



COOK HIGH SCHOOL STUDENT HANDBOOK
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Updates for 2016-17

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EXCELLENCE IN ACADEMICS, ATHLETICS AND THE ARTS

2016 - 2017 Bell Schedule

7:20 School Breakfast
7:30 Media Center Opens
7:45 Bell to Report to 1st Block
7:55 - 8:05 Tardy Bell (Pledge & Announcements)
8:05 - 9:35 1st Block (90 mins)

9:41 - 11:11 2nd Block (90 mins)

Note: Early lunch bell rings 5 minutes prior to each lunch.

_____ 3rd Block

(Class 11:42-1:12) 1st Lunch (11:06) 11:11-11:36

(Class 11:17 - 12:11 & 12:42-1:12) 2nd Lunch (12:06) 12:11-12:36

(Class 11:17 - 12:47) 3rd Lunch (12:42) 12:47-1:12

1:18 - 2:48 4th Block

2:54 - 3:25 Advisement & Announcements

Cook High School is not responsible for securing personal valuables. It is the responsibility of the student to secure his/her possessions. Students do not need and should not carry large amounts of money, cell phones, "i-pods", expensive jewelry, or other valuables at school.

The faculty, staff, and administration of Cook High School assume no responsibility for the above items if stolen. Thefts that do not fall into this category may be investigated by the administration if deemed appropriate.

COOK HIGH SCHOOL 2016-2017 CALENDAR

Mon-Thursday	August 1- 3, & 4	Preplanning
Friday	August 5	Classes Begin
Thursday	August 11	Open House
Monday	September 5	Labor Day Holiday
Monday	September 12	Progress Report
Tuesday	October 4	End 1st 8 Weeks
Monday/Friday	October 10-14	Fall Break
Monday	November 14	Progress Report
Monday-Friday	November 21-25	Thanksgiving Break
Monday-Friday	December 5-15	*EOC
Wednesday-Thursday	December 15-16	*<u>Final Exams/SLOs</u>,
		Dismiss, End of 1st Term
Monday-Tuesday	December 19 – Jan 3	Christmas Break
Tuesday	January 3	Teacher Inservice (Student Holiday)
Wednesday	January 4	Students Return
Monday	January 16	MLK, Jr. Day
Tuesday-Friday	January 17-20	*<u>FALL EOC</u> (Retest)
Monday	February 6	Progress Report
Monday-Friday	February 20-24	Winter Break
Wednesday	March 8	End 3rd 8 Weeks
Monday	March 20	Furlough Day (Student Holiday)
Monday-Friday	March 27-March 31	Spring Break
Saturday	April 8	Prom (CHS)
Monday	April 17	Progress Report
Tuesday	April 25	Honors Night (6:00 p.m.)
Monday-Friday	May 1-12	*<u>EOC</u>
Tuesday-Wednesday	May 3-5, 8 & 10	<u>AP Testing</u>
Tuesday	May 9	Honors Day (9:00 a.m.)
Wednesday	May 8	<u>Senior Exams/SLOs</u>
Thursday-Friday	May 10-11	*<u>Final Exams/SLOs</u>
Friday	May 12	End of 2nd Term, Last day of School
		Graduation (8:00 p.m.)

Cook County Board of Education
Superintendent of Schools, Dr. Jeff Shealey
Mr. Chad Sumner, Chairman
Mr. Frank Carter, Vice-Chairman
Mr. Jerry Durden
Mrs. Susan Griffin
Mr. Maysoe Wiley

Welcome to the 2016–17 school year. We are extremely excited about the upcoming school year. To help ensure student success, it is important that parents and students understand school policies and procedures, as well as academic and behavioral expectations.

Everyone associated with the Cook County School system is dedicated to providing a safe, orderly, productive learning environment for students. We ask that you carefully read and discuss the information contained in the Student Handbook with your child, particularly the *Attendance Policy, Academic Information, and Expectations of Students*. The student handbook is an effective communication tool and is located on the Cook High School website for your convenience.

Parents/Guardians and students are also asked to read and sign the “**Student Network/Internet User Agreement and Parent Permission Form**” and return it to school. This form is kept on file and will ensure your child is provided access to district computer resources, as long as he/she complies with appropriate use.

In compliance with state requirements, parent/guardians are also asked to complete and sign the “**School-Sponsored Club Participation Permission Form**” and return it to school. All participants of extracurricular activities are subject to random drug testing.

Thank you in advance for reviewing this important document with your child and for returning the following: “Student Network/Internet User Agreement and Parent Permission Form,” and the “School-Sponsored Club Participation Permission Form”.

Cook High School Administrative & Support Staff

Principal	Mr. Keith Croft
Assistant Principal	Mr. Paul Dobson
CTAE Director	Dr. Dede Megahee
Athletic Directors	Cleve Edwards & Paula Simmons
Guidance Counselor	Mrs. Kathryn Warren
Guidance Counselor	Mr. Keith Hall

COOK COUNTY MISSION & VISION STATEMENT

Mission

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

Vision

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

Nondiscrimination Policy

Federal law prohibits discrimination on the basis of race, color, creed or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Cook County School District and Cook High School do not discriminate in any educational programs or activities or in employment Policies. The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscriminatory policy.

Perkins Act – Cook Co. Bd. Of Education (229) 896-2294

Title II & Title VI – Dr. Becky Ratts, (229) 896-2294

Title IX – Dr. Jeff Shealey, (229) 896-2294

Section 504 and ADA – Emily Dishman, (229) 896-2296

Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504 and ADA to the policies and practices of the System may be addressed to the persons listed above at the Cook County Board of Education, 1109 North Parrish Avenue, Adel, Georgia 31620.

CHS SCHOOL-SPONSORED CLUBS

CLUB	SPONSOR	AFFILIATION	DUES
Art Club	Sandra Sawyer	Independent	Yes
Anchor Club	Samona Durr, Lisa Heard Jill Swanson	Pilot International	Yes
Beta Club	Kelly Taylor	National	Yes
Chess Club	Kelsie Mitchell	Independent	Yes
Civitans	Tracy Bledsoe	National	Yes
Family, Career, and Community Leaders of America (FCCLA)	Constance Thomas	National	Yes
Fellowship of Christian Athletes (FCA)	Paul Dobson, Becky Futch, Jenny Pitts	National	Yes
FFA Organization	Richard Herrin, Abbie Halbig, Hannah Getz	National FFA	Yes
Future Business Leaders of America (FBLA)	Lori Carter, Jenny Pitts, Marsha Tillman	National	Yes
GSA	Jeremy Williams	National	TBA
H.O.S.A (Health Occupations Students of America)	Pam Dobbins	National	Yes
4-H Club	Bonnie Mitchell	National	Yes
Key Club	Shelli Phillips Tabitha Jenkins	Key Club/ Kiwanis International	Yes
Mad Hatter's Club	Tammy Walker	Independent	TBA
Hornet Reel Anglers	Morgan Philpot	Independent	Yes
Student Government Student Council	Chris May Jill Swanson	State Organization	No
Technology Student Association	Matt Holley	National	Yes
Thespian Troupe 7229	Jeremy Williams	Independent	Yes
Y Club	Lea Hazel, Laura Howard, Jenny Pitts	State YMCA	Yes
Young Republicans	Lea Hazel	National	TBA

Provisions of the No Child Left Behind Act

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

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

If a parent wishes to request information concerning his/her child's teacher's certification he/she should contact the principal at 896-2213.

Cook High School Student Support Services

Cook High School faculty and staff offer several opportunities for students to be successful in their high school experiences. Courses are relevant and rigorous, and teachers foster caring relationships with their students to increase student engagement and achievement. To meet the needs of our changing world, your school leaders and educators constantly seek to improve upon existing practices to meet the needs of students.

Advisement

Cook High School teachers serve as student advisors for all students. Each student has an advisor to assist with academics, social issues, vocational concerns, and preparation toward graduation. Freshmen may have junior and senior peer mentors who are available to assist students three days per week during advisement.

Guided Study (During Advisement)

Students needing assistance in classes may be tutored by academic teachers daily during the time designated for advisement.

Lunch Directed Study

Students who need extra support may be assigned to Directed Study during a portion of their lunch time. Students have the opportunity to spend at least one hour per week working on assignments to pull grades up and complete work to experience more success in their classes.

Tutoring

Teachers are available before and after school to tutor students. Peer tutoring may also be available after school. Call our Counselors to discuss peer tutoring and additional assistance.

Volunteer Service Learning

Students seeking involvement in our school and community are encouraged to participate in the many clubs and sports available to them at Cook High School. These organizations provide services to community and school. A student may earn volunteer service hours, which count toward a Volunteer Service Seal on their diplomas upon graduation. Current seniors must accumulate 120 hours to earn the seal. If you are not involved in an organization, and desire to serve others, please see your Counselor.

Counselors

Your counselors can help you access the resources you need to be successful in high school. If you are having difficulties in classes, at home, with peers, or need someone to talk to, come to the counseling center and see your Counselor.

PACES

Program to Accelerate, Challenge, and Enrich Success

GIFTED EDUCATION COOK COUNTY SCHOOLS 2016-2017

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

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

1. **Automatic Referral:** Any student who scores 90% on state adopted norm referenced test on total reading, total math, or total battery shall be referred for further testing. Reasonable consideration shall be applied to this referral procedure concerning the number of times a given student should be referred after mental ability testing indicates he/she is not qualified. Factors to be considered include difference between obtained score and required score; possibility of detriment to the student's self-esteem; and social or developmental factors that indicate the need for additional testing.

2. A teacher or any responsible person who has knowledge of the student's intellectual functioning may also refer a student. This may include teachers, parents, self or peers.

3. **Re-evaluation of Ineligible Students:** Unless there is compelling evidence that a child's performance level has changed, a two year waiting period is recommended.

