

COOK PRIMARY SCHOOL

Student Handbook

2021 - 2022



Vision

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

Mission

To empower and inspire all learners to achieve

Beliefs

Cultivate a safe and positive environment.

Optimize creativity and learning.

Offer support through family and community partnerships.

Kindle challenging opportunities.

Cook County Board of Education

Tim Dixon, Superintendent Phone: 896-2294 timdixon@cook.k12.ga.us	Becky Ratts, Federal Programs Phone: 896-2294 bratts@cook.k12.ga.us	Joy Folsom, Assistant Superintendent Phone: 896-2294 jfolsom@cook.k12.ga.us
Allison Ray, System Technology Coordinator Phone: 896-2296 aray@cook.k12.ga.us	Leslie McElrath, Special Education Director Phone: 896-2296 lmcelrath@cook.k12.ga.us	Henry Acree, Student Services Director Phone: 896-2296 henryacree@cook.k12.ga.us
Gerald Williams, Alternative School Coordinator Phone: 896-2294 geraldwilliams@cook.k12.ga.us	Lana Siska & Lee Browning, Transportation Phone: 549-6556 lanasiska@cook.k12.ga.us	Libby Peters, School Nutrition Director Phone: 896-1891 libbypeters@cook.k12.ga.us

Cook County Contact Information

<u>Cook Primary School/PreK</u> 1531 Patterson Street Adel, GA 31620 Office - 549-7713 Lunchroom - 549-6066 Fax - 549-8312	<u>Cook Elementary School</u> 1512 North Elm Street Sparks, GA 31647 Office - 549-6250 Lunchroom - 549-8568 Fax - 549-8568	<u>Cook Middle School</u> 1601 North Elm Street Sparks, GA 31647 Office - 549-5999 Lunchroom - 549-5985 Fax - 549-5986
<u>Cook High School</u> 9900 Hwy 37 Adel, GA 31620 Office - 896-2213 Gym- 236-3612 Fax - 896-3423	<u>Cook County BOE</u> 1109 N. Parrish Ave Adel, GA 31620 office - 896-2294 Fax - 896-3443	<u>Horizon Academy</u> 1200 N Hutchinson Ave Adel, GA 31620 Office - 896-1293
<u>School Nutrition</u> 105 E. Mitchell St. Adel, GA 31620 Office - 896-1891 Fax - 896-1861	<u>Program for Exceptional Students</u> 1102 N. Hutchinson Ave. Office - 896-2296 Fax - 896-8286	<u>Maintenance/Facilities</u> 801 Alabama Lane Sparks, GA 31647 Office - 549-7740 Fax - 549-7193
<u>Technology</u> 1102 N. Hutchinson Ave. Adel, GA 31620 Office - 896-2296 Fax - 896-3443	<u>Student Services</u> 1200 N. Hutchinson Ave. Adel, GA 31620 Office - 896-1291	<u>Transportation</u> 801 Alabama Lane Sparks, GA 31647 Office - 549-6556

Sheriff – 896-7471
Adel Police – 896-2224
Lenox Police – 546-4251
Sparks Police – 549-8211

Adel Fire – 896-3331
Lenox Fire – 546-7471
Sparks Fire – 546-7471
Ambulance – 896-2121

Hospital – 896-8000

Cook Primary School
"Children Prepared for Success"
Leslie Folsom, Principal
Jeanne Dixon, Assistant Principal

Dear Students and Parents,

On behalf of the faculty and staff of Cook Primary School, I would like to take this opportunity to welcome you to a new school year. We certainly hope that you enjoyed your summer break and had opportunities to spend time with family and friends.

CPS, a place where students are prepared to succeed, is dedicated to laying a foundation for students to become life-long learners. Our goal is to make their learning experiences here both positive and productive.

We encourage our students to work hard and do their absolute best each day. We challenge each of them to conduct themselves in a manner that would make their parents proud.

Parents, we ask that you take the time to read and discuss the student handbook with your child. Not only will this help your child know what is expected of them, but it will assist your child in having a productive and successful school year. We also want each of you to take on a primary role in your child's education. You are your child's greatest influencer and encourager, and we strongly recommend that you make his/her education a top priority. If your child's education is important to you, it will be important to him/her also.

Once again, we welcome each of you to a new and exciting school year at CPS!

Sincerely,

A handwritten signature in black ink, reading "Leslie Folsom". The signature is written in a cursive, flowing style with a large initial "L".

Leslie Folsom
Principal

Jeanne Dixon
Assistant Principal

Cook Primary School Faculty & Staff 2021-2022

ADMINISTRATION

Principal	Leslie Folsom
Assistant Principal	Jeanne Dixon
Academic Coach	Jessica Russell

MAIN OFFICE

Michelle Sedam Receptionist	Kathryn Surrency Registrar	Lisa Eppes Parent Coordinator
Christin Parker Bookkeeper	Heather Tomlinson Bookkeeper	Shari Breeden System Social Worker
Ginny Herring Nurse	Almeta Owens Counselor	Gage Castleberry SRO

FACULTY

KINDERGARTEN

Brittany Betts
Cyndee Cowart
Stephanie Curry
Rebecca Noles
Taylor Rutland
Mandi Shealey
Marci Baldree
Rachel Bostic
Katie Eunice
Kayla Parrish
Amber Williams

FIRST GRADE

Melissa Betts
Stephanie Boykin
Brooke Burke
Angie Graham
Regina West
Angela Williams
Dana Bennett
Joy Butler
Brooke Gaskins
Tawuana Inman
Melanie Lawrence
Brittany Rowan

SECOND GRADE

Joanna Bryan
Mary Ellen Calhoun
Brandy Dukes
Angela Harry
Kelli Vance
Stephanie Butler
Kylee Raulerson
Amy Crosby
Joanna Padgett
Sabrina Lindsey
Tina Vossfeldt

EIP

Marva Jackson

Tier 2/3Donna Carroll
Julie Griffin**Tier 2/3**Kim Sumner
Brandi Howze**Tier 3**Becky Beard
Cindy Robinson**Special Education**Katie Folds, IEP
Coordinator

