

COOK MIDDLE SCHOOL

Excellence Starts With You



STUDENT HANDBOOK
2019-2020

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Cook Middle School
“Continuing in Excellence”
Rusty Meadows Ed.S, Principal

1601 North Elm Street - Sparks, Georgia 31647 - (229)549-5999 - Fax: (229)549-5986

Dear Students,

Welcome to Cook Middle School, the home of the **Hornets**. CMS is a place where students work to meet their full potential. We challenge all students to build pride and achieve a solid foundation in preparation for high school.

Each new day brings new opportunities, successes, challenges and new ways to achieve goals. Determination to do your best on every assigned task is required to achieve your goals. Your success at the middle school prepares you for high school and sets the tone for your achievements in life. Do your best and reach your goals at **Cook Middle School by working to meet your full potential!**

We want your learning experience to be a productive one and this handbook serves as a guide. The procedures are designed to assist us in working together at our school. We look forward to your participation and contributions to the activities provided in the classroom and in the extracurricular activities.

Cook Middle School provides a solid foundation that allows all students to have a brighter future through hard work, commitment, cooperation, and opportunity. Have a great year at CMS!

Sincerely,

Rusty Meadows
Principal



COOK MIDDLE SCHOOL 2019-20 FACULTY AND STAFF

Principal - Rusty Meadows

Assistant Principal - Jennifer S Green

Assistant Principal - Johnny Beard

Instructional Coach - Peggy Fulghum

TEAM 6BLACK

Rusty Beale

Iris Cannon

Tonya Gregory

Tonya McDaniel*

TEAM 6GOLD

Jenny Hood

Sarah Jacobson

Lisa Myers*

Teara Powell

6WHITE

Jennifer Harris

Amanda Holt

Tabatha Jones*

TEAM 7BLACK

Tony Harrison

Greg Hasecuster

Angi McClain *

Daniel Smith

TEAM7GOLD

Fayris Francis*

Kayla McIntosh

Ryane Meadows

TEAM 7WHITE

Jeri Anna Bearden

Christy Cox

Diedra Krause*

TEAM 8BLACK

Josh Bryan

Kayla Craft*

Wanda Dobson

Heather McIntyre

TEAM 8GOLD

Deena Griffin*

Bradley Patterson

Rachel Serrano

John Smith

TEAM 8WHITE

Nathan Barnes

Jonathan McDaniel

Dawn Morris*

SPECIAL EDUCATION

Allison Bonanni - Speech

Jennifer Boyd - 7th

Tracy Boyd - 6,7,8

Jamare Durr - 7

Jennifer N Green - 8

Judy Lippincott - 6, 7, 8

LaDonna Peeples* - 6

Candi Rountree - 8

Lakeyda Zachary - 6

CONNECTIONS

Art: Sherri Youngblood*

Band: Jacob Fortner

Computer Lab: Vickie Ashley

Exp in Ag: Ren Hester

Exp in Basic Skills: Chris Craft

Exp in Tech: Mike Huffstetler

Healthcare Sci: Stephanie Patterson

MEDIA SPECIALIST: Melissa Harrison

Counselor: Lyn Martin

ESOL: Melissa Duke

PACES: Wanda Dobson

SPI Coordinator: Chris Craft

Athletic Director: Audrey Stacks

COOK MIDDLE SCHOOL 2018-19 FACULTY AND STAFF

PHYSICAL EDUCATION

Jeremy Brown
Corey Green
Audrey Stacks*

OFFICE STAFF:

Bookkeeper: Joni Huffstetler
Secretary: Betty Coleman, Linda Tennant

NETWORK ADMINISTRATOR: Dennis Hicks

NURSE: Patsy Boone

SCHOOL RESOURCE OFFICER: Antonio Carter

PARENT-SCHOOL RESOURCE: Coco Harris-Lane

IN SCHOOL SUSPENSION: Patrice Covington



CUSTODIAL STAFF

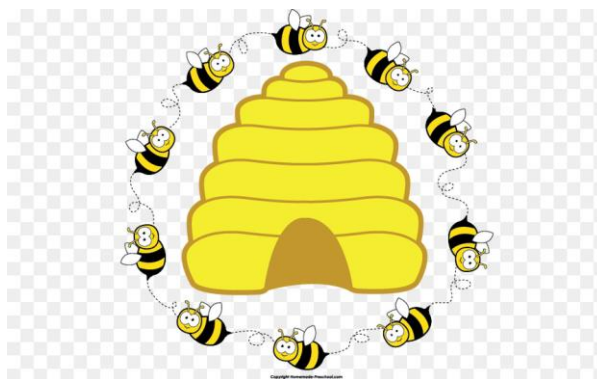
Head Custodian: Mary Way
Carolette Durden
Eddie Harley
Gloria Keeley
Vera Pettigrew
Ralph Thomas
Teresa Wooten

PARAPROFESSIONALS

Linda Collier
Danette Harris
Katie Lee
Faith Lovett
Doretha Robinson
Ellar Simmons
Almaree Thomas
Destry Walker
Beth Wright

LUNCHROOM STAFF

Manager, Jeff Stalvey
Brenda Davis
Kay Gray
Jane Robinson
Cassandra Sims
Judy Stalvey



Important Dates for 2019-20
At Cook Middle School

Semester 1

July 29 - August 2 -	Pre-Planning
August 1 -	Open House
August 5	First Day of School
August 6	Parent Night - Chromebooks
August 7 - 9	Parents & Chromebooks
August 20 -	PTO/Title 1 Mtg
August 23	Back to School Dance
September 2	Labor day Holiday
September 4	Progress Reports
September 16 - 20	Homecoming Week
September 24	What's "APP"ening at CMS- Family Night
Sept 30 - Oct 4	Fall Book Fair
October 7	Q2 Begins
October 9	Report Cards
October 11	Halloween Dance
October 14 - 18	Fall Break
October 14 - 15	Inservice for Teachers
October 22	TAPSS (Teachers and Parents Supporting Students)
October 23	Q1 Awards Program
Oct 28 - Nov 1	Red Ribbon Week
Oct 29 - Nov 2	Washington D.C. Trip
November 6	Painting with Sherri- Family Night
November 22	6th Field Trip
December 4-5	Jr. Beta Convention
December 10	Make and Take - Family Night
December 18	7th Field Trip
December 19	8th Extravaganza Show
December 20	½ Day for Students; End of Semester 1



Semester 2

January 6-7	Teacher PL Days
January 8	Q3 Begins
January 9	Report Cards
January 14	TAPSS
January 15	Q2 Awards Program
January 20	MLK Holiday
January 21 - 24	ELA Assesslets
February 3 - 7	Career Awareness Week
February 5	Career Day
February 7	Valentine's Dance
February 13	Faculty-Student Basketball game
February 14, 17	Winter Break
February 24 - 28	FFA Week
February 25	Science Night - Family Night
March 3	CHS registration for 8th graders
March 13	Student Holiday; Teacher PL Day
March 16	Holiday
March 17	Q4 Begins
March 20	Report Cards

