

---

**COOK**  
**Elementary School**



**2011 - 2012**

**Student/Parent**  
**HANDBOOK**

---

**Cook Elementary School**  
**Student / Parent Handbook**  
**2011-2012**  
**ces.cook.k12.ga.us**

*Table of Contents*

Cook County Board of Education.....	3
Principal’s Message.....	6
Faculty and Staff.....	7
School Calendars.....	9
School Song and Pledge.....	13
Vision and Mission Statement.....	15
Discipline Procedure.....	16
Car Riders and Pick-up Procedures.....	21
Bus Information.....	22
Student Code of Conduct.....	25
Student Attendance Protocol.....	26
Bullying Policy.....	39
Promotion Criteria Policy.....	41
Seclusion or Restraint of Student Policy.....	43
Parental Involvement Policy.....	45
Paces.....	48
Video/Photography.....	49
Wellness Plan.....	50
Tips for a Successful Year.....	51
Handbook Letter of Receipt.....	52

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

Chad Sumner – Chairman  
Board of Education

Reba Durden – Vice Chairman  
Board of Education

Susan Griffin  
Board of Education

Tina Revels  
Board of Education

Maysoe Wiley  
Board of Education

### **Central Office Personnel**

Lance Heard – Superintendent  
Jeff Shealey – Assistant Superintendent  
Regina Purvis – Federal Programs & Testing Coordinator, 6-12 Curriculum  
Becky Ratts – K-5 Curriculum & School Improvement, Pre-K Director  
Deborah McNair – Special Education Director, Alternative School Director  
Tammy Cowart – Secretary to Superintendent  
Annie McQueen – Receptionist  
Regina Surrency – Payroll Clerk  
Tammie Nix – Accounts Payable/Head Bookkeeper  
Jackie Sparks – Federal Programs Assistant  
Pam Allen – Federal Programs Secretary  
Jimmy Griffin – Director of School Nutrition  
Jackie Williams – School Nutrition Bookkeeper

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

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

**Cook County Board of Education  
Administrative Contact & Assignment Information  
2011-2012**

**Lance Heard, Superintendent**

Phone: 896-2294

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

**Jeff Shealey, Assistant Superintendent**

Phone: 896-2294

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

**Regina Purvis**

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

Phone: 896-2294

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

**Becky Ratts**

Areas of Responsibility: K-5 Curriculum, K-5 School Improvement and Data Analysis

Phone: 549-7713

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

**Allison Ray, System Technology Coordinator**

Phone: 896-2296

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

**Deborah McNair, Special Education Director, Alternative School Director**

Phone: 896-2296

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

**Franky Hester, Transportation Director**

Phone: 549-6556

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

**Jimmy Griffin, School Nutrition Director**

Phone: 896-1891

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

**Kathy Hodges, Horizon Academy Director**

Phone: 896-

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

## Cook County Contact Information 2011-2012

Cook Primary School/Pre-K  
1531 Patterson Street  
Adel, GA 31620  
Office – 549-7713  
Fax – 549-8312  
Lunchroom – 549-6066

Cook Elementary School  
1512 North Elm Street  
Sparks, GA 31647  
Office – 549-6250  
Fax – 549-8568  
Lunchroom – 549-8568

Cook Middle School  
1601 North Elm Street  
Sparks, GA 31647  
Office -549-5999  
Fax - 549-5986  
Lunchroom – 549-5985

Cook High School  
9900 Hwy 37  
Adel, GA 31620  
Office – 896-2213  
Fax – 896-3423  
Gym – 236-3612

Cook County Board of Edu.  
119 N. Parrish Ave.  
Adel, GA 31620  
Office – 896-2294  
Fax – 896-3443

Horizon Academy  
1200 N. Hutchinson Ave.  
Adel, GA 31620  
Office – 896-1293  
Fax – 896-1299

School Nutrition  
105 East Mitchell  
Adel, GA 31620  
Office – 896-1891  
Fax – 896-1861

Program For Exceptional Students  
1102 North Hutchinson Ave.  
Adel, GA 31620  
Office - 896-2296  
Fax – 896-8286

Maint.& Facilities  
801 Alabama Lane  
Sparks, GA 31647  
Office – 549-7740  
Fax – 549-7193

Technology  
1102 North Hutchinson Ave.  
Adel, GA 31620  
Office – 896-2296  
Fax – 896-3443

Student Services  
1200 North Hutchinson Ave.  
Adel, GA 31620  
Office – 896-1291

Transportation  
801 Alabama Lane  
Adel, GA 31620  
Office - 549-6556  
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

Dear Students and Parents,

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

To our students, we challenge each of you to do your absolute best each day. We want you to take a personal responsibility for your education by working hard and to excel at the tasks put before you. We also challenge each of you to conduct yourselves in a manner that would make your parents proud. If these challenges are met, not only will you succeed throughout the year, but you will be successful in everything you do.

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Leslie Folsom".

