP BY 3:15 P.M.**

Students will not be supervised prior to 7:30 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 7:30 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.**

Cook County School District (CCSD) will no longer allow parents or students to bring, drop-off or deliver food and beverage that originates from outside eating establishments due to a USDA non-competition regulation. This regulation protects school cafeterias from the competition of outside food establishments, and since food services in our CCSD the system is completely self-supported through sales within our schools, allowing outside items serve as direct competition for their business. Students may continue to bring lunches prepared from home.

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.

## **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

## **Georgia Milestones and the Promotion, Placement, and Retention Law**

**The Georgia Promotion, Placement, and Retention law (O.C.G.A., Section 20-2-282 through 20-2-285) and SBOE Rule 160-4-2-.11 mandate the following:**

- All third-grade students must achieve grade level scores on the state-adopted assessment in Reading to be promoted.
- All fifth-grade students must have achieved grade level scores in Reading and Mathematics on the state-adopted assessment to be promoted.

## **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 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.



## Seclusion or Restraint of Students

Descriptor Code:JGF(2)

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

Cook County Schools

Date Adopted: 1/27/2011

Last Revised: 2/28/2011

**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.

## **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: Cook County Schools, 1109 N. Parrish Ave Adel, Ga 31620.

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 evaluations, 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. An explanation of The Georgia Standards of Excellence 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.

## **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](http://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](http://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 Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.**

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520 [NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

**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

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,

*Becky Ratts*

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

Dear Parent/Guardian:

Your son or daughter has access to the Cook Elementary School Handbook located on the Cook Elementary School Website. If you are unable to access the handbook electronically, a hard copy can be provided in the front office. 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 all the contents of this handbook with your child.

The Student Code of Conduct for the 2020-2021 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 County Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

The Cook County School District (CCSD) believes in educating the 21st century students 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](http://www.cook.k12.ga.us)

**Student Handbook and Code of Conduct**

- o I am aware of the contents of the Cook County School Handbook that includes the Parent's Right to Know, Student Code of Conduct, Bus Conduct, and Attendance and Promotion/Retention Policies. I have reviewed the contents with my child. If I have further questions or concerns, I will make an appointment for a parent conference and/or call the school for more information.

### **Permission to Publish**

- o I **understand** my child's name, photograph, video image, and student work for publication to acknowledge achievements and accomplishments will be in the newspaper, the yearbook, on our school website/social media pages, and on appropriate educational sites. \*\* If you do not want your child's information published, you must notify the school principal in a written letter.

### **Permission to Use the Computer Network**

- o I **understand** my child will 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)**

- o I **understand** my child can bring his/her own portable, wireless device to school. (The school is not responsible for any damage, lost, or stolen items.)

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

STUDENT'S NAME (print clearly)\_\_\_\_\_

STUDENT'S SIGNATURE\_\_\_\_\_

PARENT/GUARDIAN'S NAME (print clearly)\_\_\_\_\_

PARENT /GUARDIAN'S SIGNATURE\_\_\_\_\_

Date\_\_\_\_\_