March 24	TAPPS
March 25	Q3 Awards Program
April 6 - 10	Spring Holidays
April 20 - 24	Georgia Milestones for ELA and Math
April 29	6th Field Trip to Grassy Pond
May 4 - 8	Georgia Milestones for 9th Lit and Algebra
May 5	5th Grade Orientation
May 5	Q4 SOW Awards
May 12 - 13	Georgia Milestones for Honors Phy Sci
May 13-14	Georgia Milestones for Sci and Soc St 8th
May 15	7th Field trip
May 15	8th Dance
May 18	MARS Day
May 19	Hornet Pride Day
May 20-21	Georgia Milestones Retesting - 8th
May 22	½ day for students/End of 2019-20 Term
May 25	Memorial Day
May 26 - 29	Teacher Inservice and PL Days

Dates to be added and/or finalized

Cook Middle School

2019-20 Time Schedule

Connections

7th grade: 8 - 9:30

7 - 1 8:00 - 8:45

7-2 8:45 - 9:30

6th grade 9:40 - 11:10

6 - 1 9:40 - 10:25

6 - 2 10:25 - 11:10

8th grade: 1:30 - 3:00

8 - 1 1:30 - 2:15

8 - 2 2:15 - 3:00

8th grade

8 - 8:20 NEST

8:20 - 9:30 Block 1 w/ Computer
Delivery

9:30 - 10:40 Block 2

10:40 - 12:20 Block 3 w/Lunch

First Lunch 10:50 - 11:20

Second Lunch 11:00 - 11:30

12:20 - 1:30 Block 4

w/Computer hookup

7th grade:

8:00 - 9:30 Planning

9:30 - 10:40 Block 1 w/Computer
Delivery

10:40 - 11:50 Block 2

11:50 - 1:30 Block 3 w/Lunch

7Black Lunch 11:50 - 12:25

7Gold Lunch 12:05 - 12:35

7White Lunch 12:15 - 12:45

1:30 - 2:40 Block 4 w/Computer

Rehook

2:40 - 3:00 NEST

6th grade:

8 - 9:10 Block 1 w/Computer
Delivery

9:10 - 9:30 NEST

9:30 - 9:40 Block 2

9:40 - 11:10 Connections

11:10 - 12:45 Block 2 w/Lunch

6Black Lunch 11:25 - 11:55

6Gold Lunch 11:35 - 12:05

6White Lunch 11:45 - 12:15

12:40 - 1:50 Block 3

1:50 - 3:00 Block 4 w/Computer
Hookup

MISSION

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

VISION

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

MIDDLE SCHOOL PHILOSOPHY

Cook Middle School is designed to meet the changing needs of students between the ages of 10-14. The middle school offers a program that helps students progress intellectually, socially, physically, and emotionally in ways which: a) enhance the individual's self-worth, b) provide opportunities for success, c) foster active learning, d) promote exploration, e) encourage students to be responsible for their own behavior and become responsible members of society.

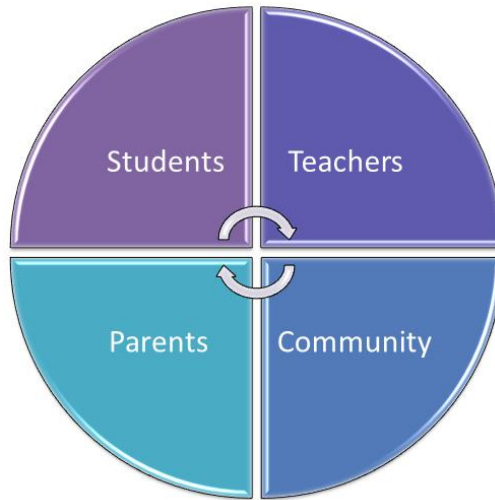
Cook Middle School provides a unique learning experience and a gradual transition between the elementary and secondary educational programs. Emphasized in the educational process are provisions for assisting students to become independent learners, to acquire self-direction and motivation, and to apply mastery of basic skills to new areas of learning.

BELIEFS

We believe:

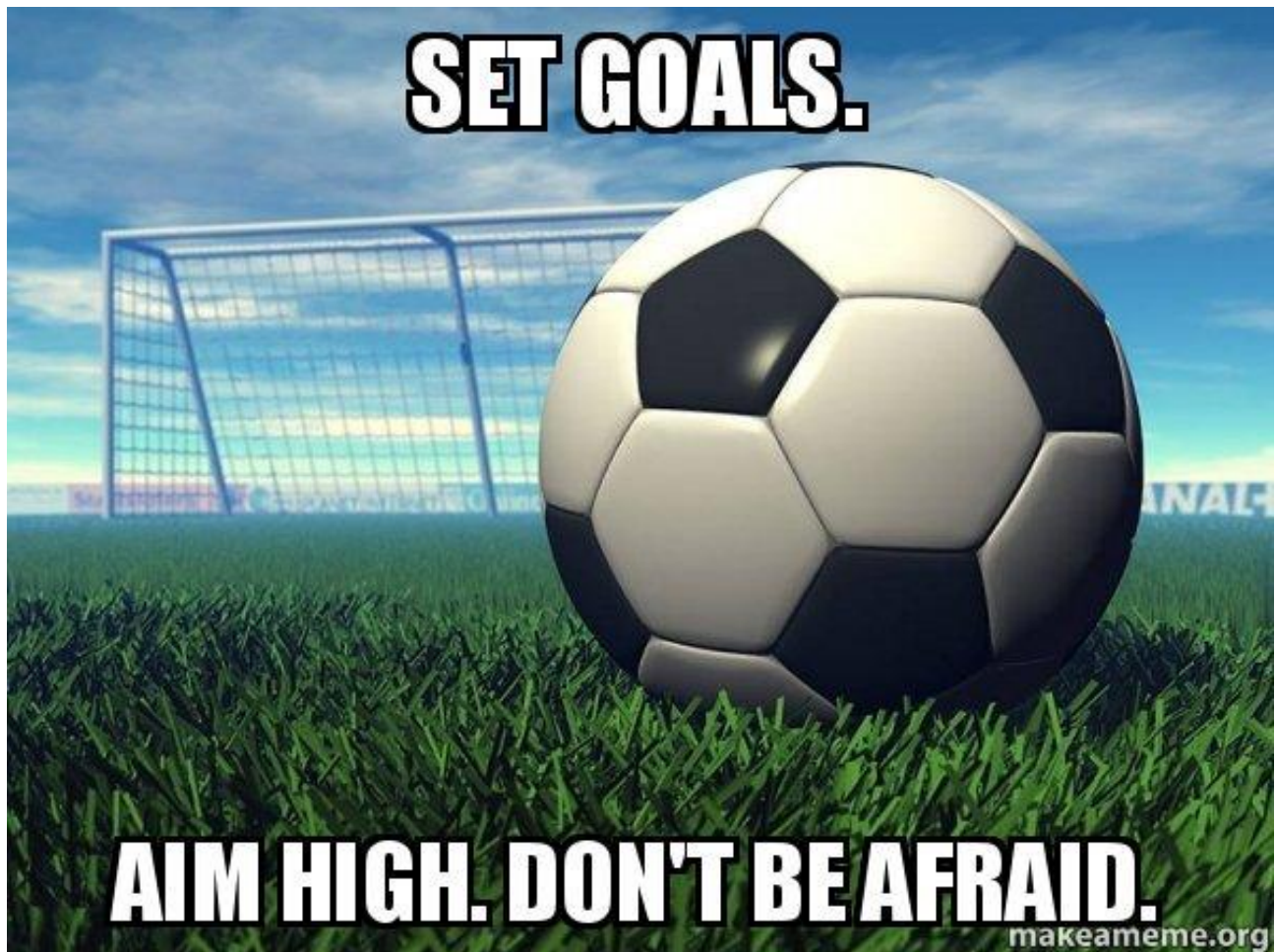
- When provided with the opportunity, time, and resources, and with motivation, all students can succeed.
- Our students share responsibility for their learning and take responsibility for the actions in the classroom and school environment.
- An inviting, safe, inclusive, supportive school environment is essential to the teaching and learning environment.
- All stakeholders - teachers, family and community are essential in the education