Leslie Folsom

Principal

**Cook County Elementary School**  
**Faculty & Staff**  
**2011-2012**

Administration

Mr. Leslie Folsom, Principal  
Mrs. Debbie Buckholts, Vice Principal  
Sgt. Terry Arnold, Resource Officer

Main Office

Debi Brady, Parent Coordinator  
Tanya Cone, Secretary  
Missy Lindsey, Bookkeeper  
Beverly McLendon, Counselor  
Chris Powell, STING Officer  
Patty Shaw, Nurse

Third Grade Teams

Black Team:

1. Stacey Atkinson
2. Heather Carter
3. Kelly Donaldson\*
4. Vanessa Mitchell
5. Mandy Ward\*\*

Gold Team:

1. Jenni Anderson
2. Jonathan Bryan\*
3. Jessica Hiers\*\*
4. Sebrina Meeler
5. Rosemary Moore
6. Joi Williams

Fourth Grade Teams

Black Team:

1. Angie Adams\*
2. Jennifer Faircloth
3. Andrea May\*\*
4. Kelly Sumner
5. Crystal Tillman
6. Charlene Tisby

Gold Team:

1. Kay Corbett
2. Amy Holt\*\*
3. Lou Jean Luck\*
4. Marsha Strickland
5. Karen Taylor

Fifth Grade Teams

Black TeamTeam:

1. Natalie Broome
2. Ellen Carlo
3. Susan Carter Exum\*\*
4. Sherry Daughtrey\*
5. Kelly Reed

Gold Team:

1. Lori Davis
2. Becky Harris\*\*
3. Alice Pickern
4. Tina Smith
5. Betty Whitman\*

Physical Education

1. Rick Anderson
2. Laura Griffin

Gifted

1. Kathy Jones\*\*

Special Education

1. Becky Beard
2. Carla Brown
3. Kelly Faulkner
4. Leslie McElrath
5. Leigh Moore

Speech Pathologist

1. Caroline Brown
2. Beth White

Computer

1. Clint Carnine\*\*

\*Team Leader (PBIS Team)

\*\*Leadership Team

Music

1. Lori Carnine
2. Cathy Horne\*

ESOL

2. Heather Moore

EIP

1. John Ashley
2. Jennifer Harris

Media Center

1. Jill Underwood

Computer Technologist

1. Danny Hall

Paraprofessionals

1. David Cortez
2. Cathy Chambless
3. Juanita Davis
4. Carol Harnage
5. Nicole Harrison
6. Mary Hill
7. Cathy McCargo
8. Ollie McKinnon
8. Pam Medley
9. Andrea Patterson
10. Yvonne Patterson
11. Katie Purvis
12. Margie Reis
13. Ellar Simmons
14. Bridget Willis
15. Bonnie Young

Custodians

1. Aretha Allen
  2. Mary Helen Davis
  3. Selena Hayes\*
- \*Custodial Supervisor
4. Laymon Inman
  5. Betty James
  6. Harriet Johnson

Food Service

1. Lucy Bennett
  2. Carol Hall
  3. Nichole Hudnall
  4. Wilma Lane
  5. Laura Mason\*
- \*Cafeteria Manager
6. Sherry Mullins
  7. Judie Travis
  8. Anita Whittle
  9. Claudia Woods



## 2011-2012 School Calendar (Revised 6-20-11)

### SEMESTER 1

Pre-Planning	August 10 – 16
Furlough Day	August 12
First Day of School	August 17
Labor Day Holiday	September 5
Fall Break	October 10 – 11
Thanksgiving Holidays	November 21 – 25
End of Semester for Students	December 16
Furlough Day	December 19
Christmas Holidays for Students	December 19 – January 6

### SEMESTER 2

In-Service Day	January 6
Students Return	January 9
Martin Luther King Holiday	January 16
Winter Break	Feb. 17 – Feb. 20
Furlough Day	March 9
Student Holiday	March 9
Spring Break	April 2 – April 9
Last Day of School	May 11
Graduation	May 11
Post Planning	May 14 – 15

# **Cook County Schools Testing Calendar 2011-2012**

January 17-March 4	ACCESS Test (ELL)
TBA	NAEP Assessments (4 <sup>th</sup> grade Writing Computer Based Assessment)
March 7 & 8	Writing Assessment grade 5 & makeup
March 19-30	Writing Assessment grade 3
April 18-27	CRCT grades 1-8
June 5-6	CRCT grade 3, 5, & 8 Retest

## **CES School Action Plan**

### **Communication Skills**

Students will improve written communication skills using the writing process to explain understanding of concepts. Benchmark will be the 5<sup>th</sup> Grade Georgia Writing Assessment.

### **Learning to Learn Skills**

Students will produce quality work through the use of self-assessment using local standardized rubrics.

### **Thinking and Reasoning Skills**

Students will increase achievement in math and reading by demonstrating the use of higher level thinking skills. Benchmark will be the reading and math sections of the CRCT.

### **Discipline**

Students will learn in a safe and positive learning environment through the use of Positive Behavior Support System. Benchmark will be the number of office referrals.

### **Parental Involvement**

Parents will attend scheduled student programs, meetings, and other school activities to celebrate student success. The percentage of participation of parents will increase.

## **Cook Elementary School Events 2011-2012**

Renaissance Kick Off	August 19 <sup>th</sup>
CES Academic Celebration	October 27 <sup>th</sup> -28 <sup>th</sup>
Renaissance Rocks	October 28 <sup>th</sup>
P.T.O. Musical – 3 <sup>rd</sup> Grade	December 13 <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 22 <sup>nd</sup> -23 <sup>rd</sup>
Renaissance Rocks	March 23 <sup>rd</sup>
P.T.O. Musical – Fifth Grade	May 1 <sup>st</sup>
Field Day	May 4 <sup>th</sup>
Honors Day – 3 <sup>rd</sup> and 4 <sup>th</sup> Grade	May 9 <sup>th</sup>
Honors Day – 5 <sup>th</sup> Grade	May 10 <sup>th</sup>
Beach Day	May 11 <sup>th</sup>

Parents please come and support your children!