Beth Daughtrey

Leanne Chaney

Sarah Parten

Jessica Daly

Kelly Faulkner

Mychal Marlette

Connie Smith

Haley Pennington

Donna Hough

STEM

Mandy Ward

Music

Ki Golson

PE

Christy Stripling

Susan Young

Art

Patti Franklin

Gifted

Elizabeth Rosatti

ESOL

Margaret Smith

Media Specialist

Ray Yody

Technology

Stacey Beard

ORWilma Wright/Bobbi
Robinson**Paraprofessionals**Kali Bennett
Edie Cleghorn
Kayla Hardy
Annie Hooks
Donna McCall
Courtney Pearce
Heather Richardson
Kathi StoddardTorie Brisk
Ana Corona
Danette Harris
Jesseca Judice
Lori Myers
Gwen Pierce
Jessica Robinson
Trisha WilliamsJerdinna Carter
Louise Godwin
Robbie Hester
Grace Lane
Yvonne Patterson
Jessica Raper
LaRae Sills
Patricia Woods**Food Services**Tammy Davis, Manager
Arnita Brown
Aundrea Johnson
Natalie Morrison
Rheatha Robinson
Renasha Thomas
Georgia Truesdell
Judie Travis
Dina Wooten
Patricia Merlos**Custodial Staff**Willie Brascher
Cathy Byron
Ida Mae Holloman
Reggie Morrison
Sateria Waldon
Lorraine Welding
Luchus McMillan

2021-2022 School Calendar

SEMESTER 1

Pre-Planning	July 26 - August 3
First Day of School	August 4
Labor Day Holiday	September 6
Teacher In-Service	September 7
Fall Break	October 8 & 11
Teacher In-Service	October 12
Thanksgiving Holidays	November 22-26
End of Semester for Students	December 17(½ day)
In-Service for Teachers	December 17(½ day)
Christmas Holidays for Students	December 20- January 5
Christmas Holidays for Staff	December 20 - January 2

SEMESTER 2

Teachers Return/In-Service	January 3 & 4
Students Return	January 5
Martin Luther King Holiday	January 17
Winter Break	February 18 & 21
Student Holiday	March 18 & 21
In-Service for Teachers	March 18
Spring Break	April 4-8
Last Day of School/Graduation	May 20(½ day)
In-Service for Teacher	May 20 (½ day)
Post Planning	May 23-24

Cook Primary School Events

Open House	July 29,30, Aug. 2
Literacy Night	September 28
Awards Assembly	October 1
End of 1st Nine Weeks	October 6
Report Cards Go Home	October 18
Fall Family Night	November 5
Awards Assembly	December 10
Report Cards Go Home	December 16
End of 2 nd Nine Weeks	December 17
STEM Night	March 3
End of 3 rd Nine Weeks	March 10
Awards Assembly	March 17
Report Cards Go Home	March 17
P.T.O. Musical – Second Grade	May 6 th (6:00 p.m.)
Awards Assembly	May 13
Report Cards Go Home	May 19
End of 4 th Eight Weeks/Last Day of School	May 20

Parents please come and support your children!



Beehive Bash focuses on the Three A's: ACADEMICS, ATTITUDE, and ATTENDANCE. During each nine week grading period a student must meet criteria in order to attend the celebration.



Academics! Students must develop good learning habits and work hard in all classes.



Attitude! Students must demonstrate positive behavior that does not lead to office referrals resulting in In School Suspension (ISS), Corporal Punishment, or Out of School Suspension (OSS).



Attendance! Students with no more than **three** unexcused absences or **three** unexcused tardies may attend Beehive Bash.

First Nine Weeks Beehive Bash --- October 7, 2021
Second Nine Weeks Beehive Bash --- December 16, 2021
Third Nine Weeks Beehive Bash --- March 11, 2022
Fourth Nine Weeks Beehive Bash --- May 18, 2022

Cook Primary School Policies and Procedures

Cook County School District / Parents / Visiting a School

Visiting a School

Cook County School District welcomes parents and other community members into our schools for special events, meetings, tours and other occasions. However, keeping our students and staff safe while at school is something we take very seriously. In order to increase security at all of our school buildings, we have started using the School Check- In Visitor Management System to track visitors. This system will be used in conjunction with our existing exterior door buzzers and security cameras.

If you'd like to enter the building farther than the school office, you must register by presenting a valid, government-issued ID to the school's office staff. Registration takes a few minutes the first time because it requires an office staff member to complete the process. It will be quicker during subsequent visits.

Why do we need a visitor management system like School Check- In?

Part of keeping our students safe is knowing who is in our buildings at all times. The School Check- In system allows us to track visitors, contractors and volunteers in our schools, and assist with student checkout. School Check- In conducts a limited background check against the national database of registered sex offenders.

Visitors entering a school beyond the office receive a printed ID sticker that must be worn and visible during the entire stay. This makes it easier for our school staff to know who is allowed inside the school.

What forms of ID will the system accept?

School Check- In accepts any state-issued ID, including state-issued driver's licenses and state ID cards. It also accepts military IDs, government IDs.

What if I don't have a valid form of ID or don't want it scanned?

If you don't have a state- or government-issued ID or don't want your ID scanned, there is still a way for you to get access to our schools, but you will not be able to enter the school without a staff member escorting you. You will need to speak directly with school office staff members, who will provide the school with some form of legal document showing your legal name, date of birth, you will also be asked your relationship to the student and reason for visiting. Office staff will manually confirm your identification from your legal documents and run a background check.

What type of background check does School Check- In run?

School Check- In scans your name, date of birth and a photo for comparison with a national database of registered sex offenders, but it does not check criminal or traffic history.

Will you scan my ID every time I visit?

Yes. The first time you come to the school office, office staff will scan your ID and register you in the system. Your registration will be good at all Cook County buildings. After you have registered, you will be able to have your ID quickly scanned in the school office when you visit. If you are entering the building beyond the school office, an ID sticker will print for you to wear during your stay. ID stickers make it easy for school staff to know you checked in and are approved to visit.

What information does School Check- In scan and keep?

School Check- In collects and stores your full name, date of birth, first four digits of your license number and photo when your ID is scanned. It does not keep a digital copy of your ID.