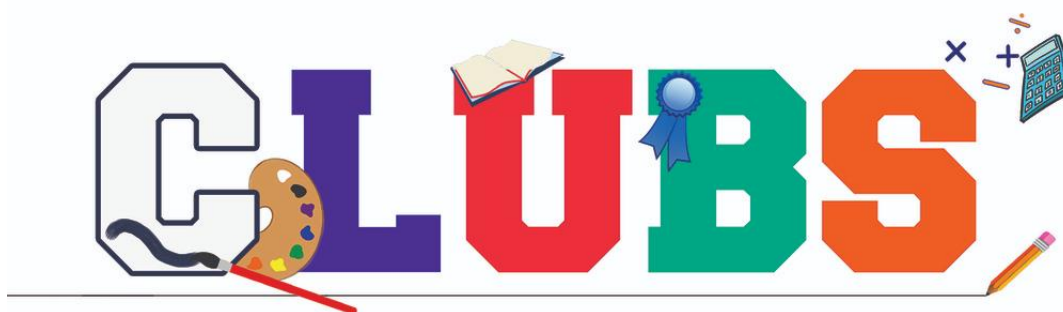
of our students.



SCHOOL IMPROVEMENT PLAN/GOALS

- Longitudinally increase the number of students achieving levels 2, 3, or 4 in the 6th, 7th, and 8th grade English Language Arts.
- Increase the number of students achieving levels 2, 3, or 4 in 6th, 7th, and 8th grade Math/Algebra.
- Increase the number of students achieving levels 2, 3, or 4 in 8th grade Science/HONORS Science and maintain the number of students achieving levels 2, 3, or 4 in 8th grade Social Studies.
- Provide a positive, orderly, safe, and supportive learning environment for all students and staff.
- Provide a variety of educational activities that engage parents and stakeholders.





Cook Middle School has a variety of clubs and organizations offering students an opportunity to build on personal and vocational interest and community service.

Yearbook Staff: The yearbook staff is in charge of producing the student's annual. Members must be capable and willing to perform a variety of jobs including promoting the yearbook; assisting the school photographer, cropping; identifying, and alphabetizing photographs, and selecting designs and layouts. The advisor is Mrs. Lynn Martin.

Y-Clubs: The purpose of Y-Club is to create, maintain, and extend through the home, school, and community high standards of Christian character. They are dedicated to serving the school and community. Membership is open to any student. Local Y-clubs are sponsored by the State YMCA of Georgia. Advisors are Josh Bryan, Deena Griffin, and Jennifer Harris.

Academic Bowl: This group was established to promote academic excellence. The bowl offers students an opportunity to demonstrate their academic knowledge and mental toughness in meets with peers from other schools. Participation builds confidence and encourages continued efforts in the quest for academic excellence. The advisor is Mrs. Heather McIntyre.

Fellowship of Christian Athletes (FCA): This group is for athletes who choose to participate in a Christian-oriented club. The advisor is Mr. Jonathan McDaniel.

Future Farmers of America (FFA): This group is for 6th, 7th, and 8th graders. The FFA promotes agri-science with a strong knowledge and perspective of agricultural progress and productivity. Mr. Ren Hester the advisor.

Junior Beta: The purpose is to promote scholarship, leadership, and good citizenship. Membership is by invitation only and is for 7th and 8th grade students. Students must have all A's and a 93 average or above. The advisor is Mrs. Wanda Dobson.

Science and Technology: The purpose is to promote and expand the student's knowledge and interest in the technology field. The advisors are Mrs. Melissa Harrison and Mr. Mike Huffstetler.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA): A nonprofit student organization committed to preparing today's students for success in business leadership. The FBLA's mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress. The advisor is Ms. Vickie Ashley.

Student Council: The purpose of School Student Council is to promote school spirit, represent the interests of the student body, provide and participate in opportunities for community service, and promote citizenship. A spirit of cooperation among students and faculty is vitally important. The advisors are Angi McClain and Amanda Holt.

Hornet Junior Civitan: The club is a volunteer service organization for young people, dedicated to building good citizenship, leadership development, and helping people with developmental disabilities. Junior Civitans volunteer in their schools and communities, often in partnership with their sponsoring Civitan club. Members join together to clean up their schools, educate their peers about social issues, and volunteer with great local charities. Multiple scholarships will be available for dedicated Civitan members at the High School level. The advisor is Mrs. Tonya McDaniel.

HOSA (Health Occupations Students of America) - HOSA is a career and technical student organization for students who are planning to pursue health occupations. The mission is HOSA is to promote career opportunities in the healthcare industry and to enhance the delivery of quality care to all people. The advisor is Mrs. Stephanie Patterson.

Club meetings will be held on Fridays from 7:40 – 8:10.

1st Friday: FFA, TSA

2nd Friday: Y Club, HOSA, 3rd Friday: Jr. Beta Club, Jr. Civitan

4th Friday: FBLA, FCA

If a parent or guardian chooses not to allow their child to participate in a club at Cook Middle School, they must sign on the appropriate line in the letter that must be returned to the school.



Organizations



Band: 6th, 7th, 8th grade beginning and performing groups. Approximately 160 members participate in the band program. The band director is Mr. Jacob Fortner.

Sports activities offered: 7th and 8th graders may participate in all sports. 6th graders may participate with permission from the parent, coach, principal/A.D.

