

## **COOK ELEMENTARY SCHOOL**

### **STUDENT HANDBOOK 2015 -2016**

**Mr. Gabe Hammock  
Principal**

**Mrs. Joy Folsom  
Assistant Principal**

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

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

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

## **STUDENT HANDBOOK 2015 -2016**

### **COOK COUNTY SCHOOLS**

#### **Vision Statement**

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

#### **Mission Statement**

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

#### **Beliefs**

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

Dear Students and Parents,

On behalf of the faculty and staff of Cook Elementary School, I would like to welcome you back to school. I anticipate the 2015-16 academic year will be a productive and exciting school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully and put it in a safe place for future reference.

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

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

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

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

Sincerely,  
Gabe Hammock

# CES



*Creating an Environment for Success*

## **Members of the Cook County Board of Education**

Chad Sumner  
– Chairman  
Board of Education

Frank Carter  
– Co-Chairman  
Board of Education

Susan Griffin  
Board of Education

Jerry Durden  
Board of Education

Maysoe Wiley  
Board of Education

### **Central Office Personnel**

Jeff Shealey – Superintendent  
Lance Heard – Superintendent Emeritus – Budget, Tribunal Officer, Personnel  
Regina Purvis – Federal Programs, 6-12 Curriculum, Testing Coordinator  
Becky Ratts – K-5 Curriculum, School Improvement, Professional Learning, Certification  
Emily Dishman – Program for Exceptional Children Director  
Tammy Cowart – Secretary  
Pam Allen – Receptionist/Secretary  
Regina Surrency – Payroll/Benefits  
Tammie Nix – Accounts Payable/Bookkeeper  
Jackie Sparks – Federal Programs Assistant  
Patrina Fordham – School Nutrition Director

### **Principals of Cook County Schools**

Cook County Preschool – Mrs. Becky Ratts  
Cook Primary School – Mr. Leslie Folsom  
Cook Elementary School – Mr. Gabe Hammock  
Cook Middle School – Dr. David Boland  
Cook High School – Mr. Keith Croft

**Cook County Board of Education  
Administrative Contact & Assignment Information  
2015-2016**

**Jeff Shealey, Superintendent**

Phone: 896-2294      Cell: 356-1538

[jshealey@cook.k12.ga.us](mailto:jshealey@cook.k12.ga.us)

**Lance Heard, Superintendent Emeritus**

Areas of Responsibility: Budget, Tribunal Officer, Personnel

Phone: 896-2294      Cell: 356-0746

[lheard@cook.k12.ga.us](mailto:lheard@cook.k12.ga.us)

**Regina Purvis**

Areas of Responsibility: Federal Programs, Testing Coordinator, Grades 6-12 Curriculum

Phone: 896-2294      Cell: 560-2333

[rpurvis@cook.k12.ga.us](mailto:rpurvis@cook.k12.ga.us)

**Becky Ratts**

Areas of Responsibility: PreK Director, K-5 Curriculum, K-5 School Improvement and Data Analysis, Professional Learning, Gifted, Certification

Phone: 549-7713      Cell: 854-3605

[bratts@cook.k12.ga.us](mailto:bratts@cook.k12.ga.us)

**Allison Ray, System Technology Coordinator**

Phone: 896-2296      Cell: 356-1536

[aray@cook.k12.ga.us](mailto:aray@cook.k12.ga.us)

**Emily Dishman, Special Education Director**

Phone: 896-2296      Cell: 356-1545

[edishman@cook.k12.ga.us](mailto:edishman@cook.k12.ga.us)

**Delane Purvis, Transportation**

Phone: 549-6556      Cell: 316-3320

[dpurvis@cook.k12.ga.us](mailto:dpurvis@cook.k12.ga.us)

**Patrina Fordham, School Nutrition Director**

Phone: 896-1891      Cell: 356-0032

[patrinafordham@cook.k12.ga.us](mailto:patrinafordham@cook.k12.ga.us)

**Larry Young, Maintenance Director**

Phone:                      Cell:

[lyoung@cook.k12.ga.us](mailto:lyoung@cook.k12.ga.us)

**Lee Browning, Transportation Director**

Phone:                      Cell:

[lbrowning@cook.k12.ga.us](mailto:lbrowning@cook.k12.ga.us)