2016-17 Cook High School Directory

Administration

<i>Principal</i>	<i>Mr. Keith Croft</i>
<i>Assistant Principal</i>	<i>Mr. Paul Dobson</i>
<i>CTAE Director</i>	<i>Dr. Dede Megahee</i>
<i>Boy's Athletic Director</i>	<i>Mr. Cleve Edwards</i>
<i>Girl's Athletic Director</i>	<i>Mrs. Paula Simmons</i>

Guidance/Student Services

<i>Guidance Counselor</i>	<i>Mrs. Kathryn Warren</i>
<i>Guidance Counselor</i>	<i>Mr. Keith Hall</i>
<i>Registrar</i>	<i>Mrs. Beth Willis</i>
<i>School Social Worker</i>	<i>Mrs. Lisa Heard</i>
<i>School Nurse</i>	<i>Mrs. Allison Edwards</i>
<i>Media Specialist</i>	<i>Mrs. Kendal Daughtrey</i>

Office Staff

<i>Bookkeeper</i>	<i>Mrs. Katrina Bostic</i>
<i>Administrative Assistants</i>	<i>Mrs. Chris Harris, Mrs. Samona Durr</i>
	<i>Mrs. Freida Joiner, Mrs. Sonja Thomas</i>

Faculty

English Dept.

**Jill Swanson*
Tetyana Ard
Lea Hazel
Shelli Phillips
Dorothy Reynolds
Jeremy Tucker
Phillip Walker
Jeremy Williams
Julie Rogers (ESOL)

Math Dept.

**Becky Futch*
Tracy Bledsoe
Paige Gordon
Kelsie Mitchell
Kayla Moore
Morgan Philpot
Rhonda Reynolds
Leslie Woods

Science Dept.

**Kelly Taylor*
Bill Durrance
Tabitha Jenkins
Debbie Kelley
Michael Novack
Britt Wall

Social Studies Dept.

**Laura Howard*
Matt Dobson
Carol Greene
Renee Kroll
Chris May
Leif Purvis

Physical Education

**Paula Simmons*
Tommy Blackshear
Cleve Edwards
Clemmie Foster
Keith Gosse
Bobby Jones
Scott Ray
#Greg Williams

CTAE Dept.

**Marsha Tillman*
**Richard Herrin*
Lori Carter
Pam Dobbins
Hannah Getz
Abbie Halbig
Matt Holley
Jenny Pitts
Constance Thomas

Fine Arts/For. Lang

**Teresa Williams*
Heather Morris
John Newsome
Wendy Pollock
Sandra Sawyer

Special Education

**Julie Hoffman*
Vanessa Byron
Courtney Davenport
Myra Fussell
Anthony Judge
Jamie New
Jacki Swanson
Tammy Walker

Paraprofessionals

<i>Cornelius Brown</i>	<i>Debra Dean</i>	<i>Sue Godwin</i>	<i>Meichelle Griffin</i>
<i>Wanda Hall</i>	<i>Ollie McKinnon</i>	<i>TBA</i>	

**Department Chairs*

#Credit Recovery Teacher

School Policies and Procedures

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Advisement

The purpose of the Student Advisory Program at Cook High School is to personalize the educational experience of students by creating an on-going interaction between the advisor/advisee, and the parents/guardians. It is the intent of Cook High School to make advisement sessions profitable for everyone involved. As a parent or student, we encourage you to make the most of your opportunities to participate in this process. Students are encouraged to arrange guided study opportunities during advisement.

AP Courses

Due to the rising costs of tests, students that are taking AP courses may be required to help pay for these tests (up to 50%).

Attendance Policy

Students who attend school consistently learn more and make better grades. Regular daily attendance is the responsibility of the parent and the student. The following administrative procedures shall be followed by the school, students and parents/guardians in regard to attendance for grades 9-12:

- A. Students may not be admitted to Cook High School five days after a term begins without proof of attendance at another school.
- B. **Excused** absences from school are granted under the following circumstances:
 1. Personal illness or attendance in school endangering a student's health or the health of others.
 2. A serious illness or death in a student's family necessitating absence from school.
 3. 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.
 4. Celebrating religious holidays necessitating absence from school.
 5. Conditions rendering attendance impossible or hazardous to student health or safety.
 6. A period not to exceed one day is allowed, for registering to vote or voting in a public election.

2006-2007 Update - The State Board of Education has initiated amendments to Rule 160-5-1-.10 Student Attendance. The rule implements recent legislation providing up to 5 excused absences for students of military parents called to duty or on leave from overseas deployment.

- C. Absences are **unexcused** for all other reasons, including but not limited to: missing the bus, oversleeping, power outage, vacations, trips, family visits, car trouble, baby-sitting, and running errands.
- D. **Students are required to make up all class work, assignments, tests, etc. when absent from class.**
- E. Documentation is required when a student returns from an absence. The fact that attendance was impractical or inadvisable must be attested to by a written statement from the student's parent/guardian or a licensed physician within five (5) days of the student's return. These written statements must be turned in to the Attendance Office or the absence will be documented as unexcused. If an absence was due to a court appearance, a copy of the subpoena or other court document must be provided. **Documentation for each absence (parent notes, medical excuses, etc.) must be on file within five school days following the student's return from an absence.**
- F. Students in grades 9-12 who have accumulated more than five (5) unexcused absences, may not receive credit for that class. Absence appeal forms are available in the

attendance office. Any student that falls within these perimeters must fill out a form and must be present for the appeals process. These appeals will be considered on a case by case basis. Documentation for all absences should be submitted. This does not include absences due to school-related non-instructional activities.

- G. Any student (9-12) that accumulates more than five (5) unexcused absences, in either semester, will be required to complete an appeal form and meet with the appeal committee. There are no exceptions for seniors in this process.
- H. If a student has a serious medical or legal problem, the student's parent/guardian should notify an Administrator and the student's counselor.
- I. In the event of prolonged illness, the services of the homebound teacher should be requested.

Tardies:

Students who miss more than 20 minutes of a class period will be counted absent for that class. Students that are present for third block, but absent from advisement, will be marked TARDY, not absent for that advisement period.

Tardy Violations: Prom and Homecoming Eligibility

Students that accumulate more than ten (10) tardy violations to school (per semester) may not be allowed to attend/participate in **Homecoming** activities (Fall semester) and/or **Prom** Activities (Spring semester).

Notice of Non-Credit for a Class:

- A. After the third (3rd) unexcused absence of a student, a letter will be mailed to the parent/legal guardian. This letter will include the number of days missed, express the school's concern about the number of unexcused absences, and request a parent conference.
- B. Any student who has three (3) unexcused absences from a class will be referred to the school system's Social Worker and the Attendance Officer.
 - C. After the fifth (5th) unexcused absence in a class during a term, the student shall have a letter of non-credit mailed to his/her parents/legal guardians from the school.
 - D. Failure to receive these written notices in no manner absolves the parents/legal guardians of the responsibility in complying with all system/school attendance policies.
 - E. In the event of prolonged absences due to extenuating circumstances, students and/or parents/legal guardians have the right to request a conference with the Attendance Administrator to discuss attendance and/or non-credit issues.

School-Related Absences

Students will be allowed no more than five (5) days absence per term for school-sponsored non-instructional activities, with the exception of absences required due to state and/or national competitions approved by the Cook County Board of Education. It is the student's responsibility to request, through the principal, that the Board of Education approve school related absences in excess of five.

Students must make prior arrangements to make up all work that will be missed.

Students must have prior approval from all of their teachers to be absent from classes for these activities. Non-approval may only be given if the student has had in excess of 5 days absence for school-sponsored non-instructional activities.

Students should have all teachers complete a gold slip prior to having their parent/guardian sign the slip. Gold slips will be used to document a school-related absence. All gold slips are to be returned to the teacher/sponsor, not to the front office.

Perfect Attendance

Certificates for perfect attendance are awarded at the end of the year. Any student who misses one block during a day is considered absent for calculation of perfect attendance.

Academic Awards and Honors

Principal's List: The student has no grade less than 90 for the eight weeks grading period and has an overall average of 95 or higher.

Honor Roll: The student has no grade less than 80 for the eight-weeks grading period and has an overall average of 90.

Honor Graduates

Honor Graduates are those students who have grade point average of 90 or above with no grade below a 70.0 for the 8 semesters of high school and have met the following course requirements specified below.

Superior Honor Graduates are those students who have an academic grade point average of 90 or better for the 8 semesters of high school. Additionally, Superior Honor Graduates must complete at least one Advanced Academic Pathway as outlined in the High School College and Career Ready Performance Index.

Advanced Academic Pathway Requirements can be found at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/advanced-academics.aspx> and click on the Pathway Guidance link.

Course Requirements for both ***Honor Graduate*** and ***Superior Honor Graduate*** include those that meet the minimum University System of Georgia (USG) Board of Regents requirements. A list of these can be found by clicking on the Staying on Course-High School Curriculum Requirements link found on the following website: http://www.usg.edu/student_affairs/high_school/admissions_enrollment

Honor Graduate Criteria for Student Entering Fall 2015-16 and Thereafter

Cook High School determines the criteria for honor graduate status to be as follows:

- Complete courses of rigor as identified by the HOPE guidelines
- Have an overall average of 90 or above in courses identified as calculated for HOPE scholarship eligibility.

These requirements assure students recognized as honor graduates can pursue post-secondary education in University System of Georgia institutions and be eligible for HOPE scholarships. By aligning our honor graduate standards for college readiness with the requirements of the University System of Georgia and the HOPE scholarship criteria Cook County BOE acknowledges with parents and community members the rigorous course requirements needed for success in postsecondary institutions.

***Students will be selected, according to this set of criteria. The principal reserves the right to make final judgments as needed.**

Top Ten Criteria:

1. A minimum of ten (10) students per grade will be recognized, regardless of averages.
2. Where there is a tie (dead even) for tenth place in a grade, the number of students tied will be named.
3. Awards:
 - A trophy will be given to each participant.
 - Trophies will be given for #1 and #2 per grade.
 - Olympic-style medals will be given for #2, #3, and #4 in school.
 - A Scholarship trophy will be given for #1 in school.
4. Students in grade 12 must be enrolled in eight (8) courses. Of these eight (8) courses, a minimum of four (4) must be academic courses. Exceptions: A Work Based Learning (WBL) student must have three (3) academic courses per year in addition to the WBL program course and maintain a 95 average in WBL work.
5. Students in grades 9-11 must be enrolled in eight (8) courses per year. Of these eight (8) courses, a minimum of four (4) must be academic courses.
6. A student must be enrolled in classes that are taught on the CHS campus at least three (3) consecutive grading periods prior to selection of award winners.
7. Selection of participants will be determined by the first three (3) eight weeks' grading periods and the semester exams.
8. More than one (1) P.E. per semester will result in the highest average only being used in overall average, provided all other standards are met.
9. Cook High School defines an academic course as a required **core** course as defined in the SBOE Rule 160-4-2-
20. List of State Funded K-8 Subjects and 9-12 Courses for Students entering 9th grade in 2008 and Subsequent Years.
10. Students will be selected, according to this set of criteria. The principal reserves the right to make final judgments as needed.