First Semester Sports: Basketball, Cross Country, Cheerleading, Football, Softball, Wrestling,

Second Semester: Baseball, Basketball, Cheerleading, Golf, Soccer, Track, Tennis, Wrestling

Head Coaches for each sport are the following:

Baseball - To be announced

Boys Basketball - Tommy Blackshear

Girls Basketball - To be announced

Cheerleading - Candi Rountree

Cross Country - Tonya McDaniel

Football - Jeremy Brown

Walker

Golf - To be announced

Boys Soccer - Chris Craft

Girls Soccer - To be announced

Softball - Boone Webster

Tennis - To be announced

Track - To be Announced

Wrestling - Nathan Barnes/Destry

Eligibility Policy

Any student that begins the academic year ineligible will sit out of all competition for the first three weeks of school. These students will only be able to practice during the first three week probationary period. The ineligible student must sit out any scheduled games during this three week period. At the beginning of the fourth week the ineligible student's grades will be checked every Wednesday using Powergrade by the Cook Middle School athletic director. The ineligible student will then have an opportunity to become eligible on a week by week basis if ALL classes have a grade of 70 or above. To be eligible for the second semester sports, a student must have passed 3 out of the 4 academic classes of semester 1.

Student Extracurricular Activities

All Cook County athletes and coaches are expected to demonstrate behavior that reflects pride and excellence in the athletic program at Cook Middle School. We are proud of the winning tradition, which demands the best out of everyone connected with athletics. Appearance coupled with attitude and actions reflect on the student as an individual and as a representative of the school. Students should strive to be the best in their own eyes thereby strengthening the championship tradition that exists at Cook Middle School.

1. All athletes will follow the school conduct rules and will strive to be model students and good examples. It will be the responsibility of the entire coaching staff to make all athletes aware of their expectations and to see that rules are enforced and adhered to consistently.
2. In order to participate in any athletic activity, each student must meet all current Georgia High School Association eligibility requirements.
3. The coach of each respective sport will have the right and responsibility of selecting and supervising his/her athletes. All athletes will adhere to general rules set by the athletic department.
4. If an athlete violates a school rule or breaks the law, the team coach, athletic director, and principal will decide the proper action to be taken in regard to the athlete's participation in our athletic program. All athletes who are referred to the office for disciplinary action will be treated on the same basis as a non-athlete.
5. An athlete who elects to "quit" a team during that particular season will be required to "sit-out" the remainder of that regular season before he/she can begin participation in any other sport. All cases will be reviewed by the administration and the coach. Athletes must see that all equipment issued by the school is returned immediately upon his/her quitting.
6. An athlete who consistently does not attend practice or is dismissed from the team by the coach is considered quitting.
7. Athletes will be expected to be neat in appearance during the school year. Hair must be neat and well groomed year round. Athletes in violation of this rule will be suspended from participation until in compliance.
8. Athletes will be transported to out-of-town events by transportation provided by the school. If an athlete travels to an athletic event on a school bus, he/she will return on the bus unless the coach releases the athlete to a parent or legal guardian in writing. **Athletes will be released to their parents/guardians and no one else.**
9. Good sportsmanship conduct will be expected at all times from all athletes. Athletes are expected to exhibit good manners and good behavior at all times.
10. All athletic uniforms must be worn as they are designed to be worn. The coach will decide all uniform policies for his/her sport.
11. Missing practice is a serious violation of athletic conduct. Unexcused absences will not be tolerated. If there is a need to be absent from school athletic practice, it is the responsibility of the athlete to clear this with his/her coach. Each coach will outline the rules for practice requirements.

12. All students participating in athletics, including practice sessions must be properly insured against accidents. Proof of insurance is required to participate. School insurance is available for purchase if needed. The Cook County Board of Education **DOES NOT** provide insurance coverage for athletic competition.
13. All students are encouraged to participate in as many extracurricular activities as they desire. Students wishing to participate in activities, whose seasons coincide, must have written permission from the head coach of each respective sport as well as the athletic director in order to participate.
14. Before a player can be removed from the athletic program, the principal and the athletic director must approve the action.
15. Physical examinations are required by state law. Cook Middle School sets up one appointment during the spring of the school year for physicals. These are free of charge to the athletes and cheerleaders. Any other examination or referrals to specialists are the responsibility of the parents/guardians of the athlete or cheerleader and will not be paid for by Cook Middle School. All physicals taken after April 1st are valid until the end of the next school year.

GUIDANCE AND COUNSELING

The goal of the guidance and counseling program at Cook Middle School is to help you to realize your full potential as a unique, special individual and as a student. Your school counselor is a person who has special training to help you to develop personally, academically, and socially. She can work with students individually, in groups or in classroom guidance activities or special programs. Who does the school counselor work with?

- students, parents, relatives, and friends
- teachers, administrators, and other staff members
- anyone with problems or concerns
- anyone who cares about your well being

Your counselor can work with you to help you to:

- do better in school
- solve personal problems with family, friends, and teachers
- develop positive feelings about self
- find answers to questions
- develop positive attitudes
- learn more about yourself and others
- discover your talents and abilities
- set goals
- explore alternatives
- make suitable decisions about your life
- cope realistically with everyday situations and problems

How can you contact your counselor?

- student requests: ask your teacher or an administrator
- parent requests: call or visit the school counselor
- teacher requests: verbal or written referrals

- friend requests: call, come by, written referrals

Under normal circumstances, your counselor will keep confidential whatever you talk about. However, your counselor will always consider first your safety and well-being and those you come in contact with and will take whatever action is appropriate to protect individuals.



STUDENT ATTENDANCE PROTOCOL
2017 - 2020
Cook County Schools

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

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

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

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

The Student Attendance Protocol Committee has agreed upon procedures, which are intended to allow the reduction of truancy at the individual, family, and community levels. It is understood, however, that these procedures are general guidelines, and extenuating circumstances may be considered, as allowable by law, for each student and family. In addition, it is understood that each state and local agency involved must first adhere to its own policies, which were considered in the development of this protocol.

Operational Authority

The Student Attendance Protocol Committee is operational under authority of the chief superior court judge as defined in O.C.G.A. 20-2-690.2. Following adoption of this written protocol and filing with the Georgia Department of Education (GADOE), the committee will meet quarterly during its first year and twice annually thereafter for the purpose of evaluating compliance and effectiveness, and to modify the protocol as appropriate.

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 RTI 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 RTI 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.

Response to Intervention (RTI)/Behavior Analysis Team (BAT): 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 present in the class or classes missed if they are present more than 45 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 administration 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
- **Only five parental notes will be considered for an excused absence**

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.

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 referral will be made 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.



GRADES

1. The passing grade for core courses is 70. Numerical grades will be given in all courses.

A - 90 TO 100
B - 80 TO 89
C - 70 TO 79
Below 70 is failing

2. Promotion Criteria Policy

The Promotion Criteria for Cook Middle School is listed below to determine if a student will be promoted to the next grade level:

STATE REQUIRED TESTS:

- All students must pass **FOUR OUT OF FOUR** sections. (8th grade) and **TWO OUT OF TWO** (6th and 7th grade).
- Eighth grade students who do not pass the Language Arts and/or Math sections **MUST** retake and pass the test(s) if the opportunity for remediation is given.