## **CES Report Card and Progress Report 2011-2012**

September 19, 2011	1 <sup>st</sup> Eight Weeks Progress Reports
September 22, 2011	Parent Conferences 3:00-5:30
October 24, 2011	Report Cards
November 14, 2011	2 <sup>nd</sup> Eight Weeks Progress Reports
November 17, 2011	Parent Conferences 3:00-5:30
January 9, 2012	Report Cards
February 6, 2012	3 <sup>rd</sup> Eight Weeks Progress Reports
February 9, 2012	Parent Conferences 3:00-5:30
March 19, 2012	Report Cards
April 12, 2012	4 <sup>th</sup> Eight Weeks Progress Reports
April 16, 2012	Parent Conferences 3:00-5:30
May 11, 2012	Report Cards

# MASCOT, CES PRIDE SONG, AND SCHOOL COLORS

## CES HORNETS



### **Cook Elementary School Pride Song** (To the tune “Hey Look Us Over”)

Hey, look us over;  
You'll like what you see.  
Pride is our motto;  
We're proud as we can be.  
Great attitudes are showing,  
and friendships are growing.  
We're really doing all we can  
to make our school the best around.  
The work that we're doing  
is Grade A—Our Best!  
We'll meet any challenge;  
we can stand the test.  
So when the schools are all compared,  
the one that beats the rest  
will be our very own C.E.S.!  
Go CES Hornets!

**Black and Gold**

## CES Hornets Classroom Pledge



Good Morning Mr. or Mrs. \_\_\_\_\_!

We are fortunate to have you as our teacher.

You hold the keys to our success in life.

Please teach us in different ways so that we may learn the content.

I promise to “**SLANT**” when I enter your class.

**S!** I promise to “Sit-up” when you are teaching.

**L!** I promise to “Listen” when you are teaching.

**A!** I promise to “Ask questions” when I don’t understand.

**N!** I promise to “Nod my head” when I do understand.

**T!** I promise to “Track you with my eyes” when you are teaching.

Mr. or Mrs. \_\_\_\_\_ We are ready to Learn!

# **Cook Elementary School**

## **Vision Statement**

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 standard based, inclusive, and challenging curriculum that stimulates learning and creativity in a positive and safe environment.

## **Mission Statement**

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

## **Beliefs**

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

**“School Motto”**  
**“Creating an Environment for Success”**

# 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 and how to follow school and classroom rules. 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> Code: Verbal Warning
- 2<sup>nd</sup> Code: Low Profile Intervention
- 3<sup>rd</sup> Code: Teacher/Student Conference
- 4<sup>th</sup> Code: Time-Out at Recess/Parent Notification
- 5<sup>th</sup> Code: After School Detention
- 6<sup>th</sup> Code: After School Detention
- 7<sup>th</sup> Code: 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 (12) days in OR 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**  
2 days of OR/Parent Contact
- II. Refusal to follow directions**  
2 days of OR/Parent Contact
- III. Obscene writing/drawing/language gestures**  
2 days of OR/Parent Contact
- IV. Stealing**  
2 days of OR/Restitution/Parent Contact
- V. Disrespectful Behavior**  
2 days of OR/Parent Contact
- VI. Bullying**  
1<sup>st</sup> Referral – 2 days of OR
- VII. Destruction of school property**  
2 days of OR/Restitution/Parent Contact
- VIII. Physical/verbal/sexual harassment**  
2 days of OR/Parent Contact
- IX. Possession/use of a weapon, tobacco, alcohol, or drugs**  
2 days of OR/Law Enforcement/Parent Contact
- X. Physical and verbal aggression toward Employees**  
3 days of OSS/Law Enforcement/Parent Contact
- XI. Near fight**  
2 days of OR/Parent Contact
- XII. Fighting**  
1<sup>st</sup> Referral – 5 days of OR  
2<sup>nd</sup> Referral – 5 days of OSS  
3<sup>rd</sup> Referral – 10 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 OR/Parent Contact
- XV. Truancy (Skipping School)**  
2 days of OR
- XVI. Making Erroneous Statements about an Employee**  
10 days of OSS/Tribunal

**A student who has served 12 days of OR 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 and P.E.
2. Shorts of an appropriate length and style are acceptable.
3. Clothing which overexposes the body is unacceptable.
4. Apparel which advertises, glorifies, or symbolizes an illegal substance is not allowed.
5. Hats inside the building are not allowed.
6. Pants without a belt, sagging in not acceptable.
7. Shirts that pass the pockets of the pants are not acceptable.
8. No head scarves, bandanas, or head bands.