Students not enrolled in classes on the Cook High School campus (attending only college or technical institutes via dual enrollment or other programs) are eligible for Top Ten, but ARE NOT eligible for Valedictorian, Salutatorian and Third-Honor Graduate status.

Valedictorian and Salutatorian

To be eligible for valedictorian or salutatorian honors a student must enroll no later than the first day of school of the senior year (12th grade) and must meet all graduation requirements for a General Diploma. The **valedictorian** shall be the senior student who has taken courses that qualify for superior honor graduate status and has earned highest cumulative grade average in the class.

The **salutatorian** shall be the senior student who has taken courses that qualify for honor graduate status and has earned the second highest academic grade average in the class.

The valedictorian, salutatorian and third honor graduate will be determined on the last day of the third eight week grading period in March. The cutoff for computing final averages will be at 10:00 A.M. on that morning. NO GRADES may be entered after 10:00 A.M. on this day for computing final averages.

Potential Val/Sal/3rd Honor graduates must attend class regularly and be in good standing, having no more than five(5) unexcused absences, five(5) tardies and no more than five(5) school related absences per semester.

*If two or more students earn identical cumulative or academic grade averages, valedictorian or salutatorian honors will be determined based on the following criteria:

1. Rigor of classes accumulated during the student's high school career.

The efforts of students taking our most rigorous courses are acknowledged by more weight being given to honors level and Advanced Placement courses. The point system below is used for weighting purposes:

- Grades for honors level classes will be increased by **3 points** each semester.
- Grades for Move on When Ready (MOWR) classes will be increased by **4 points**.
- Grades for Advanced Placement courses will be increased by **5 points** each semester.

2. Highest academic average (plus foreign language)after taking out electives.

3. Highest SAT score. (If a student has not taken the SAT he/she will be eliminated).

Governor's Honors Program

During the sophomore and junior years, students in academic and performing arts areas are nominated by their teachers for possible participation in this college-based summer program. Criteria that help to determine how students are evaluated for nomination include PSAT scores, grade point average, and achievement test scores in the area of nomination (or audition in performing arts).

National Merit Program

Students are identified for this scholarship program by high scores on the PSAT test during October of their junior year only. No other test administration can qualify students for this program.

STAR Student

This award goes each year to one senior student based on the highest SAT score and a GPA average that is in the top 10% of the class. The school winner goes on to compete in district and possible state STAR student programs. The school winner selects a teacher who is awarded the STAR teacher title. Students interested in being considered for STAR student should have their SAT results sent to Cook High School.

Move On When Ready

Move On When Ready is a dual enrollment program for students in grades 9-12 who qualify to participate. Students may enroll on a part-time or full-time basis (up to 15 total semester hours/12 quarter hours per institution) as a MOWR student and take college courses. Students will receive high school and college credit simultaneously when attending and passing **approved** college classes. College courses must be selected from the approved MOWR Course Directory list.

The MOWR dual-credit program is available for all three college terms for semester schedules, or all four quarters for quarter schedules. The program provides assistance to cover all postsecondary tuition fees, mandatory fees, and book cost. In some cases, students may be charged or be expected to purchase course-related fees, supplies or equipment. MOWR courses do not count against any maximum hourly caps for the HOPE scholarships or grants.

****It is the students/guardians responsibility to be aware of MOWR deadlines (high school and postsecondary institution) and dates and times for EOC's associated with course taken at the postsecondary institution. In order to participate students must meet all dual requirements of the MOWR program, local system, GADOE, and the postsecondary institution.***

Advisement/Enrollment Steps for Move on When Ready Students:

1. Student and guardian should schedule an advisement session with the counselor prior to the high school's participation deadline. During this session the following will be provided/determined:
 - a. All necessary forms and resources needed for the advisement session will be provided by the counselor.
 - b. Counselor will give an explanation of what MOWR is and the opportunities available through dual enrollment.
 - c. Counselor will review a checklist of student responsibilities and MOWR program guidelines and respond to any questions about the program or student expectations and responsibilities.
 - d. Students will select the course they wish to take from the MOWR Course Directory. All courses must be approved by the counselor before student can enroll in the course at the postsecondary institution.
 - e. A MOWR Student Participation Form must be completed and signed by all parties (students, parents/guardian and counselor). Copies of the Student Participation Form are provided to parent, high school counselor and to the postsecondary institution's MOWR liaison.
2. Student must apply as a MOWR student and be accepted to the postsecondary institution of interest for approval to participate in the MOWR Program.
3. Student must have a teacher recommendation in the content area of the course(s) they wish to take through the MOWR Program in order for the counselor to approve enrollment in the selected postsecondary course(s). The recommendation has to come from a former teacher in that particular subject area.
4. Student and parent must complete the Georgia Student Finance Commission's student and parent section (Section 1) of the online MOWR application available on the GAFutures' website. The high school

counselor will complete the high school section of the MOWR application (Section 2) and the postsecondary institution will complete the third section. These must be completed in sequence. This form must be completed for every semester the student participates in the MOWR Program.

5. Once the above steps have been completed the student's high school schedule will be changed to reflect their MOWR courses.

Extracurricular Activities and Athletics

Students are strongly encouraged to participate in clubs, athletics, music and other activities available at CHS. These activities broaden a student's knowledge of real life situations, give them a chance to work cooperatively and give depth to the educational experience. In order to participate in any extracurricular activity, each student must meet all current Georgia High School Association eligibility requirements.

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

1. All athletes will follow the school conduct rules and will strive to be model students and good examples. It will be the responsibility of the entire coaching staff to make all athletes aware of their expectations and to see that rules are enforced and adhered to consistently.
2. In order to participate in any athletic activity, each student must meet all current Georgia High School Association eligibility requirements.
3. The coach of each respective sport will have the right and responsibility of selecting and supervising his/her athletes. All athletes will adhere to general rules set by the athletic department.
4. If an athlete violates a school rule or breaks the law, the team coach, athletic director, and principal will decide the proper action to be taken in regard to the athlete's participation in our athletic program. All athletes who are referred to the office for disciplinary action will be treated on the same basis as a non-athlete.
5. An athlete who elects to "quit" a team during that particular season will be required to "sit-out" the remainder of that regular season before he/she can begin participation in any other sport. All cases will be reviewed by the administration and the coach. Athletes must see that all equipment issued by the school is returned immediately upon his/her quitting.
6. An athlete who consistently does not attend practice or is dismissed from the team by the coach is considered quitting.
7. Athletes will be expected to be neat in appearance during the school year. Hair must be neat and well groomed year round. Athletes in violation of this rule will be suspended from participation until in compliance.
8. Athletes will be transported to out-of-town events by transportation provided by the school. If an athlete travels to an athletic event on a school bus, he/she will return on the bus unless the coach releases the athlete to a parent or legal guardian in writing. **Athletes will be released only to parents/guardians and no one else without prior written permission and only to an adult over the age of 21, with the exception of an immediate family member.**
9. Good sportsmanship conduct will be expected at all times from all athletes. Athletes are expected to exhibit good manners and good behavior at all times.

10. All athletic uniforms must be worn as they were designed to be worn. The coach will decide all uniform policies for his/her sport.
11. Missing practice is a serious violation of athletic conduct. Unexcused absences will not be tolerated. If there is a need to be absent from school athletic practice, it is the responsibility of the athlete to clear this with his/her coach. Each coach will outline the rules for practice requirements.
12. All students participating in athletics, including practice sessions must be properly insured against accidents. Proof of insurance is required to participate. School insurance is available for purchase if needed. The Cook County Board of Education **DOES NOT** provide insurance coverage for athletic competition.
13. An athlete who is caught at “anytime” in violation of the rules below will be subject to proper disciplinary action as outlined in the Student Conduct Rules of the student handbook. All cases will be reviewed by the coach and administration.

Tobacco/Alcohol

The use of tobacco or alcohol will result in immediate suspension from the athletic program pending an investigation from the athletic program on the issue. Appropriate disciplinary action will be taken as warranted. Failure to complete the assessed punishment in any of the athletic rules within the given time limit will result in 180 consecutive days suspension from athletic participation. Re-entry into the athletic program will be determined by a hearing involving the athlete, his/her parents/guardians, athletic director, respective coach, and principal.

Illegal Drugs (Positive drug test)

1st Offense:

If any athlete is caught on or off campus at any time with illicit drugs on his/her person, in his/her possession, or under the influence of any drug, the athlete will be suspended immediately from all athletic participation for a period of 4 weeks or 4 games, whichever is greater. If the student athlete successfully enrolls in a drug-counseling program, the suspension will be reduced by 50%. Should the athlete fail to successfully complete the drug-counseling program, he/she will be subject to additional disciplinary action. Prior to readmission to participate, the athlete, parents/guardians, athletic director, respective coach, and principal will meet to evaluate readmission into the athletic program.

2nd Offense:

The athlete will be barred from all athletic participation for 20 weeks or 20 games, whichever is greater. If the student athlete successfully enrolls in a drug-counseling program, the suspension will be reduced by 50%. Prior to readmission to participate, the athlete, parents/guardians, athletic director, respective coach, and principal will meet to evaluate readmission into the athletic program.

3rd Offense:

The athlete will be barred permanently from all athletic participation at Cook High School.