REPORT CARDS:

All students must achieve a Yearly Average of 70 or above in **FIVE OUT OF FIVE** academic areas..

All students must achieve a combined yearly average of 70 or above in Connections classes.

ATTENDANCE:

Students may not have more than 10 unexcused absences for the school year.

APPEALS PROCESS: If a student does not meet the promotion criteria policy, the placement committee will make a recommendation for each student.

3. Mid-Term Progress Reports will be sent to parents in the middle of each grading period. Progress reports should be signed by parents and returned to academic teachers.

4. HONOR ROLL: Honor roll will be announced at the end of each grading period. Requirements for honor roll are as follows:

Principal's Honor Roll -ALL subjects have a 90 or above.

Stinger Honor Roll - ALL subjects have an 80 or above.

5. Students will be recognized for academic achievement at the Hornet Pride Day. Highest average in each subject areas as well as top 5 students on each team will be awarded for these achievements.

6. Students achieving the Principal's Honor Roll and/or earning Student of the Week will be recognized during that grading period with invitations to parents to attend an awards program.

7. Students that earn Principal Honor Roll for the entire school term will receive recognition on Hornet Pride Day, as well as students that have earned all grades 90 or above for the three years at Cook Middle School. This is not a grade point average; the student must attained a 90 or better in **ALL** classes.

8. 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.



III. GENERAL CONDUCT

1. Students will be expected to obey all reasonable directions and instructions from all faculty members, at any time during the school day, any school activity, at any place on or near the campus.

2. ARRIVAL AT SCHOOL

School begins at 8:00 a.m. and ends at 3:00 p.m.

- a. When students arrive at school they should report to the cafeteria.
- b. The faculty parking lots are off-limits to students.
- c. Students arriving after 8:00 should be dropped off at the front door and sign in at the office.
- d. Student drop off is located at the south side of building at the gym entrance.
Only students arriving after 8:00 or with special permission from administration can be dropped off in the front of building.

3. STUDENT CHECK-OUTS

- a. A parent/guardian must come to the office and sign out his/her student before the office sends for the student.
- b. On reporting to school in the morning, students are not to leave the campus until the end of the day.
- c. No student will be allowed to checkout past 2:50 unless previous arrangements have been made with the main office.
- d. Students will not be released to any individual without the specific request of the person having the lawful custody of the child with the following exceptions: a subpoena, an order of the court, or when a student has been arrested for a criminal offense.

4. RELEASING STUDENTS AT THE END OF THE DAY

- a. At 3:00 p.m. the parent pick-up students and walkers are released.
- b. All bus students are released and should report to the covered walk beside the cafeteria, when their buses are called.
- c. Students with a media center pass and band students who ride early buses are released at 2:58 and will be held in the media center or band room until the tone sounds.
- d. When a bus student gets picked up by a parent or rides a different bus, they must have a note from a parent notifying the driver of the change.

5. RAINY DAY SCHEDULE AT END OF DAY

- a. Parent drop off/pick-up students will use the gym lobby entrance on rainy days.
- b. Students will enter the lunchroom through the hall on rainy days.

6. ENTRY INTO COOK MIDDLE SCHOOL

- a. The following documentation is required for entrance: proof of residency, parent/guardian documentation, withdrawal from previous school, transcript of grades, discipline records

- b. Students requesting entry from home school in addition to the above list, will be required to take academic competency tests for the grade level requested. These tests are provided by the school.

7. WITHDRAWAL FROM SCHOOL

- a. When a student is withdrawing from school, a withdrawal form will be secured from the counselor.
- b. The withdrawal form will be carried to each of the student's teachers. When student's book and debts have been cleared, the teacher will write the current grades and initial the form.
- c. The media specialist will initial the form to show the student has cleared the media center.
- d. When the student has completed this procedure, the form will be turned in at the office.

Any unemancipated minor over 16 who wishes to withdraw from school shall have the written permission of a parent or legal guardian prior to withdrawing. Within two days of the request and prior to accepting the withdrawal, the principal or designee shall convene a conference with the student and parent / guardian.

8. GENERAL RULES

- a. At no time should students block doors or gates into the building or campus by gathering in groups at these doors or gates.
- b. Keep all doors and intersections cleared so that traffic may flow freely.
- c. Keep to the right when moving in the halls and on the catwalks.
- d. Any student in the halls during class time must have a pass.
- e. Students should not enter a classroom if a teacher is not present.
- f. Students are not allowed in the teachers' workrooms.
- g. Cards or any activity related to gambling are not allowed. There will be no participation in games of chance for the purpose of exchanging money.

9. SCHOOL SALES

- a. Students are not allowed to sell food items or other items at school except through school-sponsored activities as set by the organizations/clubs.
- b. Unauthorized goods will be confiscated.

10. LUNCH

Students are expected to exhibit good table manners and to respect the rights of others in the lunchroom. At any lunch period, there are many students in the cafeteria and even minor problems must be avoided. Keep voices in quiet, conversational tone.

- a. Students will eat lunch in the lunchroom.
- b. Students should take care not to leave napkins, paper cups, plates, or food on or under the table.
- c. Each student is responsible for cleaning up after himself/herself, and helping to maintain the lunchroom in a clean and attractive manner.
- d. Follow directions given by the lunchroom staff and teachers.
- e. You are not allowed to take food, drinks, or lunchroom supplies out of the lunchroom.

f. Students must key in their lunch number and press enter when they go through the line.

g. Do not ask for special selections of food.

h. Breakfast and lunch are **FREE**

11. RUNNING ON CAMPUS

Students are not to run on campus except as a part of instruction in physical education classes.

12. LOST AND DAMAGED BOOKS

Parents and students are responsible for all textbooks or media center books issued to them. All lost or damaged books must be paid for. If a lost book is found, money will be refunded when the receipt is presented. All money is recorded and paid to the proper fund for replacement purposes.



13. BOOK BAG POLICY

The school system continues to strongly recommend the purchase of book bags or backpacks that are constructed from materials that allow the contents of the book bag to be visible, but students will also be allowed to possess those

made of canvas, leather, and similar materials. Rolling book bags are not permitted as they pose a hazard in hallways and classrooms.

In classrooms, teachers may develop specific policies regarding book bags. After students arrive in class and remove any needed items from their book bags, teachers may require students to place their book bags in designated areas of the classroom, and they may prohibit students from going to their book bags without permission. On school buses, book bags should always be held securely or place under the student's seat.

Students are urged to never leave book bags or backpacks unattended. All book bags, backpacks, gym bags, etc. should be clearly marked with the student's name so that the owner of the item can be identified immediately. Students should never carry large amounts of money to school and should not place anything of value in the exterior pockets of book bags or backpacks or in bags that are 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.