How does School Check- In keep my data secure?

School Check- In uses firewalls, intrusion prevention systems, host integrity monitoring and port filtering, as well as the latest security processes to protect all of its systems and data. All information entered into School Check- In gets encrypted using 256-bit AES encryption. School Check- In does not share data with any third parties.

What if I have an outstanding warrant or am undocumented? Will you report me to the police or immigration?

The National Sex Offender Public Registry and Cook County School District's student information system are the only two databases that School Check- In checks. The system will not alert office staff or even know if you have an outstanding warrant or are undocumented.

Cook County School District does cooperate with police. If authorities contact us to alert us to someone who might pose a threat to school safety, this information can be entered into the system so administration gets alerted if that person visits one of our schools.

Are vendors and other regular school visitors who enter the building required to have an ID scanned?

Yes. Everyone who enters the building beyond the school office will be required to have an ID scanned and wear a printed ID sticker.

What happens if I am a registered sex offender but have a child at the school?

Upon scanning your ID, a silent alert goes to office staff members so they can meet with you privately.

According to Cook County Board of Education policy, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where the student may benefit. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

Do other schools and institutions use a system like this?

Yes. Some surrounding districts use School Check- In to help ensure school and student safety.

Additional information regarding visitors on campus:

- Visitors must park in front of the school and come in through the main entrance ONLY.
- Parent conferences can be arranged by calling the school office and will be held during non-instructional times (teacher planning, before school, after school)
- Unauthorized visitors will be escorted off campus by our SRO. A record of the event will be maintained and a criminal trespassing form may be issued; repeat occurrences will result in trespassing charges being filed.
- Unauthorized visitors who fail to heed the directions of a school faculty member or SRO will be subject to immediate arrest
- Students not enrolled at CPS are not allowed to come to school to stay for a visit. Cousins, friends, or other minors are not allowed to visit or spend the day at the school.
- Forgotten books, lunches, snacks, etc. may be left at the office and will be delivered to your child's classroom.

To maximize classroom instruction time and limit disruptions, we ask that you follow these visitation guidelines:

- **If you need to see or speak to your child, they will be called to the office.**
- **If you need to speak to the teacher, please schedule an appointment or call during planning time.**
- **If you wish to visit a classroom, please call and arrange a convenient time with the teacher first.**

****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)**

Change of Address/Phone Number

During various times of the school year, CPS will need to contact parents or guardians by mail and/or phone. If you have an address or telephone number change, please remember to notify the front office as soon as possible so that we will be able to contact you in case of emergency situations.

Lost and Damaged Books and Materials

Taking care of school books and materials is the student's responsibility. Lost and damaged materials must be replaced at the expense of the students and parents. Until the lost/damaged book is paid for, students will not be issued another book. 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. Toys, small gadgets, or electronic devices should **NOT** 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

CPS tries to instill in their students a sense of 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 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. Damage to school property could result in restitution by the parents or guardians of the student.

COOK COUNTY
PRIMARY
SCHOOL












2021

CODE OF CONDUCT



Cook Primary School Discipline Plan 2021-2022

Cook Primary is extremely proud of the way our students have conducted themselves in the past year. We thank parents for supporting behavior in and out of school settings. Please read and discuss this handbook with your child.

	Classroom	Hallway	Cafeteria	Recess
Do my best	Complete my work. Obey my teacher's rules. 	Signal up! 	Eat my own food. Keep my food on my tray. 	Climb up and down equipment in a safe way. 
Respect myself, others, and my world	Raise my hand and wait my turn. Listen when others are talking. 	Keep hands and feet to myself. 	Use an inside voice and remember to say "please", "thank you", and "excuse me". 	Keep hands, feet, and equipment to myself. 
Be a responsible and honest Hornet	Bring agenda, folder, and backpack.  Tell the truth.	Walk in second square.  Tell the truth.	Clean up after myself.  Tell the truth.	Stay in the play area.  Tell the truth.
Show compassion to all!				

Positive Behavior Incentives

At CPS, we strive to praise and reward students who make good choices. Although this is not a comprehensive list, here are several ways that we recognize good behavior:

Individual Rewards

- Behavior Awards each grading period
- Bee Bucks
- Verbal praise
- Beehive Bash
- Brag Tags

Class Rewards

- Honey Money
- Best Line Award

Disruptive students who interfere with the educational process will be subject to teacher/administrative action.

Classroom Discipline

- ★ A classroom management plan is posted in each teacher's classroom. Every student should have a clear understanding of the rules in the classroom.
- ★ Classroom discipline plans may include both individual and class rewards for exemplary behavior.
- ★ Each teacher will submit management steps for minor infractions in the classroom.
- ★ Teachers will log all conferences with parents. Students with chronic discipline problems will meet with the team teachers for possible Response to Intervention (RTI)/ Behavior Analysis Team (BAT) referral.

When a student is referred to the office for inappropriate behavior, he or she will be given the opportunity to present his or her view of the situation.

House Bill 740-Georgia Board of Education Rule Code: JD 190-4-8. 15

Student Discipline

No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student's behavior endangers the physical safety of other students or school personnel. If such student is receiving or has received a multi-tiered system of supports, the school shall be deemed to have met the requirements of this Code section. The school or program shall comply with all federal laws and requirements regarding obtaining parental consent during any advanced tier within the system of supports prior to certain screenings or evaluations.

CODE OF CONDUCT

For All Primary School Students in the COOK County Schools

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

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

policies, regulations and rules set forth in this Code of Conduct.

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

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

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

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

AUTHORITY OF THE PRINCIPAL

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

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

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

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

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

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

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

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

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

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

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

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

SEARCH AND SEIZURE

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

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

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

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

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

- Cook Primary 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 Primary School, they are a part of the school and reflect upon the school's reputation. As Cook Primary 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 CPS. 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 Primary School. It is the student's responsibility to come to school fully clothed and to wear clothes that are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code. Extremes in dress and grooming are not permitted. ***Hats and sunglasses are not permitted inside the building during school. IF SEEN, these items will be confiscated.***

Clothing should be fitted so there is no midriff or underwear showing when standing, bending, seated, or moving. All pants must be worn at the natural waistline. **Sagging pants** (worn below the waistline) are not permitted. If belts are worn, they must be buckled. Zippers must be zipped, and fasteners must be fastened.