- If a student elects not to seek full reinstatement into an athletic team after a violation, or the season concludes prior to the expiration of the suspension, the student is still required to serve the unexpired portion of the suspension before the student is eligible for participation with another

athletic team. A student serving a suspension for one sport may try out for a second sport, but must serve the unexpired suspension before being permitted to compete.

14. All students are encouraged to participate in as many extracurricular activities as desired. Students wishing to participate in activities, whose seasons coincide, must have written permission from the head coach of each respective sport as well as the athletic director in order to participate.
15. Before a player can be removed from the athletic program, the principal and the athletic director must approve the action.
16. Physical examinations are required by state law. Cook High School sets up one appointment during the spring of the school year for physicals. These are free of charge to the athletes and cheerleaders. Any other examination or referrals to specialists are the responsibility of the parents/guardians of the athlete or cheerleader and will not be paid for by Cook High School. All physicals taken after April 1st are valid until the end of the next school year.

**Cook High School Athletics follows Georgia High School's mandated heat policy as well as our school athletic emergency action plan. These policies are in place to ensure the safety of all student-athletes. These policies can be found on the school website.*

Eligibility

Eligibility requirements for students in any GHSA activity are:

5 credits beginning of 2nd year

11 credits beginning of 3rd year

17 credits beginning of 4th year

To be eligible, a student must pass three (3) courses during the previous semester to participate in an activity.

Athletics – Team Sports Available at Cook High School

FALL

Cross Country (Boys & Girls)

Jonathan McDaniel

Football

Bobby Jones

Girls Softball

Scott Ray

Cheerleading

Debi Brady

WINTER

Boys Basketball

Jeremy Brown

Girls Basketball

Clemmie Foster

Cheerleading

Samona Durr

Wrestling

Jamie New

SPRING

Baseball

Greg Williams

Golf

Tommy Blackshear

Soccer (Boys & Girls)

Keith Gosse/Jennifer Gosse

Tennis (Boys & Girls)

John Smith

Track (Boys & Girls)

Matt Dobson/Thomas Arnold

Athletics - Gender Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that Cook High School does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity in this school may be submitted to the sports equity coordinator. The sports equity coordinator for Cook High School is **Paula Simmons, 9900 Hwy 37, Adel, Georgia 31620**. She may be contacted by phone at 229-896-2213.

Assembly Behavior

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

Book Bags

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

Buses

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

Calendar of Events

A calendar of events is maintained in the main office by CHS administrative assistants. (Please consult this calendar before planning activities.)

Cameras, Camera Cases

Cameras and camera cases are not permitted on campus without permission of school administration. Students are not allowed to take pictures or record on their phones at school without teacher or administrator's' permission.

Cell Phone & Electronic Device Policy

The regulations of electronic devices include the following:

Cell phones and all electronic devices and accessories must be turned off, out of sight and cannot be used during class time, unless permission is given by the teacher.

Students found in violation of this policy will be penalized as follows:

- **1st Offense: 5 days Restricted Lunch.**
- **2nd Offense: 10 days Restricted Lunch.**
- **3rd Offense: 2 days of Block ISS.**
- **4th Offense and beyond: 2 full days ISS.**

- **When traveling in hallways, students must be able to hear directives from school officials. Music is NEVER to be played aloud in any school building and the volume in ear buds must be low enough to hear school officials.**

- **Students may only wear the small earbuds, and only in one ear while inside. NO beat type headsets or large headphones are allowed. Violations such as these may be treated as cell phone violations as well.**

It is recommended that students driving a vehicle to school keep cell phones and electronic devices in their vehicle.

- **Cook High School is not responsible for any lost, stolen or damaged electronic items or accessories and school officials will not investigate these matters.**

Emergency phone calls can always be made in the main office; so cell phones are not needed during school hours.

If parents must contact their child, they should call the school office. The school office staff is excellent at relaying emergency messages from parents to students.

Change of Address/Telephone/Guardian

A change of address, telephone number, or guardian should be reported immediately to the front office and Counseling Center. This will help to keep student information updated. Student grades will be emailed to parents each Monday if an email address is on file.

Automated Phone System

Cook High School is equipped with an automated phone system that can call all contacts in the database simultaneously. This system is an extremely effective way to communicate with the entire school after hours for reminders of events, school cancellations for weather, etc. The system will be used in the event of an actual emergency which involves the school or its students. **IT IS IMPORTANT THAT PARENTS KEEP ALL PHONE NUMBERS CURRENT IN ORDER FOR THIS SYSTEM TO WORK EFFECTIVELY.**

Cheating and Plagiarism

Plagiarism, taking someone's words or ideas as if they were your own, is a serious moral and academic offense, and it impedes the learning process. Colleges and universities have very serious consequences for plagiarism; we want our students to know what it is and how to avoid it. A student who is caught cheating or plagiarizing by a teacher will have the assignment/paper collected by the teacher. The student will receive a "0" on the work and the parent/guardian will be notified by phone by the teacher. **Cheating will also result in disciplinary action, (generally 2 days ISS) based on severity.**

Checking In To School/Penalties

Any student who arrives on campus after **7:50** a.m. must sign in with the front office. Failure to follow the proper procedure will be considered disregard of directions. Penalties are as follows:

1st Offense - 5 days Restricted Lunch

2nd Offense and beyond - 2 days ISS

Checking Out of School

Once a student arrives on campus he/she is not permitted to leave campus at anytime during the school day without permission from the school office. Checkouts will be made in the Office. **Failure to follow the proper procedure will be considered truancy/AWOL.**

Checkout will be by:

- Parent, guardian, or person designated on Authorization Card. I.D. is required to checkout a Cook High School student.

(If an Authorization Card is not turned in to the office, only the parent or guardian will be allowed to check a student out of school).

- Doctor/Dental appointment card.
- School-related functions will be handled by the faculty advisor.

College Visitation

All college campus visits and testing should be arranged through the senior counselor. Senior students are provided one day per semester for visitation and testing. Verification will be required upon returning to school. This will count as a school-related absence.

College, Technical College, and Military Representatives

College, technical college, and military representatives will be permitted to meet with students in the Counseling Center. These visits will be scheduled during advisement, electives, and at lunch. A student should not abuse this privilege by remaining with the representative longer than necessary.

Courtesy

When students enter Cook High School, they are a part of the school and reflect upon the school's reputation. As Cook High School wishes to maintain its good reputation, it is important for all students to be polite to fellow students and to treat each other with respect. Faculty, staff members, and adults are to be treated with respect.

Display of Signs

Signs, bulletins, or announcements are not to be placed on walls or doors of the school without an administrator's permission.

Dress Code

Conventional dress worn in a traditional manner is the norm for approved dress at Cook High School. It is the student's responsibility to come to school fully clothed and to wear clothes that are not dangerous to health or safety, do not disrupt the learning process, and stay within the school dress code. Extremes in dress and grooming are not permitted. ***Hats and sunglasses are not permitted inside the building during school. IF SEEN, these items will be confiscated.***

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

The following items of clothing are **not permitted**:

- Outer clothing which resembles sleepwear or underwear, pajama-type pants or bedroom shoes or slippers
- Tank tops or shirts with shoulder straps narrower than two (2) inches, (Females). Midriff tops, low-cut tops and one-shoulder tops, **see-through blouses covering bras/tube tops**
- Pants should be worn at the same length on both legs. Pants may not be tucked into socks
- Sleeveless shirts for males
- Miniskirts and short shorts – Shorts and skirts must be longer than mid-thigh length.
- No tight or sagging sweatpants or wind suits. They are to be worn appropriately.
- **NO HEAD COVERINGS (male or female) unless documented religious apparel**
- **Females may only wear hair “bands” ½ inch in width or less. Large bows are not permitted. NO BANDANAS OF ANY COLOR.**
- Towels, hand cloths, curlers, combs, sunglasses and metal chains
- Bike pants, or other apparel that is extremely tight fitting
- Leggings, or any skin tight pants, must be covered with long loose tops approaching the mid-thigh length.
- Clothing/jewelry with profanity, vulgarities, or other offensive language, references to alcohol or drug use, gangs, social clubs, weapons, or sexually suggestive items
- Clothing/jewelry that could be used as a weapon. No piercings with sharp points.
- Cut-out jeans with holes above the knees. No skin can show.
- Any clothing with group, club, or organization names on them, unless the group(s) are approved as school related or school sponsored
- Non-prescription glasses or glasses with no lens

Note: Administrator discretion applies to all of the above.

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

Consequences of Failing to Follow Dress Code

1st Offense - Warning	4th Offense - 5 Days Restricted Lunch
2nd Offense - 2 Days Restricted Lunch	5th Offense - 5 Days Restricted Lunch
3rd Offense - 2 Days Restricted Lunch	6th Offense and Beyond - 2 days ISS

Dual Enrollment

If a student chooses to withdraw from their college course they must immediately let the counselor and the college's MOWR liaison know. The student will be required to return to the high school and complete the course. The student will be treated as a transfer student meaning that the average from the college class will be the starting average once the student returns to the high school. If the student drops the class before the colleges drop/add date their College GPA will not be affected. If they drop a course after the drop/add date their College GPA can be negatively affected. It is the student's responsibility to know their colleges drop/add date.

**It is the students/guardians responsibility to be aware of MOWR deadlines (high school and postsecondary institution) and dates and times for EOC's associated with course taken at the postsecondary institution. In order to participate students must meet all dual requirements of the MOWR program, local system, GADOE, and the postsecondary institution.*

Emergency Drills

Teachers will instruct classes concerning proper procedures and routes. An evacuation map is posted by each classroom door.

Please treat each drill as a true emergency; your safety may depend on it.

Examinations

Eight week exams and final exams are scheduled on the school calendar. These are set to prevent students from having too many exams in one day. Students are to remain in the testing period the entire time. **Testing periods will not be interrupted for check-outs.**

Exemptions

All students are expected to take all final exams.