## **Dress Code Discipline Plan**

1. 1<sup>st</sup> offense – Warning/Change of clothing/Parental Contact
2. 2<sup>nd</sup> offense – Warning/Change/Parent Contact
3. 3<sup>rd</sup> offense – After school detention/Parent Contact
4. 4<sup>th</sup> offense – 2 days of after school detention/Parent Contact
5. 5<sup>th</sup> offense – 3 days of after school detention/Parent Contact
6. 6<sup>th</sup> offense – 4 days of after school detention/Parent Contact
7. 7<sup>th</sup> offense – 1 day of OR/Parent Contact
8. 8<sup>th</sup> offense – 2 days of OR/Parent Contact
9. Administrative Discretion

# Codes for the Weekly Behavior Log with Examples

## Cook Elementary School Rules

1. Follow directions
2. Talk quietly with permission
3. Keep hands, feet and objects to yourself
4. Respect others

### 1. Not following directions/off task

- A. Cheating
- B. Classroom Disturbance
- C. Discipline Slip Not signed
- D. Doing Other Work During Instruction
- E. Drawing
- F. Gum
- G. Making Paper Items
- H. Not Following Direction/Procedures
- I. Not in Assigned Area
- J. Not Minding Your Own Business
- K. Not On Task
- L. Out of Seat
- M. Playing
- N. Possession of Un-allowed Item
- O. Running in Hall
- P. Sleeping/Head on Desk
- Q. Unprepared for Class
- R. Tattling/Whining
- S. Writing/Passing Notes

### 4. Loud and excessive talking and/or noises

- A. Blurting/Loud Talking
- B. Entering Class Noisily
- C. Socializing During Class
- D. Talking at Inappropriate Time
- E. Talking During Individual Work Time
- F. Talking During Instruction
- G. Talking During a Test
- H. Talking in Line/Hall
- I. Tapping
- J. Whistling/Noises/Giggling

### Consequences

- Verbal Warning(1)Low Profile Intervention
- 3<sup>rd</sup> Code: Teacher/Student Conference
- 4<sup>th</sup> Code: Time-Out at Recess/ Parent Not.
- 5<sup>th</sup> Code: After School Detention
- 6<sup>th</sup> Code: After School Detention
- 7<sup>th</sup> Code: Office Referral

### 2. Disrespect of teacher/student

- A. Attitude with Teacher
- B. Back Talking
- C. Being Rude to Others
- D. Disrespect
- E. Lying

### Conduct Grade Criteria for Each 6 Weeks

- S = 10 marks of less
- N = 11-20 marks
- U = More than 20 marks and/or 2 or more office referrals

### 3. Not keeping hands/feet/objects to self

- A. Horse Playing/Pushing/Hitting
- B. Slapping Necks
- C. Throwing Things

### \*Examples of Positive Consequences:

- Renaissance
- Extra Privileges
- Treats

Parent's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

## CES 2011-2012 Cell Phone/Electronic Devices Rules

**RULES:** for cell phones and other electronic devices – i-pods, kindles, mp3 players, 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.

### 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 for **one week** (five school days). If a student refuses to surrender his/her electronic device, he/she will 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**.

### 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.

### RECLAIMING CONFISCATED CELL PHONES:

If a parent wants their son/daughter's electronic devices returned before the 5 days are up, they will be required to sign a contract stating that every time the student's phone is confiscated for the remainder of the year, the school will keep the phone three weeks (15 school days) OR \$30 fine, **NO EXCEPTIONS**. CELL PHONES WILL ONLY BE GIVEN BACK TO THE PARENT/GUARDIAN.

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

## **CES Car Riders and Pick-Up Procedures**

### **Morning Procedure:**

All students who are car riders will report to school at or after 7:15. The doors will not open until 7:15. If you happen to come early, please do not leave your child unattended until 7:15. Please abide by this procedure; it helps both of us to keep your child safe.

### **Evening 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 3rd grade at the beginning of the catwalk, 4<sup>th</sup> in the middle, and 5<sup>th</sup> at the end of the catwalk.

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

## **CES 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:**

To prevent class disruptions, we ask that students not be checked out after 2:35. When checking a student out, parents/guardians must provide the receptionist with picture identification. Identification **MUST** be presented in order to 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.**

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.

**SEVERAL 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 one week
5 <sup>th</sup> Offense	Removed from the bus for two weeks
6 <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 two weeks
4 <sup>th</sup> Offense	Removed from the bus for the remainder of the year

\*Grades 9-12 Consequences omitted for Elementary code



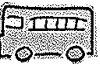


















STATE REF: Georgia Board of Education Policy EBCB/JCDAD  
(Rule 160-5.3-.13)

State Standards B 1 (1a.23)






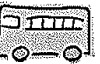



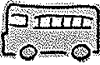





LEGAL REF: O.C.G.A. 20-2-50; 20-2-59; 20-2-188

COOK COUNTY BOARD OF EDUCATION

**These Buses to Cook Primary First / MIDDLE SCHOOL**

Lana Siska # 14 	OPEN # 16 	Phyllis Hunley #35 	Charlyne Slater #44 	Glenn Steel #29 	Cathy Hardman #24 	Michelle Freeman #7 	Walter Scott #47 	Anna Folds #33 	Michelle Bullard # 94-6 
Shari Jenrette # 42 	Evelyn Smith # 34 	Justin Beach # 26 	Kim Glass # 36 	Lisa Mathis # 41 	Anthony Turner # 43 	OPEN # 45 	Mary Fender # 23 	Brett Kelly # 22 	
				Cora McCall 32 	James Spencer 28 				

**These Buses to Cook Elementary First / HIGH SCHOOL**

Fredda Folsom #9 	Meichelle Griffin #1 	Peggy Carter #4 	Fairy Gear #12 	Angie Wood #50 	Blenda Wade #40 	Missy Wade #15 	Lance Godwin #39 	Ben Freeman #49 
		Billy Fender #11 	Mac Ingram #10 	Susie Vanbrackle #18 	Thomas Rutland #13 	Mary Turner #8 	Terry Arnold #92-5 	

**Special Ed Buses**

55 John Walker	#5 Ellar Simmons	#20 Jackie Swanson	#7 Michelle Freeman
-------------------	---------------------	-----------------------	------------------------

**High School**

#46 Willy Brachsher	#2 Don Brown
------------------------	-----------------

**Pre-K Buses**

# 96-6 Dale Rentz Robbie Hester	# 96-2 Steve Costigan Samantha Griffin
---------------------------------------	--



# Cook Elementary School Student 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 quietly 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 reasonable 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 (i.e., IEP, 504, and SST) 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.