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

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

- related or school sponsored
- Non-prescription glasses or Glasses with no lens

Note: Administrator discretion applies to all the above.

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

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 Primary 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 Primary 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.

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

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

Off Limits Areas

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

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

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

JB - ATTENDANCE - APRIL 1991

In order to ensure that student progress is a continuous and orderly process, regular attendance is required of all students enrolled in the COOK County School System. Students shall be required to be in attendance for the full session of the school the child is eligible to attend, unless otherwise directed by a juvenile court of jurisdiction. Each principal shall ensure that procedures designed to maintain accurate daily attendance records are instituted. Such records shall be maintained in accordance with policy EFAA.

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

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

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

A student shall not possess, use, handle or transmit any object that can be reasonably

considered a weapon. Students who possess firearms on campus will be subject to a minimum of a calendar year suspension and will be referred to law enforcement officials. This includes hunting guns brought on campus or left in vehicles. COOK County Board of Education policy prohibits all knives of any blade length and toy weapons.

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

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

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

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

Fighting

First offense: 1 days of out-of-school suspension (ISS).

Second offense: 1 days of out-of-school suspension (OSS).

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

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

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

- **Disrespectful conduct, including use of vulgar or profane language, towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical contact of a sexual nature.**
- **Possession or use of tobacco in any form or related paraphernalia.**
 - First offense: 1 days ISS, parents contacted, items Confiscated and not returned.
 - Second offense: 1 days out-of-school suspension (OSS), parents contacted, items confiscated.
 - Third: 2 days out-of-school (OSS), parents contacted, items Confiscated and student will be on a discipline contract.

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

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

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

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

- **Violation of school dress code.**

Students will be given three options to correct the violation:

1. Borrow or change into clothes that will comply with the dress code.
 2. Check-out through the attendance office in order to go home to change into attire that complies with the dress code (Time out of class counts as an unexcused absence).
 3. Have someone deliver to the school the appropriate attire for the student (Time out of class counts as an unexcused absence). Student will report to ISS and remain in ISS until he/she complies with dress code.
- **Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure.**
 - Usage during school hours of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the Board of Education. State law provides that any student in violation shall be subject to disciplinary action. Students may not use any electronic device during the operation of a school bus, including audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students may not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
 - **Inappropriate public displays of affection.**
 - **Inciting, advising, or counseling of others to engage in prohibited acts will be subject to disciplinary action.**
 - **Gambling or possession of gambling devices.**
 - **Moving and non-moving driving violations.**
 - **Giving false information to school officials or altering school documents.**
 - **Cheating on school assignments or tests.**

- **Failure to comply with compulsory attendance, unexcused absences, chronic tardiness, skipping class, leaving campus without permission.** Rules for attendance, tardiness, and check out procedures are found elsewhere in the Student Handbook. **Being in an unauthorized area(s).**
- **Bullying.** Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense for the third time in a school year, the student shall be assigned to an alternative school.
- **Criminal law violations/Off-campus misconduct.** A student is subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- **Willful and persistent violation of the student code of conduct.**

DEFINITION OF TERMS

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

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

Bullying: In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

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

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

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

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

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

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

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

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

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance 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.

DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education program.

PROGRESSIVE DISCIPLINE PLAN

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

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

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

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

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

6th **referral** - Implement contract step 2, which is 1 days of OSS AND 1 DAY ISS and parent conference

7th **referral** - Implement contract step 3, which is 2 days of OSS and parent conference

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

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

COOK Primary School Discipline Plan

Level of Offenses

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

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

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

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

Infraction	Tier	Disposition
LEVEL 2		
Tier 1		Detention/Extended timeout/1/2 day ISS/Parent contact
Tier 1/Tier 2		1 day ISS/Parent contact
Tier 2		1 - 2 days ISS/Parent contact/BAT Team
Tier 3		1 - 2 day OSS/Parent contact/ Excessive Referral Letter/Behavior Contract
Classroom Disruption-Outside (33)	1	Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules
(Student Incivility)	2	Major disruption outside classroom that requires administrative intervention.
Classroom Disruption (33)	1	Minor classroom disruption that includes not following classroom behavior matrix rules.
(Student Incivility)	2	Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention.
Computer/Internet Misuse (05)	2	Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy

Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data	3	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.) * Refer to Level 3
Defiance/Willful Refusal (33)	1	Failure to comply with instructions
	2	Willfully and defiantly refuses to immediately follow school staff directives; Blatant insubordination
(Student Incivility)	2	Blatant insubordination; willfully and defiantly refuses to immediately follow school staff directives
Disorderly Conduct (06)	1	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior
Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)	2	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.
	3	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. * Refer to Level 3
Disrespect to Teacher/Staff (33)	1	Disrespect to school personnel that is generally considered disrespectful actions.
Inappropriate Language (33)	1	Use of vulgar or inappropriate language towards another student.
Other Disciplinary Event (24)	1	Discipline event not listed in Code of Conduct that warrants intervention and consequences. OSS/ISS/Expulsion are not options as consequences.
Taunting (33)	1	Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis)
Threat/Intimidation (17)	2	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.

Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack	3	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm. * Refer to Level 3
Tobacco Possession (18)	1	Unintentional possession of tobacco products
Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school	2	Use of or knowledgeable possession of tobacco products
	3	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.