Media Center

1. The media center exists to serve the faculty, staff, and students.
2. The media staff is here to support and help you on your adventure in education by providing opportunities in such areas as: reference and research work, listening, viewing, and recreational reading.
3. There are a few guidelines that will help our cooperative adventure.
 - a. The center will be open for student use from 7:45–3:15 (including lunch time).
 - b. Books may be checked out for two weeks, except for reference books.
 - c. Reference books, materials, and magazines may be checked out overnight. They must be turned in before school.
 - d. Students will be assessed a fine of 5 cents per day on overdue materials. Weekends do not count. Gold slips may be used to pay fines, at the rate of one gold slip equals 5 cents. Damage fees will be charged.
 - e. Replacement price will be charged for all lost and excessively damaged books and magazines. Any book no longer in print will be \$10.00.
 - f. 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.
 - g. Media center behavior
 1. When students are with a class, the rules of the teacher apply.
 2. Students may not chew gum or have candy or other food items in the media center.
 3. Students are to keep their hands and feet to themselves.
 4. Students who are disruptive will be asked to leave the center; severe

infractions will be sent to the office.



Dress Code

Students at CMS should dress neatly and safely and in keeping with the following guidelines:

1. You should wear clothing in a manner which would not be disruptive to the school or classroom climate.
2. Clothing should be buttoned, zipped, and fastened, and should not sag or be worn backwards. Pants should be worn at the waist.
3. All belts and straps should be fastened and secured.
4. Students must wear shoes while at school.
5. Shorts, skirts, and dresses must be **no more than three inches** above the knee. An index card may be used as a guide to determine if the clothing is within the dress code limits.
6. Leggings, jeggings, tights, and yoga tights are not to worn as pants. They may be worn under skirts, dresses, tunics, or oversized shirts that are not see through and are **no more than 3-5 inches** above the knee. Leggings and tights must be covered with a longer shirt or dress that covers the buttocks.
7. Clothing that exposes the torso or sheer clothing (see through) is not allowed. (Short tops or sheer tops must have a shirt underneath them).
8. Caps, hats, dew rags, and bandanas may not be worn. Hats may be worn outside only during cold weather. Headbands for both females and males are not allowed unless the headband is functional.
9. Hoodies: The hood is not allowed to be worn. Repeated offences of wearing the hoodie will results in loss of weekly free earned time.
10. Earbuds - Earbuds are to be worn only for instruction. They are not to be placed in the ears and left for extended time.
11. No clothing or jewelry related to drug uses, alcohol, pro wrestling, gangs, or suggestive language may be worn.
12. Any student wearing clothing not acceptable and in keeping with the above

guidelines will be referred to the office and dress code procedures followed.

13. Administrators will determine if the student meets the dress code guidelines. The following items are not permissible:

- a. blouses or shirts that do not meet the top of slacks or skirts when bending over or seated.
- b. tank tops, pajamas/lounge-wear, bedroom slippers.
- c. pants with holes that are 3 inches above the knee.
- d. halters; spaghetti straps, low-cut tops (all tank tops should be at least 3 inches in width across the shoulders).
- e. section cut-out garments, no undergarments visible.
- f. offensive arm bands, painted or printed words, signs or symbols on clothes or hats.
- g. hair curlers, combs, or picks.
- h. head coverings, sunglasses.

Any other type of dress/garment that is distracting, immodest, or interferes with learning will not be permitted. All of these guidelines are subject to the interpretation of the administration.

Dress code violation Severe dress code violations may result in the student being sent home to change clothes or being placed in ISS.



Classroom Discipline

1. A classroom management plan is posted in each teacher's classroom. All students should have a clear understanding of the rules in the classroom.
2. Students with chronic discipline problem will meet with the Behavior Analysis Team (BAT) to implement a behavior improvement plan.

CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

SEARCH AND SEIZURE

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

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

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

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

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

- Cook Middle 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 Middle School, they are a part of the school and reflect upon the school's reputation. As Cook Middle 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 CCMS. 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 Middle School. It is the student's responsibility to come to school fully clothed and to wear clothes that are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code. Extremes in dress and grooming are not permitted.

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

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

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

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

- Outer clothing which resembles sleepwear or underwear, pajama-type pants or bedroom shoes or slippers

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

Note: Administrator discretion applies to all the above.

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

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

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

Off-Campus Behavior Notification from law enforcement, the Department of Juvenile Justice, the court system, or any other social media that a Cook Middle 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 Middle School from a juvenile YDC or other disciplinary state facility will be placed in alternative school for a length of time to be determined by the principal. Some misdemeanors (especially of a sexual nature) may result in a student not being allowed to attend school also.

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

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

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

Off Limits Areas

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

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

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

JB - ATTENDANCE - APRIL 1991

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

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

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

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

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

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

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

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

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

Fighting

- | | |
|-----------------|---|
| First offense: | 2 days of out-of-school suspension (OSS).
Student can be arrested if fight leads to a school disruption. |
| Second offense: | 3 days of out-of-school suspension (OSS).
Student will be arrested and charged. |
| Third offense: | 5 days out-of-school suspension (OSS)
Student will be arrested, charged and referred to Tribunal. |

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

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

- **Disrespectful conduct, including use of vulgar or profane language, towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical contact of a sexual nature.**
- **Possession or use of tobacco in any form or related paraphernalia.**

First offense:	2 days ISS, parents contacted, items Confiscated and not returned.
Second offense:	2 days out-of-school suspension (OSS), parents contacted, items confiscated.

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

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

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

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

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

- **Violation of school dress code.**

Students will be given three options to correct the violation:

1. Borrow or change into clothes that will comply with the dress code.
 2. Check-out through the attendance office in order to go home to change into attire that complies with the dress code (Time out of class counts as an unexcused absence).
 3. Have someone deliver to the school the appropriate attire for the student (Time out of class counts as an unexcused absence). Student will report to ISS and remain in ISS until he/she complies with dress code.
- **Use of profane, vulgar, or obscene words (spoken or written) or indecent exposure.**
 - Usage during school hours of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the Board of Education. State law provides that any student in violation shall be subject to disciplinary action. Students may not use any electronic device during the operation of a school bus, including audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students may not use

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

DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

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

Fireworks: The term “fireworks” means any combustible or explosive composition or any substance 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 2 days of OSS and parent conference

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

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

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

COOK County Middle School Discipline Plan Level of Offenses

Infraction	Tier	Disposition
Level 1		
1st Referral		Warning/Loss of Privileges/ Student Conference/Parent contact
2nd Referral		Loss of Privileges/ Parent/Student Conference
3rd Referral		Loss of Privileges/ Parent/Student Conference/Detention
4th Referral		Parent/Student Conference/Detention/ 1 Day ISS/Excessive Referral letter
5th Referral		Behavior contract/FBA/BIP Implement contract steps
Academic Dishonesty (32)	1	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.
Receiving or providing unauthorized assistance on classroom projects, assignments or exams *Redo Assignment	2	Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.
	3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.
Dress Code Violation (31)	1	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may Include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building
Violation of school dress code that includes standards for appropriate school attire	2	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments
Electronic Violation (34) (Possession of Unapproved Items Level 1)	1	Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walk-talkies, and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator.
Other- Attendance Related (30)	1 2	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. **
Possession of Unapproved Items (34)	1	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, personal items, etc; includes possession of pepper spray.
The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.)	2	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.
	3	The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.