**Cook County Contact Information  
2015-2016**

Cook Primary School/Pre-K  
1531 Patterson Street  
Adel, GA 31620

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Office – 549-7713  
Fax – 549-8312  
Lunchroom – 549-6066

Cook Elementary School  
1512 North Elm Street  
Sparks, GA 31647

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Office – 549-6250  
Fax – 549-8568  
Lunchroom – 549-8568

Cook Middle School  
1601 North Elm Street  
Sparks, GA 31647

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Office -549-5999  
Fax - 549-5986  
Lunchroom – 549-5985

Cook High School  
9900 Hwy 37  
Adel, GA 31620

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Office – 896-2213  
Fax – 896-3423  
Gym – 236-3612

Cook County Board of Education.  
119 N. Parrish Ave.  
Adel, GA 31620

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Office – 896-2294  
Fax – 896-3443

Horizon Academy  
509 Chism Avenue  
Nashville, GA 31639

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Office – 686-2350

School Nutrition  
105 East Mitchell  
Adel, GA 31620

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Office – 896-1891  
Fax – 896-1861

Program For Exceptional Students  
1102 North Hutchinson Ave.  
Adel, GA 31620

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Office - 896-2296  
Fax – 896-8286

Maint. & Facilities  
801 Alabama Lane  
Sparks, GA 31647

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Office – 549-7740  
Fax – 549-7193

Technology  
1102 North Hutchinson Ave.  
Adel, GA 31620

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Office – 896-2296  
Fax – 896-3443

Student Services  
1200 North Hutchinson Ave.  
Adel, GA 31620

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Office – 896-1291

Transportation  
801 Alabama Lane  
Adel, GA 31620

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Office – 896-3635  
Fax – 549-7193

**Emergency Contacts**

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

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

Adel Hospital – 896-8000

**Cook County Elementary School  
Faculty & Staff  
2015-2016**

Administration

Mr. Gabe Hammock, Principal  
Mrs. Joy Folsom, Assistant Principal  
Sgt. Chris Powell, Resource Officer

Main Office

Debi Brady, Secretary  
Tanya Cone, Bookkeeper  
Cathryn Garner, Counselor  
Shirley Richesons, Receptionist  
Patty Shaw, Nurse  
Shari Breeden, Parent Coordinator

Third Grade Teams

Black Team:

1. Cathy Carter
2. Laura Connell
3. Kelly Donaldson\*
4. Kelley Felts
5. Mandy Ward

Gold Team:

1. Catherine Bagley
2. Jonathan Bryan \*
3. Jessica Jones +
4. Sebrina Meeler
5. Rosemary Moore +
6. Kelly Sumner

Fourth Grade Teams

Black Team:

1. Angie Adams
2. Jennifer Faircloth+
3. Lou Jean Luck
4. Andrea May\*
5. Marsha Strickland

Gold Team:

1. Amy Holt \*
2. Vanessa Mitchell
3. Tina Smith
4. Karen Taylor +
5. Charlene Tisby
6. Crystal Tillman

Fifth Grade Teams

Black Team:

1. Stacey Atkinson \*
2. Natalie Broome +
3. Becky Harris
4. Kelly Reed

Gold Team:

1. Jenni Anderson \*
2. Ellen Carlo
3. Daniel Cassity
4. Clint Chambless
5. Susan Exum
6. Melanie Lawrence +

Computer

1. John Ashley
2. Clint Carnine

Physical Education

1. Rick Anderson
2. Laura Griffin +

ESOL

1. Jeanne Dixon

Gifted

1. Kathy Jones

Lab Intervention

1. Ronnie Parry- Reading
2. Michelle Rentz- Math

Media Center

1. Jill Underwood

Music

1. Lori Carnine

+ Building Leadership Team

\*Team Leader .