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

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

Infraction	Tier	Disposition
LEVEL 3		
Tier 1		1 – 3 Days OSS / Hearing
Tier 2		3 – 5 Days OSS / Hearing
Tier 3		5 – 10 Days OSS / Hearing
Accessory (00)		Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires or procures acts in concert with another to commit violation.
Alcohol (01) Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.	1	Unintentional possession of alcohol
	2	Under the influence of alcohol without possession
	3	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
Arson (02)	2	Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trash can fires without damage to school property

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.	3	Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property
Battery (03) 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.)	1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations
	2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries
	3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security
Bullying (29) A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.	1	First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
	2	Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate
	3	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
Breaking/Entering - Burglary (04)		Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)
Drug Possession (07)	1	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.
Unlawful use, cultivation, manufacture, distribution, sale, 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	2	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	3	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.
Fighting (08)	1	Physical confrontation between two or more students with the intent to harm resulting in no bodily injuries; no injuries
Mutual participation in a fight involving physical violence where there is no one main offender and an intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)	2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body
	3	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention
Gambling (24)		Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value
Gang-related Activities (35)	2	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. Examples include but not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.
Any group of three or more students with a common name or common identifying signs, symbols, tatoos, graffiti, or attire which engage in school disruptive behavior	3	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
Homicide (09)		Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
Kidnapping (10)		The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will
Providing False Information (33) (Student Incivility)	2	Issuing false reports on other students
	2	Issuing false reports to school personnel
	3	Includes but not limited to issuing false reports on school staff.
Repeated Offenses (36)	3	Collection of state reportable offenses (major incidents) occurring within a single academic year. Students provided Tier 1-3 interventions with no evidence of progress.

Robbery (13) 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.)	2	Robbery without the use of a weapon; taking something by force or threat of force
	3	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
Serious Bodily Injury (27)	3	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
Sexual Battery (14)	3	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.
Sexual Harassment (15) 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	1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
	2	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
	3	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.
Sexual Offense (16) Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual	1	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.
	2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Examples include but not limited to sexting; lewd behavior, possession of pornographic materials; simulated sex acts.
	3	Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts

Theft/Larceny (11)	1	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.) *Restitution	2	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
	3	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.
Trespassing (19) Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)	2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
	3	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
Vandalism (20) The willful and/or malicious destruction, damage, or defacement of public or private property without consent		
	2	Participating in the minor destruction, damage or defacement of school property or private property without permission
	3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
Weapons/Knife (22) The possession, use, or intention to use any type of knife		
	1	Unintentional possession of a knife or knife-like item without intent to harm or intimidate
	2	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate
Weapons/Handgun (25)	3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm. Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
Weapons/Other (23)	2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.

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

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

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

Field Trip Policy

Students are required to have written permission from their parents or guardians to participate in all out-of-town field trips. Permission will be obtained at the beginning of the year for all in-county field 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 the day before (if possible). Parents will not be allowed to ride the school bus on field trips.

Prescription/Non-Prescription Medication

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. Your child is to come to the office at the designated time for his/her medication. If possible, medication should be taken at home rather than at school. However, if medication must be taken at school, the following procedures apply.

1. Medication Authorization Form- The parent/legal guardian must complete an authorization and instruction form entitled "Authorization of Medication Administration". Written consents must be sent with home medications.
2. The medicine, in the original container, must be taken to the school office/clinic for storage. The parent/guardian should take the medication to school. Under no circumstances should medication be shown to or shared with other students. School employees will not assume any liability for medication brought onto buses or onto campus.
3. At the designated time, the student will go to the clinic to take his/her medication. Medications will be given in accordance with the instructions on the authorizations form or written consent.
4. Unused medication should be retrieved from the nurse's clinic within one week after medication is discontinued, otherwise the school will dispose of the medication. Any unused medication or equipment not picked up by the last day of school will be discarded. Aspirin, ointment, or salves are administered only with written permission from parents. The Cook County School System has a school nurse located at CPS.

Student Illness/Injury

Sick students who are contagious must not be sent to school. When a student becomes ill at school, the parent must arrange for the student to be taken home. In case of serious injury or illness, the student will receive emergency care per EMS or an emergency room visit. Any monetary charges will be the responsibility of the parents or guardians.

Head Lice

Cook County Schools follow a "No Nit Policy". **Students who have head lice or nits are not allowed to attend classes.** Treatment and follow up must be done per school board policy. Multiple occurrences of infestation will receive a social worker referral. By working together, we can strive to ensure the health and well-being of every student so that he/she can benefit from the educational program.

Traffic Flow

All buses are to use the circular drive behind the school. All cars are to use the circular drive in front of the school. In order to keep our traffic flowing smoothly, we ask parents who transport their children **NOT** to enter or exit the drive where the buses enter. In the mornings, buses will drop students off at the back so that they may go to breakfast. Car drop offs are to be made at the front door of the school. Students who want to eat breakfast should go to the cafeteria upon arriving at school. Teachers will be in their classrooms each morning by 7:30 a.m. If your child gets to school prior to 7:30 a.m. and will not be eating breakfast, he or she will sit in an assigned area in the hallway.

In the afternoon, students will leave the building as follows:

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

2:40 p.m. First bell bus students will load at the west end.

2:55 p.m. Second bell bus students will load at the west end.

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 and **MUST** be walked and signed-in by the parent. Please refer to the attendance policy for further information. **STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:30 A.M. STUDENTS MUST BE PICKED UP BY 3:20 P.M.** Students will not be supervised prior to 7:30 a.m. or after 3:20 p.m.

Moment of Reflection

In compliance with Georgia law, at the opening of school on every day, the entire school will conduct a brief period of quiet reflection. 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.

Check In/Out Procedure

Parents must check students out through the office. Identification **must** be presented in order to check out your child. 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.

Please be aware of the following:

- **Students may NOT be checked out after 2:05 P.M.**
- **Parents may NOT remove students from loaded buses.**
- **We do not accept transportation changes via the following: telephone messages, text messages, Remind, social media, or faxed notes. If it is necessary to change the way a student goes home, the transportation change must be in writing from the parent. Please call the front office (229-549-7715) with any questions.**

Lunch/Breakfast

A well-balanced nutritious breakfast and lunch are served each day. Both lunch and breakfast will be provided at **no cost** for ALL students. Breakfast will be served "Grab and Go" style this year. Students will be encouraged to grab breakfast and eat in the classroom.

Balloons and Flowers

Bus students who receive balloons and/or flowers at school for special occasions will **NOT** be allowed to ride the bus home that day. Parents must make arrangements for their child to be picked up after school.

Parties

Birthday parties will not be permitted at school except as part of Friday Treat Time. This policy will minimize disruption to instructional time for all students. Participation in parties is contingent on good behavior. If for some reason your child is not allowed to participate, you will be notified the day before (if possible).