Fund-raising

All fundraising activities and projects must be approved by the Cook County Board of Education. Activities and projects for fundraising should be turned in to Mrs. Joiner by club advisors, coaches and sponsors in August. Students are not permitted to bring fundraisers for outside groups on campus to sell. **Nothing is to be sold on campus without approval from an administrator.**

Guidance and Counseling

The purpose of the Guidance Program at Cook High School is to help all students make the most of their abilities, interests and opportunities. Many problems concerning both school and personal life can be helped by talking to a trained person. CHS guidance counselors will be available to counsel with all students. Counselors are happy to consult with students or parents. Conferences with students receive first priority and are scheduled when necessary. Counselors are available from 7:30 a.m. to 4:00 p.m. in the Counseling Center, across from the Main Office.

The primary areas with which Counselors may assist students at school are:

1. "Four Year Plan"
2. Graduation criteria
3. Basic occupational information
4. Information concerning colleges, technical institutes and military
5. Testing - high school and entrance exams
6. Community resources
7. Extra-curricular activities
8. Personal problems
9. MOWR Program
10. Course Selection

TESTING GRADE:	TEST(S):	AREAS COVERED:
9-12	EOC	Core Academic Subjects
10-11	PSAT	Preliminary College Entrance Exam
11	ASVAB	Armed Services Vocational Abilities Battery
11-12	SAT, ACT	College Entrance Exams
9-12	Accuplacer	Two Year College Entrance Exam
10-12	CTAE End of Pathway	CTAE Pathway Assessments

Information concerning tests and dates given can be acquired through the Counseling Center.

Grade Reporting

Report cards will be mailed to parents each eight weeks. Progress Reports will be sent home with the student. Parents should consult the school calendar and ask to see the report card. Please call the school for a conference as needed.

Grading Scale

A= 90-100

B= 80-89

C= 70-79

F= 69 and below

Weighted Grades - The efforts of students taking our most rigorous courses are acknowledged by more weight being given to honors level and Advanced Placement courses. The following point system will be used for these grades:

- Grades for honors level classes will be increased by 3 points each semester.
- Grades for MOWR courses will be increased by 5 points each semester.
- Grades for Advanced Placement courses will be increased by 5 points each semester.

Graduation

Graduation will be Friday, May 12, 2017 at 8:00 p.m. **To participate in the graduation exercise, a student must qualify for a General or Special Education Diploma and meet all graduation, attendance and all state assessment requirements.**

Invitations may be purchased. Seniors are required to wear caps and gowns to participate in the graduation exercise. If you have a financial problem, please see the principal. Graduation invitations and other graduation items may be purchased through Jostens. The Jostens representative will be present on campus several times during the school year. The school is not responsible for the selling, buying, delivery, quality, etc. of these items. The school will assist a student in resolving any problems which may occur, but the school is not responsible for any aspect of the transaction.

Friday, May 12, 2017: Senior Breakfast - 8:30 A.M

Senior Ceremony 9:00 A.M. Senior Picture - 9:45 A.M.

Graduation practice will immediately follow the Senior picture.

Graduation Requirements - Entering Fall 2008-09 and thereafter

AREAS OF STUDY	Units Required
(I) English/Language Arts	4
(II) Mathematics	4
(III) Science	4
<i>The 4th Science unit requirement may be fulfilled with an Agri-Science course: Such as Animal Science or General Horticulture</i>	
(IV) Social Studies	4
(V) CTAE and/or Foreign Language and/or Fine Arts	3
(VI) Health and Personal Fitness	1
(VII) Electives	4
TOTAL UNITS	24

- **The Essentials of Healthcare course has embedded standards for Human Anatomy. Students who earn credit in Essentials of Healthcare will also earn a credit for Human Anatomy. Prerequisite courses for all CTAE Science courses still apply.**

REQUIREMENTS FOR GRADUATION

To receive a General Diploma, students must meet diploma requirements in two areas: *Courses, and Credits.*

- Courses: students must complete specific course requirements as outlined by the graduation rule and local requirements.
- Credits: students must earn 24 units as a minimum requirement

GENERAL LOCAL POLICIES

- A student will be placed in regular, advanced, and support courses beginning in the ninth grade based upon standardized, criterion-referenced, and formative assessment data; grades; achievement; other evidence of mastery of the Georgia Performance Standards; **and teacher/guidance recommendations**
- **Students must be enrolled a minimum of seven (7) semesters during the regular school terms** to be considered a candidate for graduation.
- **To be eligible for participation in graduation ceremonies, students must have completed all requirements for a General or Special Education diploma.** Students who earn a Certificate of Performance are not allowed to participate in graduation ceremonies.
- **Students that are in Alternative School settings due to disciplinary reasons will not be allowed to participate in the graduation ceremony. Also, any student graduating early from an alternative setting is not allowed to participate in graduation ceremonies.**
- **Special Education students and their parents will need to meet with the specific case manager to discuss diploma options during the first semester of the student's senior year.**

Hall Passes

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

Homecoming

CHS teachers are not responsible for homecoming float decorations and/or the supervision of these activities. The planning, designing and decorating of Homecoming floats are the responsibility of parents, as well as the supervision of students involved in these activities.

Cook High School administrators encourage all students to be cognizant that all school rules apply as normal during Homecoming week. Any student that is found in violation of school rules will be punished according to the school Code of Conduct and may lose the privilege of attending any Homecoming activities. Athletes should pay close attention to these warnings as their athletic status may be affected as well.

Hospital/Homebound Services

Homebound services are available to students who have a non-communicable illness and are expected to be absent for an extended period of time. An uncomplicated pregnancy or delivery of a baby does not qualify. Please contact the guidance secretary (896-2213) for information concerning these services.

Internet Policy – Student Use

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

Late Policy

The policy that will be followed by all classes at Cook High School for turning in late assignments will be as follows:

- A. Assignments turned in **one** day late will be reduced by *ten (10)* points.
- B. Assignments turned in **two** days late will be reduced by *twenty (20)* points.
- C. Assignments turned in **three** days late will be reduced by *thirty (30)* points.

After a three (3) day period, the teacher is allowed to give the student a Zero (0). If the teacher chooses to allow the student to turn in assignments beyond the three day period, this is done so at the sole discretion of the individual teacher.

D. Students in Advanced, Honors, and/or Accelerated classes have the opportunity to turn in work one day late with a twenty (20) point deduction. After this, the teacher may give a zero for the assignment.

Lockers

Lockers may be rented for a fee of \$10.00 per year. Our new lockers are much larger and are an excellent place to secure books and valuables. Please see Mrs. Joiner in the CTAE Office. Lockers will be issued on a "first come" basis. **Lockers are not to be shared.**

Lost Articles

Lost articles should be turned in to the main office. Your property is your responsibility. Please do not leave purses, jackets, books, etc., unattended.

Lunchroom

Breakfast is served from **7:20 a.m. to 7:40** a.m. daily.

There will be no skipping, breaking, or changing of lines. Respect should be shown to workers. Tables should be cleared and garbage disposed of properly. No food is to be taken from the lunchroom.

Prices of meals:

Breakfast	\$1.25	Lunch	\$1.85
Reduced Breakfast/Lunch	.30/.40	All Extra Milk	.25

Make-up Work

It is the student's responsibility to ask for make-up work. STUDENTS HAVE THROUGH 4:00 p.m. THURSDAY AFTERNOON TO MAKE-UP, RETAKE, OR RESUBMIT ANY ASSIGNMENT FROM THE PREVIOUS FRIDAY (at the teacher's discretion). Teachers will be available until 4:00 each day Mon-Thurs. Students should use before school, during advisement, and after school to complete assignments. If a student is suspended, it is his/her responsibility to make up any assignments, homework, class work, labs or tests given during the student's suspension. If the student is able to study at home during an **extended** illness of **3 or more days**, the guidance secretary should be contacted for assignments to be made available. A **minimum** of 24 hours will be required for assignments to be collected.

Media Center

The media specialist can assist in selecting and using all types of media, searching for and locating materials, and photocopying materials within the limits of copyright laws. The media center is open from 7:30 to 4:00 for student use. All students visiting the media center must sign-in and are expected to conduct themselves in a quiet, studious manner.

Medication

Any medication to be taken at school must be turned in prior to the school day to the school nurse in the clinic. All medication should be labeled and should be taken while you are in the clinic. **Having medication in your possession on campus is against school policy.** Students who need to see the nurse must have a signed hall pass from their teacher.

Move On When Ready (MOWR)

MOWR is a dual enrollment program for students in grades 9-12 who qualify to participate. Students may enroll on a part-time or full-time basis (up to 15 total semester hours/12 quarter hours per institution) as a MOWR student and take college courses. Students will receive high school and college credit simultaneously when attending and passing *approved* college classes. College courses must be selected from the approved MOWR Course Directory list.

The MOWR dual-credit program is available for all three college terms for semester schedules, or all four quarters for quarter schedules. The program provides assistance to cover all postsecondary tuition fees, mandatory fees, and book cost. In some cases, students may be charged or be expected to purchase course-related fees, supplies or equipment. MOWR courses do not count against any maximum hourly caps for the HOPE scholarships or grants.

****It is the students/guardians responsibility to be aware of MOWR deadlines (high school and postsecondary institution) and dates and times for EOC's associated with course taken at the postsecondary institution. In order to participate students must meet all dual requirements of the MOWR program, local system, GADOE, and the postsecondary institution.***

Advisement/Enrollment Steps for Move on When Ready Students:

1. Student and guardian should schedule an advisement session with the counselor prior to the high school's participation deadline. During this session the following will be provided/determined:
 - a. All necessary forms and resources needed for the advisement session will be provided by the counselor.
 - b. Counselor will give an explanation of what MOWR is and the opportunities available through dual enrollment.
 - c. Counselor will review a checklist of student responsibilities and MOWR program guidelines and respond to any questions about the program or student expectations and responsibilities.
 - d. Students will select course that they wish to take from the MOWR Course Directory. All courses must be approved by the counselor before student can enroll in the course at the postsecondary institution.
 - e. A MOWR Student Participation Form must be completed and signed by all parties (students, parents/guardian and counselor). Copies of the Student Participation Form are provided to parent, high school counselor and to the postsecondary institution's MOWR liaison.
2. Student must apply as a MOWR student and be accepted to the postsecondary institution of interest for approval to participate in the MOWR Program.