Speech Pathologist

1. Caroline Brown
2. Beth White

Special Education

1. Becky Beard \*
2. Carla Brown
3. Leslie McElrath
4. Leigh Moore +
5. Jamie Shea
6. Debra Sheffield

Paraprofessionals

1. Justin Beach
2. Sataria Clayton
3. Juanita Davis
4. Carol Harnage
5. Becky Hicks

6. Mary Hill
7. Pam Medley
8. Nikki Dobbins
9. Yvonne Patterson
10. Bridget Willis
11. Danette Harris

Custodians

1. Aretha Allen
  2. Selena Hayes\*
  3. Laymon Inman
- \*Custodial Supervisor

4. Betty James
5. Harriet Johnson

Food Service

1. Arnita Brown
  2. Kay Gray
  3. Wilma Lane
  4. Laura Mason\*
- \*Cafeteria Manager

5. Tracy Madden
6. Sherry Mullins
7. Judie Travis
8. Yolanda Wooten

**SCHOOL CALENDAR  
2015-2016**

**SEMESTER 1**

<b>Pre-Planning</b>	<b>August 3, 4, 5 &amp; 6</b>
<b>First Day of School</b>	<b>August 7</b>
<b>Labor Day Holiday</b>	<b>September 7</b>
<b>Fall Break</b>	<b>October 5, 6, 7, 8 &amp; 9</b>
<b>Thanksgiving Holidays</b>	<b>November 23, 24, 25, 26 &amp; 27</b>
<b>End of Semester for Students</b>	<b>December 17 (½ day)</b>
<b>Furlough Day</b>	<b>December 17 (½ day)</b>
<b>Christmas Holidays for Students</b>	<b>December 18 – January 4</b>
<b>Christmas Holidays for Staff</b>	<b>December 18 – January 3</b>

**SEMESTER 2**

<b>In-Service Day</b>	<b>January 4</b>
<b>Students Return</b>	<b>January 5</b>
<b>Martin Luther King Holiday</b>	<b>January 18</b>
<b>Winter Break</b>	<b>Feb. 15, 16, 17, 18 &amp; 19</b>
<b>In-Service Day</b>	<b>March 21</b>
<b>Student Holiday</b>	<b>March 21</b>
<b>Spring Break</b>	<b>March 28, 29, 30, 31 and April 1</b>
<b>Last Day of School/Graduation</b>	<b>May 13 (½ day)</b>
<b>Furlough Day</b>	<b>May 13 (½ day)</b>
<b>Post Planning</b>	<b>May 16, 17 &amp; 18</b>
<b>Furlough Day</b>	<b>May 19</b>



**CES Report Card and Progress Report  
2015-2016**

September 8, 2015	1 <sup>st</sup> Eight Weeks Progress Reports
September 10, 2015	Parent Conferences 3:00-5:00
October 19, 2015	Report Cards
November 12, 2015	2 <sup>nd</sup> Eight Weeks Progress Reports
December 14, 2015	Report Cards
February 4, 2015	3 <sup>rd</sup> Eight Weeks Progress Reports
February 11, 2015	Parent Conferences 3:00-5:00
March 15, 2015	Report Cards
April 11, 2015	4 <sup>th</sup> Eight Weeks Progress Reports
May 12 , 2015	Report Cards

**Cook Elementary School Events  
2015-2016**

CES Academic Celebration	October 22 <sup>nd</sup> -23 <sup>rd</sup>
Renaissance Rocks	October 30 <sup>th</sup>
CES Academic Celebration	December 15 <sup>th</sup> -16 <sup>th</sup>
Renaissance Rocks	December 16 <sup>th</sup>
CES Academic Celebration	March 17 <sup>th</sup> - 18 <sup>th</sup>
Renaissance Rocks	March 18 <sup>th</sup>
Field Day	May 4 <sup>th</sup>
Honors Day-3 <sup>rd</sup> /4 <sup>th</sup> Grade	May 11 <sup>th</sup>
Honors Day-5 <sup>th</sup> Grade	May 12 <sup>th</sup>
Renaissance Rocks	May 13 <sup>th</sup>

# Renaissance Rocks

## Academics, Attitude, Attendance

Dear Parents and Students,

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

Renaissance Rocks focuses on the Three A's: ACADEMICS, ATTITUDE, and ATTENDANCE. During each eight week grading period a student must meet the following criteria in order to attend the celebration. Academics! Students must develop good study habits and maintain a 75 average or above in all subject areas. Attitude! Students must demonstrate positive behavior that does not lead to office referrals resulting in Opportunity Room, Corporal Punishment, or a more severe punishment. Attendance! Students must attend school regularly and have no more than 2 unexcused absences per eight weeks. Now it is up to you. Become a winner by working hard to meet these goals each eight weeks at CES. Here is a look at the grading periods and Renaissance Rocks Celebrations:

1<sup>st</sup> Eight Weeks: August 7<sup>th</sup> – October 13<sup>th</sup>  
Renaissance Rocks - October 23<sup>rd</sup>

2<sup>nd</sup> Eight Weeks: October 14<sup>th</sup> – December 17<sup>th</sup>  
Renaissance Rocks - December 16<sup>th</sup>

3<sup>rd</sup> Eight Weeks: January 5<sup>th</sup> – March 10<sup>th</sup>  
Renaissance Rocks - March 18<sup>th</sup>

4<sup>th</sup> Eight Weeks: March 11<sup>th</sup> – May 13<sup>th</sup>  
Renaissance Rocks - May 12<sup>th</sup>

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

**Cook County Schools  
Testing Calendar  
2015-2016**

September 1-March 25	GAA and Retest Window
September 1	GKIDS
October 14	PSAT
December 2&3	CTAE End of Pathway (Allied Health, Ag Mechanics)
December 7-17	Georgia Milestones End of Course (EOC) Exams grades 9-12
January 19- March 4	ACCESS Test (ELs)
April 19-29	Georgia Milestones End of Grade (EOG ) grades 3-8
April 21-24	CTAE End of Pathway (All Programs)
May 6	Final day for GKIDS Data Entry
May 4-6, 9 & 11	AP Exams
May 2-10	Georgia Milestones End of Course (EOC) Exams grades 9-12
June 28-29	Georgia Milestones End of Course (EOC) Exams grades 9-12

Student Learning Objective (SLO) exams will be administered on dates set by the individual schools.

**All schools will transition to a new testing system, the Georgia Milestones Assessment System, during the 2015-2016 academic year. Georgia Milestones, which will replace both the CRCT and the EOCT, will include open-ended questions to better gauge students' content mastery and, with some exceptions for special education students with specific testing accommodations, will be administered entirely online by the fifth year of implementation.**

## COOK ELEMENTARY SCHOOL

### Three B's

**\*Be Safe**

**\*Be Respectful**

**\*Be Responsible**

### **DISCIPLINE**

Cook Elementary is extremely proud of the way our students have conducted themselves in the past year. We thank parents for supporting behavior in and out of school settings. However, disruptive students who interfere with the educational process will be subject to teacher/administrative action. Please read and discuss this handbook with your child.

#### **CES Discipline Procedure**

The faculty and staff of CES are committed to establishing and maintaining appropriate student behavior. We believe that students need to be taught appropriate behavior, what the school classroom rules are and how to follow them. It is necessary that children learn to develop self-discipline in order to advance their learning, which will happen with your continuous support.

Below is a list of steps that the teacher **MUST** have gone through before referring a student to administration. These efforts must be documented and maintained on the CES Behavior Log.

- 1<sup>st</sup> offense: Verbal Warning
- 2<sup>nd</sup> offense: Low Profile Intervention - Timeout
- 3<sup>rd</sup> offense: Teacher/Student Conference
- 4<sup>th</sup> offense: Time-Out at Recess/Parent Notification
- 5<sup>th</sup> offense: Time-Out During Specials
- 6<sup>th</sup> offense: Time-Out During Specials
- 7<sup>th</sup> offense: Office Referral

**\*Corporal punishment may be administered at the discretion of the administrator with signed permission from the parent on the appropriate form which is located in the back of the handbook. When a student is referred to the office for inappropriate behavior, he or she will be given the opportunity to present his or her view of the situation.**

Consequences for severe infractions are given in the following manner. Students may receive a minimum of (10) days in ISS before being home suspended or receiving corporal punishment. **(Students must be 12 years old or older in order to be placed in the Alternative setting.)**