Testing

Kindergarten students will participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS), an ongoing assessment that is administered under normal classroom conditions. The teachers will assess kindergarten, first and second grade students in their classrooms as an ongoing process towards meeting the Georgia Standards of Excellence through common assessments.

Programs To Support Regular Curriculum

- EIP (Early Intervention Program) (K-2)
- Special Education (K-2)
- Gifted (PACES: See Attached Outline)
- Migrant
- ESOL
- RTI/MTSS (Multi-Tiered System of Support) (K-2)
- Intervention Services
 - Reading/Math/ Lab (K-2)

Severe Weather and Fire Drills

Drills will be conducted periodically for fire and severe weather. Evacuation plans are posted in each classroom and students will be instructed in proper evacuation procedures. Drills for severe weather will include instruction in correct body placement against interior walls.

Emergency Information

Emergency contact information should be updated annually by sending the information to the school or calling the school office. Current, accurate information will enable us to contact you. If any information changes during the school year, contact the school immediately.

Toy Weapons

Toys or other objects which look like weapons are not allowed at school at any time. This includes dress up days such as Halloween or other theme days. Such toys will be taken away from the student by the teacher or administrator and kept until the parent comes to get them.

Report Cards

- Students will receive report cards at the end of each eight weeks.
 - Kindergarten will receive standards based report cards.
 - First and Second grade will receive numerical grades.
- The determination for retention or promotion is the responsibility of the teaching team. Administrators, Counselor, teachers, and parents/guardians will have advisory input.
- Conduct Grades:
 - S – satisfactory-** less than 3 times to step 3 or less than 5 times to step 2 in the classroom
 - N – needs improvement-** 3-6 times to step 3 or higher; or 5-9 times to step 2 in the classroom
 - U – unsatisfactory-** 7 or more times to step 3 or higher; 10 or more times to step 2 in the classroom

Information concerning a student's educational record shall not be withheld from the noncustodial parent unless a court order has specifically removed the right of the noncustodial parent to such information or unless parental rights have been terminated.

Promotion Criteria

Kindergarten:

- GKIDS- meets 70% or above on Georgia Standards of Excellence
- Classroom performance
- Teacher recommendation

First Grade:

- Report Card: 70% or above in Reading, Language Arts, and Math
- Classroom performance
- Teacher recommendation

Second Grade:

- Report card: 70% or above in Reading, Language Arts, and Math
- Classroom performance
- Teacher recommendation

PARENT INVOLVEMENT POLICY

Cook Primary 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 the CCRPI (College and Career Ready Performance Index) 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 – Report cards are issued every eight weeks. The dates these reports are sent home are listed in the Student Handbook.
4. Parent-Teacher conferences, PTO meetings and open house – These are held at different times during the year.
5. 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.
6. Cook Primary School Website – This web site enables parents to access their students' grades, special activities, and teachers' e-mail addresses.
7. Cook Primary School Facebook Page - This page informs parents of student activities, awards, and various celebrations throughout the year.

Media Center

Mission:

The school library media program supports and strengthens the curriculum, bridges the digital divide, and puts state and national standards into action. The school library media specialist encourages reading and learning, reading for pleasure, and reading for life.

The school library media specialist is a teacher, an instructional partner, an information specialist, and a school library media program administrator.

School library media specialists directly affect student achievement by collaborating and planning with teachers, teaching information literacy, designing assessment procedures, and providing supplemental curriculum material.

Taken from the Georgia Learning Connections (GLC) website

<http://www.glc.k12.ga.us/pandp/media/homepg.htm>

Media Center Policies and Procedures

1. Hours of operation: 7:30-3:30.
2. First and Second grade students will be allowed to check out two books. Kindergarten students will be allowed to check out one book. PreK students will not be allowed to check out books.
 - Books may be checked out for two weeks.
 - Damage fees will be charged.
 - Replacement price will be charged for all lost and excessively damaged books. Any book no longer in print will be \$10.00.
3. Teachers will hold report cards of those students who owe fines, until the debt is cleared. Students who do not clear fines will not be allowed to participate in activities such as Field Day.
4. Media center behavior expectations:
 - When students are with a class, the rules of the teacher apply.
 - Students may not chew gum or have candy or other food items in the media center.
 - Students are to keep their hands and feet to themselves.
 - Students will be expected to use a quiet voice in the media center.
5. Student circulation will end ten days prior to the last day of school. Students will need to return books 3 days after the last student circulation day.

Behavior Support Process

The behavior support process at Cook Primary School recognizes and builds on strengths that exist in all young people, their families, and communities. Creating a system of support and opportunities promotes positive student choices and behaviors.

Definition

Our behavioral support process is a way of identifying and addressing those behaviors and environmental influences that promote positive emotional, mental, social, and physical health needs of students. This process is designed to provide services to students with chronic disciplinary problems (Level II and III offenses). However, it may be used at any level at the discretion of school professionals.

Basic Elements

1. Due to student disciplinary problems such as 3rd In-School Suspension (ISS) assignment referral, 5th office referral, or any other referrals, an administrator/designee will assemble a review team. The team may include student, parent/guardian, teacher(s), administrator/designee or counselor. Other persons will be included as necessary.
2. The review team will develop a plan based upon an assessment of the student's behavioral strengths and deficits.
3. The plan will integrate school and community-based services and resources.
4. The success of this plan will depend upon consistent implementation by all persons involved.
5. Dates for follow-up procedures will be determined at the initial review team meeting.
6. The policies and procedures implemented in accordance with this process must be in compliance with all applicable state and federal laws and regulations including but not limited to: Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act and Amendments; Americans with Disabilities Act of 1990; Federal Regulation 7 CFR 210.9(b)(7).
7. This behavior support process is in accordance with the Chronic Disciplinary Problem Student Act (Georgia Law O.C.G.A. 20-2-764, 20-2-765, 20-2-766.)