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

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

Infraction	Tier	Disposition
LEVEL 2		
1 st Referral		Detention/RMI/Extended timeout/1/2 day ISS/Parent contact
2 nd Referral		1 day ISS/Parent contact
3 rd Referral		2 days ISS/Parent contact/BAT Team
4 th Referral		1 day OSS/Parent contact/ Excessive Referral Letter
5 th Referral		2 day OSS/Parent contact/ Behavior Contact

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

and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)		
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 trashcan fires without damage to school property
Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.	3	Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property
Battery (03)	1	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations
Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation.)	2	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries
	3	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security

Bullying (29)	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
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.	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 medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	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.
	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 intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)	2	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body
	3	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention
Gambling (24)		Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value
Gang-related Activities (35)	2	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. Examples include but not limited to possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.
Any group of three or more students with a common name or common identifying signs, symbols, tatoos, graffiti, or attire which engage in school disruptive behavior	3	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Examples include but not limited to soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.
Homicide (09)		Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
Kidnapping (10)		The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will
Providing False Information (33) (Student Incivility)	2	Issuing false reports on other students
	2	Issuing false reports to school personnel
	3	Includes but not limited to issuing false reports on school staff.
Repeated Offenses (36)	3	Collection of state reportable offenses (major incidents) occurring within a single academic year. Students provided Tier 1-3 interventions with no evidence of progress.
Robbery (13)	2	Robbery without the use of a weapon; taking something by force or threat of force

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)	3	Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
Serious Bodily Injury (27)	3	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death, protracted and obvious disfigurement: or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.
Sexual Battery (14)	3	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)	1	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.
Non-physical and unwelcome sexual advances, lewd gestures or verbal 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	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	<p>Please refer to the following website for complete definition and example of Level 3 offences. https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/Discipline%20Matrix_February%202017.pdf</p> <p>Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.</p>
Sexual Offense (16)	1	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.
Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual	2	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts. Examples include but not limited to sexting; lewd behavior, possession of pornographic materials; simulated sex acts.
	3	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)	2	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose
Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that	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.

Trespassing does not include forceful entry into the school building.)		
Vandalism (20)	2	Participating in the minor destruction, damage or defacement of school property or private property without permission
The willful and/or malicious destruction, damage, or defacement of public or private property without consent	3	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
Weapons/Knife (22)	1	Unintentional possession of a knife or knife-like item without intent to harm or intimidate
The possession, use, or intention to use any type of knife	2	Intentional possession of a knife or knife-like item without intent to harm or intimidate
	3	Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate
Weapons/Handgun (25)	3	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm. Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]
Weapons/Other (23)	2	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.
The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)	3	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, Tasers, etc.
Weapons/Rifle (26)	3	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to

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

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

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

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

INTERVENTIONS

Bullying

The Cook County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual

respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

HB 131-End to Cyberbullying Act

Issue: O.C.G.A. § 20-2-751.4 requires every local board to have a policy prohibiting bullying and to notify students and parents of such prohibition in the student handbook or code of conduct. Effective now, the bullying definition is revised as to acts of bullying that involve electronic communication. The old definition was limited to an act “by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system,” that otherwise complies with the statute. The new definition also applies to acts of cyberbullying which occur through the use of electronic communication, “whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.”

The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

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

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

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

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

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

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

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

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

The following actions will be taken when bullying is reported:

1. Investigate

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

2. Notify

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

3. Discipline

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

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

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

4. Follow Up

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

Interrogations and Searches

1. CMS endeavors to provide a safe and secure environment for all students.
2. The principal and /or an authorized representative possess the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.
3. To maintain order and discipline in the schools and to protect the safety of welfare of students and school personnel, school authorities may search a student, student lockers or student belongings based on reasonable suspicion.
4. In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material of which is prohibited by federal, state, or local law enforcement, authorities shall be notified so that they may take appropriate action.

School Wide Guidelines

1. In addition to classroom rules, there are rules that relate to students when they are not in classrooms, such as in the hall, restrooms, lunchroom, on campus, or in the gym for special events.
2. School Wide expectations:
 - a. walk on campus and in the halls (walk on the right side of the hall)
 - b. keep the campus clean
 - c. talk quietly in the lunchroom and in the halls
 - d. keep your hands, feet, and objects to yourself
3. Rules for lunch detention
 - a. Lunch detention is held during the student's entire lunch period
 - b. Students should be facing forward and on task the entire time.
 - c. No talking or making unnecessary noise is permitted. A violation of any of these rules (1 warning allowed) will result in the student being sent out of lunch detention and assigned 1 day of ISS.
 - d. Skipping lunch detention will result in the student being assigned in-school detention.

OTHER INFORMATION

1. Visitors

All visitors must report to the main office, sign in, and obtain permission to be on campus. There will be no visitors in the classrooms or instructional areas without permission from the office. Visitors without a pass will be asked to report to the office.

2. Telephone

The clinic telephones are business telephones and will be used as such. In the event of sickness or emergency, students may obtain a pass from the teacher to come to the clinic. Such items as calling for permission to go home with a friend or to bring forgotten materials should be taken care of before coming to school.

3. 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.

4. Change of Address/Phone Number

Anytime a student has a change of address and/or phone number, the new information should be given to the office.

5. Medicine Procedure

All medicine should be turned into the nurse in the clinic. A school nurse or other assigned staff member shall provide emergency services in case of injury or sudden illness of a child or staff member.

PACES
Program to Accelerate, Challenge, and Enrich Success

GIFTED EDUCATION
COOK COUNTY SCHOOLS
2018-2019

DEFINITION: The definition of a student eligible for 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 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.





Section 504

of the Rehabilitation Act of
1973

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 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.

Bus Conduct

Bus Conduct

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

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

1. Always stand a safe distance from the road (at least **12** feet).
2. Students will not be allowed to enter or leave a bus at any place other than at the student's usual bus stop or school unless authorized by the principal or his/her designee.
3. Students may not ride a different bus unless they present to the driver a note from the parent that has been approved by the principal or assistant principal.
4. If students must cross the road to board a bus, wait until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for you to cross.
5. Students who must change buses at any school must follow the rules of that school.
6. Students may not reserve seats and must stay in their seats while the bus is in motion.
7. Students must keep the center aisle of the bus clear at all times.
8. Students must obey the directions of their bus driver.
9. Students are not allowed to consume food or drink on the bus.
10. Students may not transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus. Band instruments are permissible only if they are small in size and can be easily carried on the lap. Band instruments cannot take up additional seats. The following instruments are considered small enough to be carried on buses without hazard and may be carried in the lap or between the legs of the student: Violin, bassoon, viola, alto sax, piccolo, cornet, flute, trumpet, oboe, English horn, soprano and alto clarinets, and cymbals in pouches. Any instruments not listed above may be too large to fit certain crowded conditions and be refused by the driver. The final decision will be made by conversation with the driver and school administrator.
11. Students must not litter, throw anything out of the window, or cause damage to the bus.
12. Students must obey all bus safety rules and all rules listed in the *Behavior Code*. In addition, Georgia law prohibits the following acts while on a bus:
 - a. Acts of physical violence.
 - b. Bullying.