## **Severe Infractions**

- I. Classroom Disruptions**  
Up to 2 days of ISS/Parent Contact
- II. Refusal to follow directions**  
Up to 2 days of ISS/Parent Contact
- III. Obscene writing/drawing/language gestures**  
Up to 2 days of ISS/Parent Contact
- IV. Stealing**  
Up to 2 days of ISS/Restitution/Parent Contact
- V. Disrespectful Behavior**  
Up to 2 days of ISS/Parent Contact
- VI. Bullying**  
Up to 2 days of ISS
- VII. Destruction of school property**  
Up to 2 days of ISS/Restitution/Parent Contact
- VIII. Physical/verbal/sexual harassment**  
Up to 2 days of ISS/Parent Contact
- IX. Possession/use of a weapon, tobacco, alcohol, or drugs**  
Up to 2 days of OSS/Law Enforcement/Parent Contact
- X. Physical and verbal aggression toward Employees**  
Up to 3 days of OSS/Law Enforcement/Parent Contact
- XI. Near fight/Altercation**  
Up to 2 days of ISS/Parent Contact
- XII. Fighting**
  - 1<sup>st</sup> Referral – 3 days of ISS
  - 2<sup>nd</sup> Referral – 3 days of OSS
  - 3<sup>rd</sup> Referral – 5 days OSS
- XIII. Terrorist threats against school, personnel, or faculty**
  - 1<sup>st</sup> Referral – 3 days of OSS/Law Enforcement
  - 2<sup>nd</sup> Referral – 5 days of OSS/Law Enforcement
- XIV. Skipping class**  
1 day of ISS/Parent Contact
- XV. Truancy (Skipping School)**  
2 days of ISS
- XVI. Making Erroneous Statements about an Employee**  
10 days of OSS/Tribunal

**A student who has served 10 days of ISS will follow the remaining discipline plan.**

- 1 day OSS
- 2 days OSS
- 3 days OSS

\*Suspension with tribunal (if the child is 12 years of age or more).

**\*Administrative discretion will be used for certain circumstances.**

## DRESS CODE

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

1. Appropriate shoes are required for class. Tennis shoes must be worn for P.E.
2. Shorts must be finger tip length.  
Leggings, jeggings, tights and yoga pants should not be worn as an outer garment. They may be worn under dresses, pikoes, tunics or oversized shirts that are not see through.
3. Tank tops must be two finger tips across. No racer back shirts.
4. Apparel which advertises, glorifies, or symbolizes an illegal substance is not allowed.
5. Caps, hats, dew rags, and bandanas may be worn on designated occasions.
6. Clothing should be zipped, fastened, buttoned and should not sag or be worn backwards. Pants should be worn at the waist.
7. Clothing that exposes the torso or sheer clothing (see through) is not allowed. (Short tops or sheer tops must have a shirt underneath them).

### DRESS CODE DISCIPLINE PLAN

1. 1<sup>st</sup> offense – Classroom Warning/Change of Clothing/Parental Contact
2. 2<sup>nd</sup> offense –Office Warning/Change/Parent Contact
3. 3<sup>rd</sup> offense – Office Referral/Parent Contact/Change of Clothing
4. 4<sup>th</sup> offense – Administrative Discretion/Parental Contact/Change of Clothing

### CELL PHONE/ELECTRONIC DEVICES RULE

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

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

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

1. Must be out of sight in the student's pocket or purse **at all times** throughout the school day (7:15 a.m. – 3:00 p.m.)
2. Must be turned off **at all times** throughout the school day.
3. Must be out of sight and turned off **at all times while riding a school bus** to and from school.
4. Can only use electronic device at the teacher's discretion for educational purposes.

### CONSEQUENCES:

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

1. **Keep till the end of the day.**
2. **Keep for 5 days or pay \$10.00 fee**
3. **Parent pick up and pay \$10.00 fee**

#### **PARENT / STUDENT CONTACTS:**

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

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

#### **Video/Photography Notification**

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

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

#### **CAR RIDERS AND PICKUP PROCEDURES**

##### **Morning Procedure:**

All students who are car riders will report to school at or after 7:00. The doors will not open until 7:00. Please do not leave your child unattended until 7:00. Please abide by this procedure; it helps both of us to keep your child safe. The first bell rings at 7:45 and the tardy bell rings at 7:50.