STUDENT COMPLAINTS AND GRIEVANCES

Grievance Procedure: This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by district personnel, which is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant. Any students, or the parents of such students may bring a grievance, when rights under any district policy or applicable law have allegedly been violated. However, when a minor student brings a grievance, the parent(s) or guardian(s) will be a party to the

proceedings. Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement. All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. A grievant that chooses to be represented by counsel must give sufficient advance notice to enable the school district to be likewise represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based. If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except that any hearing before the Board shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

The district Title IX Coordinator shall be consulted whenever sex discrimination is alleged in a formal grievance.

LEVEL ONE

Grievants who cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose. All grievances must be submitted within ten school days after the date on which the action complained of has occurred. It must clearly state the district policies or student legal rights which are alleged to have been violated.

A hearing may not be necessary at this level because the principal may not have become aware of all pertinent information through previous informal conference. However, a hearing will be held at the request of either the principal or the grievant. Such hearing shall be held within five school days after the grievance is submitted unless a later date is mutually agreeable.

The principal shall render a decision within three school days after submission of the grievance or holding of a hearing as appropriate. If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level two, provided that notice of appeal is made within five school days.

LEVEL TWO

Grievances may be initiated at this level by the filing of timely notice of appeal with the Superintendent within five school days. Such notice must be in writing and accompanied by copies of the original grievance and the decision, if any, made at level one.

If the notice of appeal contains a request for a hearing or the Superintendent believes one to be necessary, a hearing shall be held within ten days of such notice unless a later date is agreeable to both parties.

The Superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate. If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level three provided that notice of appeal is made within ten school days.

LEVEL THREE

The grievant may request a hearing before the Board by submitting timely notice of appeal with the Superintendent within ten school days. Such notice shall be accompanied by a copy of the original grievance and the decisions, if any, made at level one and two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. If the Board choose to hear the appeal the grievant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within a reasonable time after such hearing.

DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, national origin (Title VI), sex (Title II & Title IX), or disability (Section 504) in educational programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Cook County School System does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscriminatory policy:

Title II Coordinator: Vocational Director

Title VI Coordinator: Superintendent

Title I Coordinator: Special Ed. Director

P. O. Box 152, Adel, Georgia 31620 – Ph. 896-2294

Inquiries concerning the application of the above acts to the policies and practices of the system may be addressed to the persons listed.

COOK COUNTY JUVENILE COURT **Protocol Agreement for Truancy in Schools**

This agreement is made and entered into by and between the Cook County Attendance Protocol Committee; Cook County Juvenile Court ("Juvenile Court"), acting by and through Suzanne Mathis, Judge thereof; and the Cook County School System ("School District"), by and through its appropriate designee, which protocol shall become effective January 1, 2019, and shall remain in effect until otherwise altered, modified, or cancelled in writing.

WHEREAS, it appears to the undersigned that the absences and late arrivals of students on the school campuses is a major problem in the School District; and

WHEREAS, the laws of the State of Georgia authorize the protocol to outline in detail methods for determining the cause of failing to comply with compulsory attendance and appropriately addressing the issue with children and their parents or guardians; and

WHEREAS, the Juvenile Court of Cook County, Georgia has jurisdiction over violations of the compulsory attendance law committed by any child under the age of 16; and

WHEREAS, the Probate Court of Cook County, Georgia has jurisdiction over violations of the compulsory attendance law committed by parents or guardians of students, and

WHEREAS, the parties hereto desire to minimize the occasions of failure to comply with the compulsory attendance laws; and

WHEREAS, it also appears to the undersigned that a uniform method of procedures dealing with said failure to comply with the compulsory school attendance law prior to filing complaints with the Juvenile Court and Probate Court is necessary.

NOW THEREFORE, the undersigned parties do hereby agree as follows:

The below procedures will be followed by the School District in addressing cases of truancy. Prior to initiating any complaints with the Juvenile Court, any other Court, the Solicitor General for prosecution of parents in Probate Court of Cook County, or any other government agency who may be involved or associated with truancy matters, the School District will appoint a designated School District employee ("Records Custodian") to collect and maintain any and all documentary evidence that may be required by state law or used in Court proceedings. This individual may be the School District's Truancy Officer or System Social Worker. At the School District's option, there may be a separate records custodian for each school within the District.

PARENTAL NOTIFICATION

The School District will notify the parent, guardian, or other person who has legal control or charge of the student when such student has three unexcused absences. The notice

will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.

If a parent meeting is required, written notification will be delivered by a School Resource Officer (SRO) to such parent, guardian, or other person who has legal control or charge of the student. Signature by the parent, guardian, or other person who has legal control or charge of the student will be required to indicate receipt of the notification.

ANNUAL NOTIFICATION

By September of each school year or within 30 school days of a student's enrollment in the School District, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of the written statement of possible consequences and penalties. After two reasonable attempts by the School District to secure such signatures, the School District shall be considered in compliance with this requirement.

In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local School District's policy.

PROCEDURES FOR INITIATING CRIMINAL PROSECUTION OF PARENT OR GUARDIAN

After a student has ten or more unexcused absences, the School District's designee or SRO may refer a parent to the Probate Court for citation and to the Solicitor General for prosecution under the Georgia Compulsory School Attendance Statute if it is suspected that the parent or guardian is the cause of the student's absence. At the Probate Court's discretion, parents may receive a fine of not more than \$250, up to 30 days of confinement in jail, community service, or any combination thereof for each offense.

COOK COUNTY JUVENILE COURT

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.

Tardy to Class: A student is "tardy to class" when he/she arrives to class following the ringing bell, chime or other audible signal indicating the beginning of instructional time.

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.

Official School Start/End Time: The time designated by the principal and advertised to students and parents as the official start or end of the school day. Correct time will be the time as determined accurate by the school principal, indicated on a designed school clock, and displayed in a prominent location.

Student Support Team (SST): An interdisciplinary group that uses a systematic process to address learning, behavior, and/or attendance problems of K-12 students in a school.

Unexcused Tardies and Early Checkouts:

- Students accumulating three (3) days of unexcused tardies to school will receive a referral to the Principal or Principal's designee for violation of Board Policy JCDA: Student Code of Conduct.
- At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal's designee for disciplinary or other appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present more than 15 minutes of the entire instructional period.