- c. Physical assault or battery of persons on the bus.
 - d. Verbal assault of persons on the bus.
 - e. Disrespectful conduct toward bus drivers or other persons.
 - f. Unruly behavior.
13. Students shall be prohibited from using any electronic devices with or without headphones or ear buds during the loading or unloading process. Students should keep electronic equipment packed away when preparing to board and when getting off the bus. Use of electronic devices while onboard the bus with headphones or ear buds is permitted as long as it does not interfere with the driver's operation of the school bus.
 14. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus.
 15. Students must maintain silence at all railroad crossings until the driver has crossed the tracks and has given the all clear.

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

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

- 1st Violation:** A documented warning from the driver. Disciplinary action will be at the principal's discretion.
- 2nd Violation:** A documented warning from the Principal or Designee. Parent contacted and documented.
- 3rd Violation:** Bus suspension for PK – 3 and Elementary (Loss of School Privilege) Middle School two (2) days. High School three (3) days
- 4th Violation:** Bus suspension for PK – 3 and Elementary one (1) day, Middle School three (3) days. High School five (5) days
- 5th Violation:** Bus suspension for PK – 3 and Elementary three (3) day, Middle School five (5) days. High School seven (7) days
- 6th Violation:** Bus suspension for PK – 3 and Elementary five (5) day, Middle School seven (7) days. High School ten (10) days
- 7th Violation:** Bus suspension for PK – 3 and Elementary seven (7) day, Middle School ten (10) days. High School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.
- 8th Violation:** Bus suspension for PK – 3 and Elementary ten (10) day, Middle School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.
- 9th Violation:** PK -3 and Elementary, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.

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

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

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

In order to ensure bus safety for all students, the school board has passed a bus safety policy. Please read the school board policy about bus behavior. Bus drivers will report problems to the school, and the parents will be notified by letter about the problem.

If a student is not allowed to ride the bus, he/she will be permitted to ride home that day, but other arrangements must be made to transport the student beginning the following day.

Questions concerning transportation may be directed to Mr. Delane Purvis at 896-3536.
Mrs. Lana Siska supervises all bus drivers. Please contact her regarding any bus related issues.

STATE REF: Georgia Board of Education Policy EBCB/JCDAD (Rule 160-5.3.13) State Standards B 1 (1a.23) LEGAL REF: O.C.G.A. 20-2-50; 20-2-59; 20-2-18



ILLEGAL DRUG POSSESSION, USE, OR DISTRIBUTION

Cook County Board of Education declares that possession and use of illicit drugs and alcohol is wrong and harmful. Any student in Cook County is prohibited from the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or at any of its activities.

This policy will include age appropriate, developmentally based drug and alcohol education and prevention programs. These programs will address the social, health and legal consequences of drug and alcohol use and will provide information about drugs and alcohol for all students in the system. These programs shall provide information about drug and alcohol counseling and re-entry programs available to students. Violators will be suspended pending a hearing before the Board or board appointed tribunal. Violators will be reported to local enforcement authorities and parent and/or guardians. The hearing must occur within ten days of the suspension and may result in expulsion. For any student who is 16 years of age or younger, the principal or assistant principal shall also file a complaint with juvenile authorities.

It shall be the duty of the policy using whatever internal or external resources as needed or desired such as:

1. Local law enforcement agencies
2. The Georgia Bureau of Investigation
3. Undercover agents
4. Any other legal means

This policy shall be distributed to each student in the schools of Cook County through inclusion in student handbooks for the purpose of notifying parents of Board Policies.

Seclusion and Restraint

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.



COMPLAINTS & GRIEVANCES

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. A grievance may be brought by any students, or the parents of such students, rights under any district policy or applicable law have allegedly been violated. However, when a grievance is brought by a minor student, 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 who 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

Grievant 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

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

Title VI Coordinator: Superintendent

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

Title I Coordinator: Special Ed. Director

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

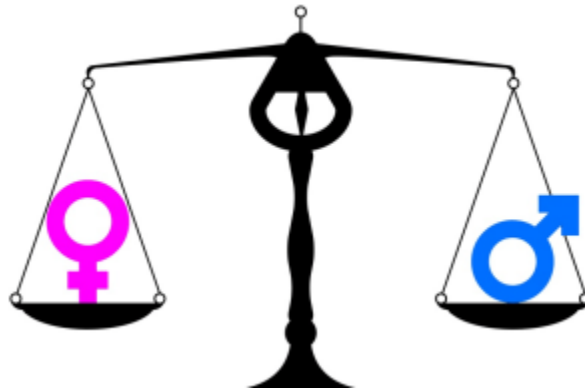
Inquiries concerning the application of the above acts to the policies and practices of the system may be addressed to the persons listed.



GENDER EQUITY IN (NONDISCRIMINATION NOTICE)

State law prohibits discrimination based on gender in athletic programs of local school systems. Equity in Sports equity coordinator for Cook Middle School is Audrey Stacks. Inquiries or complaints concerning sports equity at Cook Middle School may be submitted to the school sports equity coordinator.

SPORTS



Right to Know Professional Qualifications of teachers and Paraprofessionals

In compliance with the requirements of the *No Child Left Behind* statute, the Cook County School System informs parents that they may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

1. whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications of certification criteria have been waived;

3. the college major and any graduate certification or degree held by the teacher;
4. whether the student is provided services by paraprofessionals, and if so, their qualifications.

If a parent wishes to request information concerning his/her child's teacher's certification, he/she should contact the principal at 229-549-5999.

[Section 1111(h)(6)]



Georgia Professional Standards Commission

Protecting Georgia's Higher Standard of Learning



FERPA

Family Educational Rights and Privacy Act

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

Parents Right to Know

In compliance with the requirements of the Elementary and Secondary Education Act the Cook Middle School would like to inform you that you may request information about the professional qualifications of your student's teachers. The following information may be requested:

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

VIDEO/PHOTOGRAPHY NOTIFICATION

At various times during the school year, your student might be photographed or videotaped participating in activities at Cook Middle School such as yearbook pictures, club activities, and award presentations. These pictures may be published in both the school newspaper and the Adel News Tribune. CMS news, which is broadcast over closed circuit television, may also highlight various students participating in class activities or team sport 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 was provided to you and return it to school.

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

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