##### **Afternoon Procedure:**

All pick-up and first bell bus students will be dismissed at 2:55 daily. All second bell bus students will be dismissed at 3:10. Car pickup students will be separated by grade level with 3<sup>rd</sup> grade at the beginning of the catwalk, 4<sup>th</sup> in the middle, and 5<sup>th</sup> at the end of the catwalk. All Car riders must be picked up at the catwalk area. **You will not be permitted to walk up or come to the front entrance to pick up your child.**

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

#### **CHECK-IN AND CHECK-OUT PROCEDURES**

##### **Check-in Procedure:**

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

##### **Check-out Procedure:**

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

**\*\*STUDENTS MAY NOT BE CHECKED OUT AFTER 2:15 P.M. DUE TO THE REGULAR AFTERNOON CONGESTION. PARENTS MAY NOT REMOVE STUDENTS FROM LOADED BUSES.**

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

### **TRAFFIC FLOW**

All buses are to use the south drive. All cars with students are to use the circular drive in front of the lunchroom. (If students choose not to eat breakfast, they will sit in the gym next to the cafeteria until 7:30) In order to keep our traffic flowing smoothly, we are asking parents who transport their children **not** to come in the entrance where the buses enter. In the mornings, buses will drop students off at the back so that they may go on to breakfast. Students eating breakfast should not go to their classrooms first, but go directly to the lunchroom. Teachers will be in their classrooms each morning by 7:15 a.m. In the afternoon, students will leave the building as follows:

- 2:55 p.m. First bell bus students
- 2:55 p.m. Walkers and pick-ups will  
leave the building.
- 3:05 p.m. Second bell bus students

Students must be picked up at the office **before** 3:30 p.m. or they will be transported to the Adel Police Department to wait for a parent.

### **SCHOOL HOURS**

Normal school hours for students are from 7:45 a.m. – 2:55 p.m. Students arriving after 7:50 a.m. will be considered tardy.

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:00 A.M. THE DOORS WILL BE LOCKED UNTIL 7:00 A.M. STUDENTS MUST BE PICKED UP BY 3:30 P.M.**

Students will not be supervised prior to 7:00 a.m. or after 3:30 p.m.

### **VISITORS**

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

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

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



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

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

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

#### **LUNCH/BREAKFAST**

A well-balanced nutritious breakfast and lunch are served in the cafeteria each day.

**Lunch and breakfast will be offered to each student at no cost.**

Breakfast is served beginning at 7:00 a.m. Those students wishing to eat breakfast should enter the cafeteria as quickly as they can after arriving on campus. DROP OFF STUDENTS WHO GET TO THE CAFETERIA AFTER 7:35 A.M. WILL BE TOO LATE FOR BREAKFAST.

#### **Administrative Procedure BUS CONDUCT**

**Descriptive Code: JCDAD-R/EDCB-R  
Date: August 1998**

Maintaining proper conduct while on the school bus shall be the joint responsibility of the student, the bus driver and school officials. Students shall observe the following regulations established by the Cook County Board of Education.

#### **GENERAL RULES**

1. Bus drivers may assign seats to students.
2. Students may transport band instruments on the bus if space is available.
3. Students who fail to respond to correction by bus drivers shall be reported to the school principal who may deny students bus transportation. Improper bus conduct may result in suspension or expulsion from school.
4. Students are expected to cooperate with the bus driver in any manner, which will increase the safe operation of the bus.
5. Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner.
6. While on the bus, a student is not to operate the door or stop arm of the bus.
7. The driver can put any student off the bus if the student is threatening life.
8. A student removed from one bus may not ride another bus.

#### **MINOR INFRACTIONS**

1. Food or drink must NOT be consumed on the bus.
2. Extremely loud and/or disruptive behavior will not be tolerated.
3. A student will keep his/her arms and head inside the bus at all times.
4. Nothing is to be thrown from or inside the bus.
5. Students are to remain seated while the bus is in motion.
6. The use of obscene language or gestures is prohibited.

#### **SEVERE INFRACTIONS**

1. Willful destruction or defacement of a school bus is prohibited. Parents will be financially responsible for damages.
2. Possession or use of tobacco, drugs, or alcohol is prohibited.

3. Weapons and other dangerous objects are not permitted.
4. Fighting is strictly prohibited.
5. Physical and/or verbal abuse of the driver is prohibited.
6. Physical, verbal, and/or sexual harassment of another student is prohibited.