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.
High School Students: Upon a student's fourth (4th) tardy, a disciplinary referral will be made to the Principal or Principal's designee. Consequences may include loss of driving privileges, detention, in-school suspension, or other action in accordance with local school system policy.
- **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.

Violation of TEAM Truancy Diversion Contract or refusal to participate in the TEAM truancy diversion program may result in immediate referral to the appropriate court, including but not limited to one or more of the following:

- Students ages six (6) to seventeen (17) and their parent(s), guardian(s), or other person(s) having control or charge of the student to the Juvenile Court for possible Protective Order or other appropriate disposition.
- Parent(s), guardian(s), or other person(s) having control or charge of students ages six (6) to seventeen (17) to State Court for Failure to Comply with Compulsory Attendance.

Board Policy

Descriptor Code:JGF(2)

Seclusion or Restraint of Students

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

Notice of Rights of Students and Parents Under Section 504

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

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

Address 1
Address 2
City, GA Zip
Phone
Email

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

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

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

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

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

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

4. Hearing Procedures:

- The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular

educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- The hearing shall be closed to the public.
- The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

PACES

Program to Accelerate, Challenge, and Enrich Students

Gifted Education Cook County Schools

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

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

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

Wellness Plan

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

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

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

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

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

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

The policy (EEE) may be found in its entirety through the Cook County School Website at www.cook.k12.ga.us.

“This institution is an equal opportunity provider.”

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.

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 Primary School, the privilege of use of the internet is provided under the direct supervision of the teachers. Students' access without supervision is not allowed.

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.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) 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 after the school receives a request for access. Parents or eligible students should submit to the principal (or appropriate official) a written request that identifies the records they wish to inspect. The principal or designee 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. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks/intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or

eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

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

Cook County Schools Board Policy Manual is available through the Cook County Schools Website at www.cook.k12.ga.us.

Non-Discrimination Statement

It is the policy of Cook County Public Schools not to discriminate on the basis of sex, age, race, color, disability, religion or national origin in any program or activity, employment, admission, service, treatment, admissions to facilities or access to any program or activity operated by the Board or in the employment practices of the Board. It is the express policy of the Board to comply with all appropriate laws and regulations relating to discrimination now in effect or hereafter enacted including Title VI and Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; and Title II of the Genetic Information Nondiscrimination Act of 2008 and all accompanying regulations.

Title IX Information

The District does not discriminate on the basis of sex in its education program and activities, as required by Title IX of the Education Amendments of 1972 ("Title IX"). Such requirement to not discriminate extends to admission and employment.

Effective August 14, 2020, pursuant to federal regulations implementing Title IX published in 2020 scheduled to become effective on August 14, 2020, any complaint involving "sexual harassment" as defined by those federal regulations that occurs in a District education program or activity against a person in the United States shall be addressed pursuant to the District Title IX Grievance Procedure. Should such federal regulations not be implemented for any reason, all such complaints involving a student complainant shall continue to be addressed in the appropriate District policy.

Inquiries about the application of Title IX may be directed to the Assistant Secretary of the Office for Civil Rights, United States Department of Education, or to the following:

Henry Acree, Title IX Coordinator for Student Matters

Director of Student Services

1109 North Parrish Ave

Adel, GA 31620

Phone: 229-896-2294

henryacree@cook.k12.ga.us

Courtney Holley, Title IX Coordinator for Employee Matters

Director of Human Resources

1109 North Parrish Ave

Adel, GA 31620

Phone: 229-896-2294

courtneyholley@cook.k12.ga.us

August 4, 2021

Dear Parent/Guardian:

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

The Student Code of Conduct for the 2021-2022 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement form, and return it to the school. Failure to return this form will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook Primary School Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

The Promotion Criteria for Cook Primary School, grades K through 2, is also included in the handbook.

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

It is our mission at Cook Primary School to ensure each student's academic, social, and emotional success. If you have any questions concerning the information contained in the Cook Primary School Handbook, please call 549-7713. Our faculty and staff are eager to answer your questions and address your concerns.

Sincerely,

Mr. Leslie Folsom,
Principal

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

Dr. Tim Dixon, Superintendent

<u>Mr. Leslie Folsom</u>	<u>Mr. Gabe Hammock</u>	<u>Mr. Rusty Meadows</u>	<u>Dr. Eric McFee</u>
CPS Principal	CES Principal	CMS Principal	CHS Principal

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

Permission to Publish

☐ I **DO** give CCSD the right to use my child's name, photograph, and student work for publication to acknowledge achievements and accomplishments in the newspaper, the yearbook, on our school website/social media pages, and on appropriate educational sites.

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

Permission to Use the Computer Network

☐ I **DO** give permission for my child to use the CCSD network in all of the following ways: Internet services, student e-mail, Google Apps for Education, and all other educational apps.

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

Permission to Bring Your Own Technology (BYOT)

☐ I **DO** give permission for my child to bring his/her own portable, wireless device to school.

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

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

Student's Name (print clearly) _____

Student's Signature _____

Parent/Guardian's Name (print clearly) _____

Parent/Guardian's Signature _____

Date _____

2021-2022

Parent Acknowledgement

Student's Name _____ Grade _____ Teacher _____

By signing below, we acknowledge that our family has received a copy of the Student Handbook which includes the following documents and have reviewed the contents with our child. We further acknowledge that we understand the information presented in this handbook.

- School Rules and Procedures
- Student Code Of Conduct
- Student Discipline Plan/Bus Conduct
- Attendance Protocol
- Parents Right to Know
- Promotion/Retention Policy
- Wellness Plan
- School Calendar and Important Dates

If I have further questions or concerns, I can make an appointment for a parent conference and/or call the school at 549-7713 for more information.

***Complete the checklist below & sign indicating that your child MAY:**

Yes	No	
• _____	_____	Be photographed and/or videotaped in school activities
• _____	_____	Participate in various school-related field trips
• _____	_____	Be transported by a Cook County School System bus for field trips
• _____	_____	Have photo published on school internet website and school social media
• _____	_____	Have name published on school internet website and school social media
• _____	_____	Use the internet with supervision

Signature Parent/Guardian

Date