3. Student must have a teacher recommendation in the content area of the course(s) they wish to take through the MOWR Program in order for the counselor to approve enrollment in the selected postsecondary course(s). The recommendation has to come from a former teacher in that particular subject area.
4. Student and parent must complete the Georgia Student Finance Commission's student and parent section (Section 1) of the online MOWR application available on the GAFutures' website. The high school counselor will complete the high school section of the MOWR application (Section 2) and the postsecondary institution will complete the third section. These must be completed in sequence. This form must be completed for every semester the student participates in the MOWR Program.
5. Once the above steps have been completed the student's high school schedule will be changed to reflect their MOWR courses.

Online Options

Senate Bill 289 allows students the opportunity to take online courses. House Bill 175 establishes a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia.

Overview of Senate Bill 289:

- Districts must notify students and parents of online options beginning in the 2014-2015 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken in lieu of any of the regular 4 blocks, then the school will pay for the course. If an online course is chosen in addition to the regular 4 blocks, the parent will pay for the course.

Overview of House Bill 175:

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to:

http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

Step One: Type in the course you need (for example 9th grade Literature)

Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

Step Three: Utilize the **provider's site to register** the student in the selected online course.

Parent Conferences

A student's progress at Cook High School is very important to faculty and staff. Teachers, counselors and administrators are available for parent conferences. Conferences during a planning block or after school may be arranged by contacting teachers, via phone or email. Teachers may also telephone parents to arrange a conference, when they feel it is necessary.

Parental Responsibilities

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

Pep Rally Behavior

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

Playing cards:

Poker and/or other playing cards are not allowed in any school building at any time unless under the direct supervision of a teacher.

Progress Reports

Progress reports will be issued to all students at the midpoint of each eight-week grading period. Parents may also check their child's progress by going to the Cook High School web page and going to the PowerSchool link. Using PowerSchool, parents may view their student's progress with the login and password which is mailed to the address on record at the beginning of the school year. The school will email an update if a valid email address is submitted. Contact the guidance office for assistance.

Prom Attendance

In regards to Prom, **no students or guests over the age of 20 may attend the Prom (dance)**. However, permission may be granted from the principal allowing guests over 20 to have prom photos taken on the CHS campus. Guests participating in the Senior Walk may be over the age of 20. Participants in the Senior Walk cannot hold small babies and the number of guests allowed in the Senior Walk is two (2), excluding the student. Special exceptions may be made by the principal in regards to SPED students that are over the age of 20 but attend Cook High School currently. Parents/guardians of handicapped students may also be allowed to assist their children in Prom activities due to safety concerns.

- **Students that accumulate more than ten (10) tardies during spring semester may not be allowed to attend any Prom activities.**
- **Students may be asked to take a breathalyzer test at any time during prom activities.**
- **Students that are asked to leave the Prom for inappropriate behavior of any kind must leave the campus immediately and no refunds will be given.**

Resource Officer

With cooperation between the Cook County Sheriff's Department and the Cook County Board of Education, Cook High School has the services of a full-time resource officer. The school resource officer is available to students to handle any legal matter. In addition, the officer works closely with teachers and staff in monitoring student behavior during the school day and at school-related events.

Restrooms

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

Schedule Changes

All schedule changes will be made by a counselor with the principal's permission. **Schedule changes will not be made after the first three days.** If there is a problem with a student's schedule, concerns should be directed to the counselor responsible for the grade level. No changes will be made without a valid reason.

Schedule Changes for Early Dismissal

Before any student is approved to attend Cook High School for less than the required four blocks, the student must first meet with a counselor. The counselor will consider the request and the need for such request. These requests are generally only granted for fifth-year students or students attending college classes off campus.

If the request is deemed appropriate by the counselors, then approval may be granted by the principal. As always, the principal reserves the right to grant or deny this request based on the merits of each individual situation.

Seat-time Waiver

Students who cannot complete the semester due to extenuating circumstances must appeal in writing to the principal. The principal will present the application to the committee. The committee will consist of: administrator, teacher of record and the Department Chair for the course. This committee will determine whether the student will or will not qualify to receive credit for those courses.

Security and Thefts

Unfortunately thefts of money, clothes, books and other personal belongings will happen in school. What is most unfortunate is that most of these thefts could be prevented if students safeguarded their personal property.

- 1) Remember, lockers do not guarantee security. However, locks help prevent thefts, if students do not give their locker combinations to others. Recall, lockers are not to be shared.
- 2) Students should bring only the amount of money that is absolutely needed for the day.
- 3) Wallets, purses, jewelry, watches (or any other valuables) should not be left in lockers, dressing rooms, classrooms, or in any other unguarded location.

SLO's (Student Learning Objectives)

These will count as final exams (20%). For courses not offering an EOC or SLO, a final exam will be administered.

Student ID Card Policy

To provide safety and security in the school, all students and staff are issued picture ID cards. These cards must be in students' possession at all times and must be produced upon request. Students who prefer to wear their ID card will be issued a free lanyard or clip upon request. It is a violation of school policy to be in possession of someone else's ID, to lend an ID to another student, to alter an ID, or to duplicate an ID.

Procedural details for students

- All lost and found IDs should be turned in to the main office.
- The ID computer and printer will be located in the Media Center and IDs will be made there during the school day.
- All students will receive a financial obligation of \$5.00 for each replacement ID.
- New students report to the Media Center for their picture IDs before they report to their classes.

Tardiness

Students are expected to arrive to school on time and to be punctual in arriving to class. Students who arrive **any time after 7:50 a.m.** are to check in with the front office. Students are tardy to class when arriving to class following the ringing bell indicating the beginning of instructional time. Records of tardiness will be maintained on a tardy notice and will be handled in the following manner:

1 st Tardy - Warning	6 th Tardy - 2 days Restricted Lunch
2 nd Tardy - Warning	7 th Tardy - 2 days Restricted Lunch
3 rd Tardy - 1 day Restricted	8 th Tardy - 5 days Restricted Lunch
4 th Tardy - 1 day Restricted	9 th Tardy - 5 days Restricted Lunch
5th Tardy - Block ISS	*10th Tardy- 2 days ISS & parking privileges revoked for 2 weeks.

*Possible loss of **Homecoming** privileges (S1) and **Prom** (S2).

Telephone Calls

Students and teachers will not be called to the phone unless there is a dire emergency. **Office personnel will make the determination as to what constitutes an emergency.** Messages will not be delivered from businesses or employers to students. Students and parents should make arrangements for transportation prior to leaving home in the morning.

In the case of illness, emergency, etc., see an administrative assistant in the Front Office, and they will place the call for you. Leaving homework at home does not constitute an emergency.

Term Exam Dates

<u>First Term</u>	Dec.14-15, 2016	grades 9-11
<u>Second Term</u>	May 10-11, 2017	grades 9-11

“Testing Out” to Receive Course Credit Using the End of Course Tests (EOC)

State Board of Education Rule 160-5-1-.15 (AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES)

Under the provisions of the amended rule and guidelines published by the Georgia Department of Education’s (GaDOE), local boards of education shall award course credit to students who reach the performance level of Exceeds on an EOC taken prior to taking the course. For example, a student may attempt the Biology EOC prior to taking the course. If the student reaches the performance level of Exceeds, the local board of education shall award the student the Biology course credit. A student may test-out of any course that has an associated EOC. Students may earn no more than three units of credit by demonstrating subject area competency in this fashion.

Student Eligibility:

Students must meet the following requirements:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOC;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student’s academic achievement) for which the student is attempting the EOC; and
4. Received parent/guardian permission if the student is less than 18 years of age.

Test Administration Guidelines

When allowing students to attempt to earn course credit through testing out, Cook High School shall:

1. Allow eligible students **only one opportunity per course** to demonstrate subject area competency.
2. Utilize only the GaDOE designated administration windows for this purpose and all administrations must be conducted online.
3. Cook High School will NOT use Retest Administration forms for this purpose.
4. Students who do not reach the performance level of Exceeds when attempting to test-out will enroll in and complete the associated course when applicable. The student will again take the EOC at the conclusion of that course regardless of their score during their attempt to test-out.
5. Cook High School shall not allow students who are currently enrolled, or who have previously been enrolled, in a higher-level course to attempt to earn credit by testing out. For example, a student taking AP Physics may not earn credit for Physical Science through this process.

Costs

Cook High School will be charged for students who **fail** to achieve the Exceeds performance level. This charge will be the responsibility of the parent/guardian of the student testing. The established fee is currently \$50.00 per test.

Availability

The first EOC window during which this option becomes available will be the August 2013 Mid-Month Administration. Beginning in the 2014-2015 school year, the opportunity for students to test-out will be offered in the specific Mid-Month Administration windows of August, September, and March. Beginning in summer 2014, the Summer Administration window may also be utilized for this purpose. This option is not available during the Winter or Spring Main Administrations. All test administrations for this purpose must be conducted online. Cook High School may request paper/pencil materials for a student with a disability that prevents the student from accessing the assessment in an online format. Braille and Large Print will be available for students who require these formats. A request for such forms must be made to Cook High School a minimum of three weeks prior to the planned test administration. Please note that the online test has the ability to deliver a large print version.

Textbooks

Textbooks are provided by the State of Georgia and the Cook County Board of Education. Textbooks are very expensive and are expected to be used from five (5) to seven (7) years. Teachers are required to keep a textbook inventory. **Students who damage or lose textbooks are required to pay for a replacement. The student assumes responsibility for textbooks at the time of issuance. Cook County Schools are not responsible for lost or stolen textbooks.**

Transcripts

Transcripts are mailed to schools and with scholarship applications upon request to the guidance secretary. Final transcripts are mailed when the final transcript request form is completed. Once a student graduates, a fee of \$5.00 is charged for subsequent copies to defray copying and mailing expenses.

Unauthorized Areas

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

Use of Automobiles

Students who park on campus must follow parking regulations. Failure to follow rules and regulations will result in parking privileges being revoked. Only students with current valid driver's license and proof of insurance will be allowed to park on campus. A parent/guardian must sign the application prior to a parking permit being issued. No student may loan or give a parking permit to another student. **No ninth graders may park on school property.** Students are to leave their cars upon arrival to school, and they are not to return to a parked vehicle without permission from a school administrator. All cars must be parked in designated paved areas. No cars should be parked on the grass.