**CONSEQUENCES OF MISCONDUCT**  
**GRADES K-8**

**MINOR INFRACTIONS:**

1 <sup>st</sup> Offense	Letter sent to parent or guardian
2 <sup>nd</sup> Offense	Two periods of detention
3 <sup>rd</sup> Offense	Removed from the bus for one week
4 <sup>th</sup> Offense	Removed from the bus for two weeks
5 <sup>th</sup> Offense	Removed from the bus for the remainder of the year

**SEVERE INFRACTIONS**

1 <sup>st</sup> Offense	Removed from the bus for one week
2 <sup>nd</sup> Offense	Removed from the bus for one week
3 <sup>rd</sup> Offense	Removed from the bus for the remainder of the year

\*Grades 9-12 Consequences omitted for Elementary code

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; 20-2-188  
COOK COUNTY BOARD OF EDUCATION

**Revised: 2013**

**BUS DISCIPLINE**

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.

**Mr. Delane Purvis supervises all bus drivers.** Please contact him regarding any bus related issues.

**COOK ELEMENTARY SCHOOL CODE OF CONDUCT**

The Student Code of Conduct for Cook Elementary School is based upon the belief that the entire school community of students, parents, school personnel, and community members should be involved in teaching and learning. The code consists of the following:

- age-appropriate, expected behaviors
- progressive consequences relating to specific violations
- a behavior support process to promote learning and encourage positive social attitudes

- a parental involvement process

Students and their parents need to know and understand this code in order to achieve these goals.

#### STUDENTS SHOULD:

**Know what is expected.** Students will attend school regularly, dress appropriately, be prepared, follow directions, listen carefully, and complete assignments to the best of their abilities.

**Learn in a disruptive-free environment.** Students must work without disturbing others and refrain from talking while moving throughout the school.

**Respect all school personnel as well as other students.** Students will refrain from verbal abuse, physical abuse, and disrespectful conduct. Students must follow directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

**Respect school and personal property.** Students must take care of books, equipment, and instructional materials. Destruction, damage, defacement or theft of school or private property is prohibited.

**Work and play safely.** Students will avoid any behaviors or actions which may cause harm to themselves or others. Students will follow school rules and procedures related to fighting, weapons, drugs, or alcohol.

**Students will be held accountable for their behavioral choices.** In all cases, the rights of individuals and individualized plans will be ensured and protected. Adherence to this code ensures that all students will have recognition for positive behavior and opportunities for rewarding experiences.

Employees, students, and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational program, activity, or employment policy

#### **CHRONIC DISCIPLINARY PROBLEM STUDENTS (GEORGIA LAW)**

If a student is deemed to be a “Chronic Disciplinary Problem” by the teacher or administrator, parent and student will meet with the teacher(s) and administrator or counselor to develop a written discipline and behavioral correction plan for that student. The plan should be signed by all parties present. If, at the end of the six weeks, the plan has been ineffective, a tribunal will be held. This could result in lengthy suspension, expulsion, or juvenile court.

### **STUDENT ATTENDANCE PROTOCOL 2015**

#### **Cook County Schools**

This document includes a protocol for addressing and decreasing the incidence of truancy in Cook County. This protocol reflects commitments that various local agencies, offices, and

individuals have made to promote the educational progress of children and families in Cook County.

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

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

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

## **Tardies and Early Checkout**

### Definition of Terms

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

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

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

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

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

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

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

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

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

### **Truant Students**

#### Definition of Terms

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

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

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

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

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

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

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

**Parental Notification: Statement of Receipt**

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

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

The Principal or Principal's designee may assign consequences and penalties for unexcused absences and/or early checkouts at any time if he/she deems necessary. Consequences and penalties may include, but are not limited to the following:

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

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

**Notification**

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

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

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

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

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

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

After five (5) unexcused absences:

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

The School Social Worker will:

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

## II. Criminal Prosecution for Violation of School Attendance Law

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

### **Board Policy**

#### **Bullying**

##### **Bullying Policy**

The Cook County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that

**Descriptor Code:JCDAG**

infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

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

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

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

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

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

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

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

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.



- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal designee.