# STUDENT ATTENDANCE PROTOCOL 2012

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

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

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

### **Unexcused Tardies and Early Checkouts:**

- Students accumulating three (3) days of unexcused tardies to school will receive a referral to the Principal or Principal’s designee for violation of Board Policy JCDA: Student Code of Conduct.

- At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal's designee for disciplinary or other appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present more than 15 minutes of the entire instructional period.

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

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

- **Third Tardy:** Written notification from teacher to notify parent(s), guardian(s) or other person(s) having control or charge of the student of possible consequences for continued tardies.
- **Fourth to Ninth Tardies:**  
Elementary and Middle School Students: Referral(s) to the Principal or the Principal's designee for Disciplinary consequences, counselor's referral or other appropriate action.  
High School Students: Upon a student's fourth (4<sup>th</sup>) tardy, a disciplinary referral will be made to the Principal or Principal's designee. Consequences may include loss of driving privileges, detention, in-school suspension, or other action in accordance with local school system policy.
- **Ten or More Tardies:** Ten or more tardies may result in immediate referral to support agencies outside the school system as the Principal deems appropriate. Among these agencies are the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family and/or Youth Connections, or other external agencies.

## **Truant Students**

### **Definition of Terms**

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

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

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

- Personal illness (Excessive or extended absences may require an excuse from medical doctor)
- Circumstances where attendance in school endangers a student's health or the health of others
- Serious illness in a student's immediate family

- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly

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

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

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

**Parental Notification: Statement of Receipt**

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

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

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

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

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

**Notification**

- Schools will make two reasonable attempts by phone, conference, letter, email, or other appropriate means to notify the parent(s), guardian(s) or other person(s) who

has control or charge of the student when five unexcused absences in an academic year have occurred and of the penalties and consequences for violation of compulsory attendance.

- If two reasonable attempts to notify the parent(s), guardian(s) or other person(s) who has control or charge of the student have been unsuccessful, the school will send written notice via certified mail with return receipt requested. Such notification will include a reminder of previous notice to the parent(s), guardian(s), or other person(s) having control or charge of each student enrolled in public school containing a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

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

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

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

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

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

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

## **I. School System Procedures**

Cook County Board of Education will monitor student attendance daily. Codes for attendance used in the student records database (Powerschool) will be consistent between schools to indicate excused absences, unexcused absences, excused tardies, unexcused tardies, early withdrawals, in-school suspensions, and out-of-school suspensions. The Cook County Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address student attendance. Each school will create a building level procedure in accordance with this policy.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and the Cook County Board of Education school attendance policy JBD. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the middle and high school, students will also receive this notice and provide a signature. At the elementary school, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct.

Each school will utilize the Student Support Team (SST) to address attendance concerns. An SST meeting that is convened for the purpose of discussing attendance will be chaired by each school's Principal or other designated Administrator and include as its members a rotating committee of faculty having direct contact with the parents/guardians of or providing direct service to the specific student(s) to be discussed as well as the School Social Worker. School Resource Officers will also be invited to participate, as appropriate. Each school's SST will meet as needed and be responsible for implementing and monitoring policy to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Daily attempts will be made to call the parents/guardians of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This principal shall also apply to steps mentioned hereinafter.

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 certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

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. Examples of such assistance would include, but is not limited to:
  - Brief individual or group therapeutic intervention with students at school
  - Referral to public or private mental health or counseling services
  - Referral to public or private medical or dental services
  - Referral to public assistance programs
  - Referral to the school's Student Support Team
  - In-home support facilitated by the School Social Worker
  - Referral to outside social service or counseling providers for intensive in-home support
  - Referral to Department of Family and Children services, if deemed necessary.
3. Upon further investigation, determine the need for immediate referral of:
  - Students ages ten (10) to sixteen (16) to Juvenile Court for truancy
  - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the Magistrate Court for Deprivation, or to Superior Court for Failure to Comply with Compulsory Attendance
  - Refer to the Cook County Truancy Reduction Program in Appendix 1

In most cases, Court referral will be made at this point or at the next unexcused absence. The family will be referred to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.

4. Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a court or to the Department of Family and Children Services.
5. Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

In general, students known to be on probation for truancy are monitored for attendance concerns on a monthly basis the next school year.

## 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.

A child is responsible to attend school and is subject to adjudication in Cook County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense.



For purposes of this Protocol, the term “parent” may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child’s attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child’s attendance at school.

#### A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Cook County against a child who is habitually and without justification truant from school. Such a child is “unruly.”