- **A student's parking permit may be suspended or revoked for the remainder of the term if his/her vehicle is used to transport any student off campus without permission.**

Cook High School is not responsible for any damage to vehicles or the theft or loss of any articles inside the vehicle.

Visitors

All visitors are required to report directly to the Main Office. Visitors are not to accompany a student to class. Parents/Guardians may visit a classroom with advanced permission from an administrator only.

Withdrawing from School

Keeping students in high school through graduation is an important national educational goal. Young adults who fail to complete high school place themselves in a precarious economic position, facing a bleak economic and social future. Specific procedures must be followed by students between the ages of 16-18 who wish to dropout of Cook High School. The student and a parent/guardian must meet with the school principal or his designee to participate in a student withdrawal exit conference and each must sign a “Notice of Intent to Terminate School Enrollment” form. Only by following these procedures will a student be permitted to drop-out of school. It is our goal to encourage students to reconsider such a decision, and instead to continue working to earn their high school diploma. Students transferring to another school should report to the Counseling Center with their parent/guardian to obtain a withdrawal form and instructions. All textbooks must be returned to teachers and all obligations must be paid before a withdrawal from Cook High School is issued.



STUDENT CODE OF CONDUCT

Rule 1: DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall:

- A. In any manner, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process or function;
- B. Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other school personnel;
- C. Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.

Rule 2: DAMAGE OR DESTRUCTION OR THEFT OF SCHOOL OR PRIVATE PROPERTY

A student shall not cause or attempt to cause damage to school property or shall not steal or attempt to steal school property. Neither shall a student cause or attempt to cause damage to private property, shall not steal, or attempt to steal private property, either on the school grounds or during a school activity, function, or event off school grounds or while under supervision. The student will be responsible for the cost of any damage. Incidents of theft may be reported to legal authorities.

Rule 3: ASSAULT ON A SCHOOL EMPLOYEE

A student shall not cause, attempt to cause, or threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee: (1) on the school grounds at any time; (2) off the school grounds at a school activity, function or event; or (3) en route to or from school.

Rule 4: PHYSICAL ABUSE BY A STUDENT TO A PERSON NOT EMPLOYED BY THE SCHOOL - FIGHTING

A student shall not cause, attempt to cause, or threaten to cause bodily harm or mental anguish to any person, student or guest or their personal property; (1) on the school grounds at any time; (2) off the school grounds at a school function, or event; or (3) en route to or from school.

Rule 5: WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, use handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

Students found in violation of Paragraph 1 of Weapons Policy JCDAE will be referred to a tribunal hearing.

For students found in violation of Paragraph 2 of Weapons Policy JCDAE, the Principal will determine the appropriate disciplinary measures ranging from In-School Suspension (ISS) to a tribunal hearing. (See Board Weapons Policy JCDAE on page 44)

Rule 6: DISREGARD OF DIRECTION OR COMMANDS

A student shall not fail to comply with reasonable directions or commands of teachers, teacher aides, administrators, school bus drivers, or other authorized personnel when: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the

school is being used by any school group; (3) off the school grounds at a school activity, event, or function, or (4) en route to or from school. **Unsafe acts will be considered disregard of directions.**

Rule 7: NARCOTICS, ALCOHOLIC BEVERAGE, AND STIMULANT DRUGS

A student shall not possess, sell, use, transmit, or be under the influence of any prescription drug, hallucinogenic drug, amphetamine, barbiturate, stimulants (including over the counter purchases that contain ephedrine or Ma Haung), marijuana, alcoholic beverage, or intoxicant of any kind: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any time when the school is being used by any school group; (3) off the school grounds at a school activity, function or event; (4) en route to or from school; or (5) off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to jurisdiction of school authorities. Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Prescription drugs, and/or over the counter medicines are to be left in the clinic with Mrs. Edwards the school nurse.

Rule 8: NUTRITIONAL SUPPLEMENTS

Any student using nutritional supplements at school must have a letter granting parental permission on file with the school nurse. The school nurse will notify CHS coaches that the student is taking supplements. Students are not allowed to share, give, or sell the supplement to any other student.

Rule 9: LEAVING SCHOOL WITHOUT PERMISSION

A student shall not leave the campus at any time without express permission of the principal or his designated representatives. Such absence without leave shall be interpreted as truancy. AWOL violations may affect attendance appeals.

Rule 10: ABSENT FROM CLASS WITHOUT PERMISSION

A student shall not fail to report to class at the assigned class time or leave class without the express approval of the principal or his designated representatives. Failure to report to class or to leave class without permission shall be interpreted as truancy. (AWOL) Absence without Leave:

- A. A student who is AWOL (whose absence from the campus (or classroom) is not known by parents and/or unapproved by the school) is subject to disciplinary action by the principal.
- B. AWOL violations may affect attendance appeals.

Rule 11: EXTORTION

A student shall not solicit favors, money, or other items of value from another student, regardless of the amount, in return for protection, or in connection with a threat to inflict harm.

Rule 12: DISRESPECT TO A FACULTY OR STAFF MEMBER

A student shall not be disrespectful to staff members by speech, actions, or attitude in any manner. Violation of this rule shall be considered insubordination.

Rule 13: USE OF PROFANITY AND/OR OBSCENE BEHAVIOR

A student shall not be guilty of profane language or obscene behavior. The offenses shall be defined as actions which tend to shock the conscience. Disciplinary action will be at the discretion of the administration based upon the severity of the language.

Rule 14: FORGERY

A student shall not forge the signature or initials of another person.

Rule 15: ORAL OR WRITTEN MALICIOUS REMARKS AND ABUSIVE LANGUAGE

A student shall not be guilty of malicious or defaming remarks about any student, teacher, other staff member, volunteer, or contractor. Abusive and threatening language constitutes a threat upon the other person.

Rule 16: GAMBLING

A student shall not participate in games of chance for the purpose of exchanging money. Playing cards and dice are not to be brought to school. Cards or dice used by a teacher as an educational activity are to be provided by the teacher.

Rule 17: UNAUTHORIZED USE OF MOTOR VEHICLE

A student found guilty of violating the regulations governing vehicles on campus is subject to disciplinary action and/or loss of driving/parking privileges. A student using a vehicle to leave campus illegally will lose his/her driving privilege. If a student's driving privilege is revoked, the parking decal must be turned in to the assistant principal.

DRIVING REGULATIONS ARE AS FOLLOWS: (1) obey traffic signs, (2) have the required driver's license and insurance, (3) park in designated parking area, (4) yield to pedestrians, (5) keep car locked, (6) observe a 5 MPH limit, (7) display the parking decal by hanging it from the rear view mirror, (8) do not give or loan a parking decal to another student, and (9) do not park in teacher's parking area.

Rule 18: BUS BEHAVIOR

Behavior must be according to the driver's rules of conduct. Discipline for inappropriate and/or disruptive behavior will be administered according to the board of education policy.

Rule 19: ELECTRONIC EQUIPMENT

Cell phones and all electronic devices and accessories must be turned off, out of sight and cannot be used during class time, unless permission is given by the teacher.

A. Any student that records any event or person on the campus of Cook High School without permission from an administrator may be subjected to disciplinary action.

B. Any student that posts an unauthorized video or recording on a website may be subjected to disciplinary action.

Rule 20: TOBACCO

Of any form, including vapor or electronic cigarettes may not be carried or used. Confiscated tobacco will be destroyed. Also, lighters and matches should not be brought to school.

Rule 21: HALLWAYS

Hallways should be areas of orderly controlled behavior. Running in the halls is strictly forbidden. Students are not to be in halls during class periods unless they have a permit signed by the teacher. Students should not gather in or pass through the halls where classes are in session during lunch. Students should walk on the right side of the hallway. HALL PASSES are required for all students in the halls during class.

Rule 22: LUNCHROOM

Behavior should reflect proper manner and courtesy. Trays or food are not to be carried from the lunchroom. Students should not instigate negative actions by clapping, banging tables or other loud disruptive actions. Students are not to walk around the lunchroom, stand by the tables conversing with other students and/or walk in and out of the cafeteria.

Rule 23: PUBLIC DISPLAY OF AFFECTIONS

Courtship is improper conduct. Caressing, kissing, or any other such display of affection will not be allowed. Disregard of the regulation will result in disciplinary action (PDA).

Rule 24: TEACHER AUTHORITY

This extends to all students. Each student is expected to respond promptly and courteously to directions and/or suggestions given by any member of the faculty.

Rule 25: CRIMINAL LAW VIOLATIONS

A student who has been charged or convicted with a felony, a high and aggravated misdemeanor or any crime involving moral turpitude whose presence on the school campus may endanger the safety of other students and/or cause substantial disruption to school operations will not be allowed to attend.

Rule 26. SEXUAL MISCONDUCT OR OFFENSE

No student shall be guilty of molesting another student, indecent exposure, rape or any other overt heterosexual or homosexual act on school property, during school functions, or en route to or from school.

Rule 27. SEXUAL HARASSMENT

The student shall not make any comments, remarks, or statements or use any actions which may be deemed sexually offensive to any individual.

Rule 28. EXCESSIVE TARDIES

Students are expected to be in their seats and prepared to begin work when the tardy bell rings. Five tardies to the same class constitutes excessive tardies.

Rule 29: SELLING OF MERCHANDISE

Students are not to sell anything on campus unless it is authorized by the principal.

Rule 30.: ACCESSING AND ALTERING STUDENT/SCHOOL RECORDS

No student shall access or alter any student school record in any manner. No student shall alter his/her own or another student's grades in a teacher's record or in the official transcript.

Rule 31: ABUSE OF COMPUTER LOGIN PRIVILEGE

No student shall use another student's login to access a computer. Student loaning login and student using "borrowed" login will be punished. Computers are only to be used to access and/or print school-related materials.

Rule 32: BATHROOM VIOLATION

Students are not to be in the restroom of the opposite sex at any time. *Only one student permitted in each stall at a time.*

Rule 33: ALTERCATION

No student shall enter into a verbal or written exchange that leads to a disruption of the school process. Nor shall a student be guilty of instigating an altercation among other students.