The following actions will be taken when bullying is reported:

1. Investigate

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

2. Notify

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

3. Discipline

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

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

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

4. Follow Up

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

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Cook County Schools

Date Adopted: 1/11/2011

**PROMOTION STANDARDS AND CRITERIA**

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

Third Grade Promotion Criteria

1. State Mandated Assessment; achieve a passing score on the Language Arts and Math sections.

2. STAR: Reading-3.5, Math-3.5
3. Lexile: 650
4. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science, and Social Studies.
5. Classroom Performance
6. Teacher Recommendation
7. Classworks: R-390 M-380

#### Fourth Grade Promotion Criteria

1. State Mandated Assessment; Achieve a passing score on the Language Arts and Math sections.
2. STAR: Reading-4.5, Math-4.5
3. Lexile: 750
4. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science and Social Studies.
5. Classroom Performance
6. Teacher Recommendation
7. Classworks: R-430 M-420

#### Fifth Grade Promotion Criteria

1. State Mandated Assessment; Achieve a passing score on the Language Arts and Math sections.
2. STAR: Reading-5.5, Math-5.5
3. Lexile: 850
4. Report Card: a yearly average of 70% or higher in Reading/Language Arts (ELA), Math, Science and Social Studies.
5. Classroom Performance
6. Teacher Recommendation
7. Classworks: R-480 M-460

### TESTING

All schools transition to a new testing system, the Georgia Milestones Assessment System, during the 2015-2016 academic year. Georgia Milestones will include open-ended questions to better gauge students' content mastery and, with some exceptions for special education students with specific testing accommodations, will be administered entirely online by the fifth year of implementation.

Third through fifth grade students will be given the Georgia Milestones in the spring of the year. State law mandates all third, fourth and fifth grade students achieve a passing score on the Language Arts and Math Sections.

The testing schedule will be sent home.

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

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

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

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

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

**Board Policy**  
**Seclusion or Restraint of Students**

**Descriptor Code:JGF(2)**

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

**Rationale:**

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

**Definition:**

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

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

**Use:**

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

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

**Requirements:**

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

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

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

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

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

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

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

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

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

**Prohibited Actions:**

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

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

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

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Cook County Schools

Date Adopted: 1/27/2011  
Last Revised: 2/28/2011

**Board Policy**

**Descriptor Code: JCDAE**

**Weapons**

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

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck,

nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

### Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority (School Resource Officer).

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

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

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Cook County Schools

Date Adopted: 10/15/2007  
Last Revised: 6/12/2014

## **NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504**

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

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

Address 1  
Address 2  
City, GA Zip  
Phone  
Email

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

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

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **SECTION 504 PROCEDURAL SAFEGUARDS**

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

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

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

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

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

## **PARENT INVOLVEMENT POLICY**

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

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

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

### **PARENTS RIGHT TO KNOW**

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



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

## **PACES**

### **Program to Accelerate, Challenge, and Enrich Students**

#### **Gifted Education Cook County Schools**

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

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

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

## **WELLNESS PLAN**

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

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

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

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

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

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

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

**Cook County Schools Board Policy Manual is available through the Cook County Website at: [www.cook.k12.ga.us](http://www.cook.k12.ga.us). Please view the above mentioned policies in their entirety.**

## **LOST AND DAMAGED BOOKS AND MATERIALS**

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

## **MARKED BELONGINGS**

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

No toys, small gadgets, cell phones or electronic devices should be brought to school. The school is not responsible for any loss of personal property and will not assume liability. These items will be

taken up by the teacher or administrator and held until the parent comes to get them. Unlabeled and unclaimed items will be disposed of at the end of the year.

### **CARE OF SCHOOL AND PERSONAL PROPERTY**

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

### **FIELD TRIP POLICY**

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

### **MEDICINE**

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

### **MOMENT OF REFLECTION**

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

### **BALLOONS AND FLOWERS**

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

### **INTERNET USE WHILE AT SCHOOL**

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

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

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

August 07, 2015

Dear Parent/Guardian:

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

The Student Code of Conduct for the 2015-2016 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement below, and return this letter to the school. Failure to return this letter will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook Elementary School Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

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

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

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

Sincerely,

Mr. Gabe Hammock  
Principal

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Parent/Guardian Signature I **do not** give permission for my child to have supervised use of the Internet.

\_\_\_\_\_  
Parent/Guardian Signature I **do not** give permission for my child to go on in town bus field trips.

\_\_\_\_\_  
Parent/Guardian Signature I **do not** give permission for my child to participate in the mentoring program.

\_\_\_\_\_  
Parent/Guardian Signature I **do not** give permission for my child to participate in the Safe and Drug Free School Needs Assessment (5<sup>th</sup> Grade Only).

**IMPORTANT: Only Sign if you DO NOT give permission.**