For the purposes of this Protocol, habitual truancy or absence is defined as six (6) or more days of unexcused absence from school. At this point the child’s circumstances will be reviewed by the SST, to which the parent will be invited to attend. At this review the following options will be discussed:

- Refer the child and/or parent to the appropriate social services
- Request further medical documentation if appropriate
- File an “unruly child” complaint with the Juvenile Court of Cook County
- Seek a protective order for the parent from the Juvenile Court
- Seek a criminal warrant for the parent from the Magistrate Court of Cook County for Deprivation

The School Social Worker will be responsible for obtaining and monitoring compliance with the recommendations of the SST.

#### B. Juvenile Justice Procedures

##### 1. Intake Process for Juvenile Complaints

- a. The Clerk of Juvenile Court in Cook County will immediately forward a copy of all truancy complaints, to the Intake Officer of the Department of Juvenile Justice for Cook County. The Intake Officer will process complaints as follows:
- b. Complaints will be entered into the Juvenile Tracking System and any past history will be assessed.
- c. The Intake Officer may contact the School Social Worker for any further pertinent information.
- d. The complaint may be forwarded to the District Attorney’s Office, accompanied by any legal history and brief summary of involvement with the Department of Juvenile Justice. This may include offense history, placement history, a summary of any past or current interventions, as well as current information.
- e. Truancy complaints will receive immediate attention and be informally adjusted in ten (10) days.

##### 2. Adjudication and Disposition

- a. A youth may be placed on Probation for Truancy by the Juvenile Court Judge upon adjudication of a Truancy charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in

the youth's compliance with Conditions of Probation and the youth's attendance at school.

- b. The Probation Officer will monitor the youth's attendance, at a minimum, on a weekly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for Truancy-related Violation of Probation, the Juvenile Court Judge will determine what further action or intervention is appropriate.
- c. Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for Truancy-related Probation cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.
- d. A Probation Order may be terminated by the Juvenile Court Judge prior to the expiration date if youth's attendance and/or progress have reached a level satisfactory to all parties involved.

### C. Prosecution in Superior Court

After referral is made to the truancy reduction program, and it is determined that the parent is the direct cause of the child's absence, a warrant for violation of OCGA 20-2- 690.1 should be sought against the parent. In other circumstances, the SST may, but is not required to, take into account the following considerations when recommending a criminal warrant is sought for the parent of a child:

1. The child is under the age of 13 years.
2. The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
3. The parent has not actively sought assistance from community social services and resources to assist in getting the child to school.
4. The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
5. The child is a deprived child.

The child and parent must comply with the SST's recommendations. Failure of the child or parent to comply with the recommendations, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates ten (10) or more unexcused absences in a semester, the School Social Worker will file a juvenile complaint and/or apply, via the School Resource Officer, for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

### D. Notification to Parent(s)

Notification to the parent of a truant child shall include notice of an SST review and information about attendance law and the penalties that may occur as a result of the child's continued absence. After two unsuccessful attempts to serve such notice and obtain signature of receipt, notification should be sent via certified mail, with return receipt requested, to the parent and should contain the following language:

“Decisions as to appropriate action recommendations will be made at an SST Review that could include recommendations for criminal prosecution of you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child’s absence from school. The penalty can be up to \$100 fine and up to 30 days in jail for each day the child has an unexcused absence from school.”

### III. Community Support

#### A. Law Enforcement

Each school in Cook County has access to, either on- site or within minimal driving distance, an employee of the Cook County Sheriff’s Department or the Adel Police Department. These individuals are certified peace officers designated as “School Resource Officers.” In support of improved school attendance, the School Resource Officers shall:

1. Attend SST meetings, as appropriate.
2. Forward complaints against parents directly to the Sheriff’s Department and/or relate City Police Department regarding compliance with mandatory attendance law.
3. Honor any applicable school-related transportation orders issued by a court.

#### B. Public Health

Each school in Cook County has licensed staff available to serve students via on-site school “clinics.” These personnel are hired by the Cook County Board of Education but operate annually under the protocol of Dr. Feldman with the South Health District 8-1.

The School Health Nurses shall:

1. Be responsible, in cooperation with other staff, for the final determination at each school regarding when a child should be sent home early for the day, due to health related concerns.
2. Be available to parents for preliminary verification to the school of illness pending an appointment with a physician and advocate with physician’s offices for timely appointments.
3. Follow any orders written by students’ physicians regarding medication or other medical treatment to be provided during school hours.
4. Work in conjunction with teachers, school administrators, and the school social worker to promote general health and safety for students, school staff, and the community.

The Cook County Health Department is an integral partner in community health related to school readiness, attendance, and success. The Cook County Health Department shall:

1. Continue to support and promote the Cook County School Nurses
2. Provide immunizations and immunization records required for school enrollment
3. Provide various medical, dental, and prescription services, referrals, and education to Students and families in Cook County to promote personal and community health.

#### A. Mental Health

The Cook County Mental Health provides crucial support for the mental,

physical and emotional well being of students and their families, including individual and group sessions on-site at the schools or at the Mental Health office. In support of this Protocol, Cook County Mental Health shall:

1. Notify and/or refer student clients to the School Counselor or Social Worker when efforts to conduct individual or group sessions at school repeatedly fail due to absences.
2. Coordinate and host regular Inter-Agency Staffing Committee meetings, which facilitate support and treatment planning for at-risk youth, including students who are truant.
3. Attend court proceedings, when appropriate, for cases involving truancy and support any court orders for treatment of emotional or family issues contributing to absences.
4. Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

B. Department of Family and Children Services

The Cook County Department of Family and Children Services often provides social services to the families of truant students. In support of this Protocol, the Cook County Department of Family and Children's Services shall:

1. Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
2. Address school attendance in departmental case plans and safety plans.
3. Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the department, or foster care.
4. Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.
5. Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.

C. The Central Office of Cook County Schools is required by this law to report information regarding non-compliance to the Department of Motor and Vehicle Safety through a process developed jointly with the Department of Education. Cook County Schools must report this information from the public schools in its district, from private schools attended by students who reside in the public school district, and from home schools in the public school district. A non-compliant student is one who:

1. Has dropped out of school without graduating and has remained out of School for ten consecutive school days;
2. Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters; or
3. Has been suspended from school for:
  - (a) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - (b) Possession or sale of drugs or alcohol on school property;

- (c) Possession or use of a weapon on school property. For purposes of this subparagraph, the term “weapon” shall be defined in accordance with Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.
- (d) Any sexual offense prohibited under Chapter 6 of Title 16; or
- (e) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A § 40-5-22 (a.1)

#### IV. Monitoring the Protocol

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol’s adoption. The Protocol Committee will then meet bi- annually, as required by law. The Committee’s goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and, as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and Local statutes, as well as agency policy.

#### V. Steps to Prevent Truancy

Various measures are currently being explored to address truancy from a prevention perspective.

- A. The Department of Juvenile Justice in conjunction with the Cook County Juvenile Court, The Cook County Mental Health, and Cook County Schools are working together to develop a plan to work on preventing truancy. The Cook County Commission on Children and Youth (CCCY) is a collaborative partnership working to address the educational, social and physical needs of local children and youth. The Commission serves as the local Family Connection collaborative with dedicated members representing a cross-section of the community. The specific goals of the Commission for Children and Youth are to increase the number of students who graduate from high school on time, to decrease the number of teen pregnancies and to decrease the school dropout rate.
- B. Local businesses, clubs, and civic organizations will be asked to consider developing incentive or even scholarship programs for those students whose grades and attendance exhibit significant improvement.
- C. Drivers Licenses Denial  
The Cook County Board of Education requires the local school superintendent or the superintendent’s designee to use his or her best, efforts including certified mail, to notify students age 14 and older when the student has only three absences remaining before violating the state’s attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver’s permits and licenses. Cook

County Schools will be responsible for certifying that students enrolled in public schools and in home schools in its district satisfy the attendance requirements. They will do this by using the *Certificate of Attendance* form. Cook County Schools will be responsible for making this form available to private schools in Georgia in which students living in the public school district are enrolled. The private schools will complete the forms.

**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 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.



## **Board Policy**

**Descriptor Code:IHE**

### **Promotion and Retention**

The Board of Education adopts this policy in accordance with O.C.G.A. 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement or promotion of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the education setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

The Superintendent and appropriate staff shall develop rules and regulations governing promotion, placement, and retention of students in grades K-12. Such rules and regulations shall include the following requirements:

1. Definitions consistent with those contained within State Board Rule 160-4-2-.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs - Student Assessment.
3. The promotion of students in grades 3, 5, and 8 shall be determined in accordance with State Board Rule 160-4-2-.11 Promotion, Placement and Retention that requires those students to achieve grade level on the Criterion Referenced Competency Test(s) (CRCT).
4. The promotion of students in grades 1, 2, 4, 6, and 7 shall be determined by an administrative process led by the principal or designee. Promotion of such students shall be based on a review of factors specified within the district's rules and regulations, including, but not limited to, the student's performance on the CRCT(s).
5. The school principal or designee shall utilize the results of the CRCT(s) as specified in this policy in determining (a) the overall academic achievement of students; (b) an appropriate plan of accelerated, differentiated, or additional instruction for students who do not achieve grade level; and (c) placement (with specific recommendations), promotion, or retention of a student.
6. Local promotion criteria which have been determined by the Board to be as follows:
  - a. Kindergarten: First grade placement decisions are made on an individual basis, using the state mandated assessment results in concert with teacher recommendations and other relevant information.
  - b. Grades 1-5: The student's teacher shall review the student's overall academic achievement, including the CRCT, and make a recommendation to the principal, consistent with State Board Rule and this policy, as to whether the student should be promoted or retained based on a determination that as a result of such promotion or retention, the student is likely to perform at grade level by the conclusion of the next school year. The principal, in consultation with the grade level teachers and with input from the Student Support Team as appropriate, shall make a decision as to whether the student will be promoted or retained.
  - c. Grades 6-8: The student's grade level team of teachers shall review the student's

overall academic achievement, including the CRCT, and make a recommendation to the principal, consistent with State Board Rule and this policy, as to whether the student should be promoted or retained based on a determination that as a result of such promotion or retention, the student is likely to perform at grade level by the conclusion of the next school year. The principal, in consultation with the grade level team and with input from the Student Support Team as appropriate, shall make a decision as to whether the student will be promoted or retained.

- d. Grades 9-12: Promotion is based on the number of units for which a student has earned credit toward graduation. Graduation requirements are specified in the local Board's graduation policy in accordance with the appropriate State Board Rule.
7. Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board.
8. Appeals: There shall be no appeal of promotion/retention decisions beyond the school level.

Cook County Schools

Date Adopted: 10/15/2007

## PROMOTION STANDARDS AND CRITERIA

### Third Grade Promotion Criteria

1. CRCT: Achieve Meet/Exceed Levels on the Reading/Language Arts and Math sections
2. STAR: Reading-3.5, Math-3.5
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts and Math
4. Classroom Performance
5. Teacher Recommendation

### Fourth Grade Promotion Criteria

1. CRCT: Achieve Meet/Exceed Levels on the Reading/Language Arts and Math section
2. STAR: Reading-4.5, Math-4.5
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts and Math section
4. Classroom Performance
5. Teacher Recommendation

### Fifth Grade Promotion Criteria

1. CRCT: Achieve Meet/Exceed Levels on the Reading/Language Arts and Math sections
2. STAR: Reading-5.5, Math-5.5
3. Report Card: a yearly average of 70% or higher in Reading/Language Arts and Math
4. Classroom Performance
5. Teacher Recommendation

The promotion of students in grades 3<sup>rd</sup> and 5<sup>th</sup> shall be determined in accordance with State Board 160-4-2-.11 Promotion, Placement and Retention that requires those students to achieve grade level on the Criterion Referenced Competency Test(s) (CRCT).

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

**Rationale:**

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

**Definition:**

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

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

**Use:**

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

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

**Requirements:**

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

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

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

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

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

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

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

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

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

**Prohibited Actions:**

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

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

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

---

Cook County Schools

Date Adopted: 1/27/2011

Last Revised: 2/28/2011

**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)**

## Parental 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 six weeks. Progress Reports will be issued three weeks into the six weeks. The dates these reports are sent home are listed in the Student Handbook.
4. Parent Conferences are held every six weeks for the students who are not passing the criteria. These are scheduled in the evening.
5. Parents Teacher Organization meetings – We will have at least two per year. Explanation of The Georgia performance Standards and the CRCT 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.

## CES Mentoring Program

The mentoring program at CES will provide the students at Cook Elementary with a positive role model who will offer support and friendship. Our aim is to develop self-worth and confidence through listening, understanding, accepting, and respecting the mentees. The healthy development of every child is enhanced by positive nurturing and mentoring relationships. The purposes of the CES Mentorship Program are as follows:

- a) Academics – To encourage students to improve the students overall academic achievement.
- b) Attendance – To encourage students to attend school on a regular basis.
- c) Attitude – To encourage students to treat their teachers and others with respect.
- d) Personal Development – To encourage students to practice self-control in stressful situations. To provide guidance for decision making.

### Rules/Procedures for Mentoring:

- All meetings/activities must take place on CES campus during school hours.
- All meetings will be held at the convenience of each mentor
- All meetings must take place in the sight of other employees
- Each visit must be recorded and documented on the form at the front desk.
- All mentors must pick up a folder at the front desk on each mentee.
- All meetings must be held during breakfast, lunch, or specials.
  
- ***We teach children to dream and to succeed. With our powerful combinations of our faculty, internal expertise and external leverage of the community, we create a school of mentors committed to the students of Cook County.***

## **Cook Elementary School Students In Power Team**

**CES now has a club called Students in Power (S.I.P.) These students will serve their fellow students to ensure that every child is part of the decision making process in their school. The members will be selected by their teachers and classmates. Teachers were given a choice of how to elect a representative from each homeroom. The 5th grade teachers select 3 members and the 4<sup>th</sup> and 3<sup>rd</sup> grade teachers chose 1 member from each homeroom. The S.I.P. team will be involved in several activities on campus and off. For example, they will offer tutoring services in the mornings, greet visitors, assist the office staff, peer mediate other students with the assistance of an adult, and make decisions on the rewards that the student body would receive when they do well in academics. They will also visit several businesses that play a major part of the community.**

**Our first mission of the organization is to select a president, vice-president, secretary, reporter and parliamentarian. The purpose of S.I.P. is to:**

- Develop good attitudes and promote good leaders
- Promote a harmonious relationship throughout the school
- Improve student morale
- Provide a forum for student expression
- Organize activities and projects which will foster the social and Civic growth of the student body
- Promote the general welfare of the school

All student involved with S.I.P. will maintain an accumulative average of 70 or above in all classes. If this average is not maintained a member will be put on probation for one 6 weeks period. At the end of the probation period the student must have raised their grade to a 70 or above, unless they will be dismissed from being a S.I.P. member. Any member may be removed from the organization due to poor behavior and attitude.

# 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.



## **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.

## **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 OR 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.

Thank you,

CES Administration and Faculty

**Cook County Board of Education  
1109 North Parrish Avenue  
Adel, Georgia 31620**

**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.”

## **Tips for a Successful School Year:**

- Provide a quiet place and a consistent time to do homework.
- Help your child to learn to follow directions.
- Teach your child to respect others.
- Model and reinforce appropriate behavior.
- Talk to your child's teacher frequently.
- Help your child learn his/her address and telephone number.
- Help your child learn his/her multiplication facts.
- Guide and monitor your child's television viewing and music.
- Explain the meaning of new words to your child.
- Encourage your child to succeed in all subject areas.
- Involve your child with reading, math, and writing activities.
- Refrain from sending your child to school with a fever.
- Dress your child according to the weather outside.
- Discuss with your child where to go, if you are not at home when he/she arrives.
- Refrain from making negative remarks about the school in the presence of the child. Children must see school and home working very close together for their academic success.

August 17, 2011

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 2011-2012 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 five 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 five 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. Leslie Folsom,  
Principal

---

I have received a copy of the Cook Elementary School Handbook that includes the 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).