Rule 34: INTERFERING WITH A DISCIPLINARY ACTION (BY WORD OR ACTION)

Students are not to interfere by word or action when a faculty member is taking disciplinary action against another student.

Rule 35: GANG SIGNS / SYMBOLS

Students are not to display gang signs or symbol either verbally, in writing, or by hand.

Rule 36: FOOD AND/OR DRINKS

Food and/or drinks are not allowed in the classroom buildings or gymnasium. Students are not to have food delivered to them on campus. Students are not to be checked out for lunch.

Rule 37: CUMULATIVE OFFENSES (Classroom)

A third (3rd) violation within 5 school days in the same classroom will result in referral to the office for ISS assignment.

Rule 38: CUMULATIVE OFFENSES (School)

Multiple violations committed simultaneously or accumulated may result in referral to the Board of Education for appropriate action.

Rule 39: BEHAVIOR NOT COVERED ABOVE

The school reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules.

Discipline in the classroom is the responsibility of the teacher. Problems which disturb the entire class or which are chronic or severe in nature may be referred to an administrator. Teachers may use detention, counseling and other acceptable methods. Only principals or the superintendent may place in I.S.S. or suspend. All teachers and administrators will maintain discipline and enforce all rules in the classroom, halls, lunchroom, and on campus.

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

Disciplinary Interventions

Teachers and administrators may use various discipline procedures. These methods include, among others: after school detention, counseling and parental involvement. In addition, several other methods are available to administrators: restricted lunch, in-school suspension, off-campus suspension and presentation to the Board of Education for Alternative School Placement or expulsion.

A. **Restricted Lunch**: Restricted Lunch (RL) is a vital part of the discipline process at Cook High School. Tardiness or failure to report will result in additional consequences. Any student who is assigned RL will be expected to adhere to the following schedule and rules:

- Report to the designated room by the assigned time.
- Any student arriving late will receive an additional day of RL.
- The RL administrator will organize students in a proper seating arrangement.
- No sleeping or talking/communicating with other students at any time.
- Students who choose to sit improperly will stand for the remainder of the time.
- **Students must bring academic assignments to work on during RL. This should be treated as a study hall. ONLY ACADEMIC MATERIALS ARE ALLOWED! No newspapers, magazines, games, etc.**

B. **In-School Suspension** is an alternative school setting for students who have committed offenses which require isolation or separation from the regular student body. The In-School Suspension center assures a continued effort to provide learning for violators of the behavior code. Only an administrator can assign a student to the ISS center. Assignment may be the result of an accumulation of offenses; however, it may also be the result of a first offense which is serious **enough to warrant assignment**. The following rule violations may result in an assignment to ISS:

- Rule 1 - Disruption and Interference with School
- Rule 2 - Damage, Destruction or Theft of School or Private Property
- Rule 5 – Weapons
- Rule 6 – Disregard of Directions (Failure to serve detention)
- Rule 10 - AWOL from Class
- Rule 12 - Disrespect
- Rule 13 - Profanity/Obscene Language/Behavior
- Rule 14 – Forgery
- Rule 16 - Gambling
- Rule 20 - Tobacco
- Rule 23 - Public Display of Affections
- Rule 27 - Sexual Harassment
- Rule 28 - Excessive Tardies
- Rule 31 - Abuse of Computer Login privileges
- Rule 33 - Altercation
- Rule 34 - Interfering with a Disciplinary Action by Word or Action
- Rule 35 - Gang Signs/Symbols
- Rule 37 - Cumulative Offenses - Classroom
- Rule 38 - Cumulative Offenses - School

The ISS center is under the full control of the ISS Director. Any student that has been placed in ISS for ten (10) full days will attend a meeting to determine a plan of corrective action for the student. This plan may include ISS, OSS, or a tribunal, When in ISS; a student is expected to follow all school rules.

After the ISS director or his designee has given a student a warning and detention for minor rule violations, the student will be sent to the office upon commission of a third violation. Should the violation be serious, a student will be sent immediately to the office, even though a warning and/or detention has not been assigned. In either case, the student will be suspended out of school for the remainder of the day.

Upon the student's return to school, he/she will return to ISS to begin the previous day's ISS assignment again (in its entirety). When a student returns to ISS, following an out of school suspension for ISS rule violations, if he/she is sent to the office again for rule violations, he/she will be suspended out of school for the remainder of the original ISS assignment plus one additional day out of school.

C. **Suspension** - Suspension will result when a student violates the following rules:

- Rule 1 - Disruption and Interference with School
- Rule 2 - Damage, Destruction or Theft of School or Private Property
- Rule 3 - Assault on Employee (pending tribunal)
- Rule 4 - Assault on Non-employee (fighting) Second Violation suspension (pending tribunal)
- Rule 5 - Weapons (if within description of Section 1 of Code: JCDAE)
- Rule 6 - Disregard of Directions or Commands – ISS
- Rule 7 - Narcotics, Alcoholic Beverage and Stimulant Drugs (pending tribunal)
- Rule 9 - AWOL from School
- Rule 11 - Extortion
- Rule 13 Profanity/Obscene Language/Behavior (Severe)
- Rule 25 - Criminal Law Violation (pending tribunal)
- Rule 26 - Sexual Misconduct (pending tribunal)
- Rule 27 - Sexual Harassment
- Rule 30 - Accessing and Altering Student/School Records
- Rule 32 – Bathroom Violation
- Rule 33 - Altercation (Admin discretion)
- Rule 38 - Cumulative Offenses - Classroom
- Rule 39 - Cumulative Offenses - School (pending tribunal)

Suspension may be used where offenses have been repeated and for serious violations of any rule.

SUSPENSION PROHIBITS EXEMPTION FROM EXAMS and students suspended from school are not allowed to attend school functions occurring during that suspension.

******Any student who is directed to go to the office by a school staff member but does not report will be assigned out-of-school suspension (OSS). If the student is already on an OSS step, one additional day of OSS will be given.**

D. **Tribunal** - The principal or his designee will convene a tribunal for very serious first-time rules violations including:

- Rule 1 - Disruption and interference with school
- Rule 2 - Damage, destruction or theft of school or private property
- Rule 3 - Assault on a school employee (pending tribunal)
- Rule 4 - Physical abuse by a student to a person not employed by the school (2nd offense)
- Rule 5 - Weapons (if within description of Section 1 of Code: JCDAE)
- Rule 7 - Narcotics, alcohol beverages, and stimulant drugs
- Rule 11 - Extortion
- Rule 25 - Criminal Law Violations
- Rule 26 - Sexual Misconduct
- Rule 27 - Sexual Harassment
- Rule 38 - Cumulative Offenses - Classroom
- Rule 39 - Cumulative Offenses – School

Fighting and Altercations Policies

Cook High School will not tolerate fighting on school property or at school-related activities, while on school buses or on chartered buses, and while away from school grounds if such conduct directly affects students or staff. Students who violate this policy will, after proper investigation, be subject to suspension and/or expulsion. Each case will be assessed on its own merit and policy violations may be reported to law enforcement agencies for investigation.

THE CHS FIGHTING POLICY ALSO APPLIES TO STUDENTS RIDING THE BUS. IN ADDITION TO THEIR SUSPENSION FROM SCHOOL, CHS STUDENTS WILL BE SUSPENDED FROM RIDING THE BUS FOR THE SAME NUMBER OF DAYS (3 DAYS O.S.S. = 3 DAYS SUSPENSION FROM RIDING THE BUS WHEN THE STUDENT RETURNS).

Cook High School defines a fight as a physical altercation between two or more students in which physical blows are exchanged. **The first offense penalty for being involved in a fight will result in disciplinary action which may include up to five (5) days of out-of-school suspension and criminal charges pressed.** *The administration of Cook High School reserves the right to use their discretion in all disciplinary situations.*

Subsequent offenses during the school year may result in the student being suspended pending a disciplinary tribunal. The school principal will recommend assignment to the alternative school program or expulsion from Cook County Schools. Any student who instigates or promotes a physical altercation involving others is subject to the same penalties as those who are involved in the fight. Students involved in a fight that substantially disrupts the normal operation of school may be removed from campus by the school resource officer and transported to the local law enforcement agency. In such cases, the school will file a juvenile complaint against minor students and criminal charges against students 17 years of age and older.

Cook High School defines battery as an actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. In all cases of battery, including cases when a student attempts to avoid an altercation or fight but is attacked, the student may be suspended for a minimum of five (5) days and the school principal may recommend assignment to the alternative school program or expulsion from Cook County Schools. In all cases, the person or persons responsible may be charged with battery and transported to the local law enforcement agency.

If at any time during a student fight or altercation a teacher, administrator, or staff member is struck, the individual responsible for the blow will immediately be suspended pending a tribunal and the principal will recommend assignment to the alternative school program or expulsion from Cook County Schools.

For any altercation between students involving pushing, shoving, name-calling, harassment, etc., the school may assign students a minimum of two days of in-school suspension, and a maximum of three (3) days of out-of-school suspension on the first offense. Subsequent offenses of the altercation rule during the school year may result in an out-of-school suspension of at least two (2) days.

Students who are intimidated or harassed by another student should report the incident to a teacher or administrator. Teachers will report these incidents immediately to an administrator. In the event a fight breaks out, students are advised to move away from the area of the disturbance, tend to their own business, and not get in the way of administrators or teachers who are trying to deal with the situation. Refusal to leave the scene when asked to do so is a violation of the no fighting policy and constitutes the offense, "party to an affray," and disciplinary action and/or criminal charges may result.

By understanding and adhering to the policies outlined above, students can significantly assist in making our school a safe and secure place with an environment that supports and encourages the learning process. If we are to maintain our standards of excellence, we cannot allow students to fight or commit battery as a means of resolving conflicts.

Off-Campus Behavior

Notification from law enforcement, the Department of Juvenile Justice, the court system, or any other social media that a Cook High School student has been taken into custody or charged with a felony or a delinquent act that would be a felony if committed by an adult, will prompt the school principal to collect pertinent information and to make a determination whether the student's continued presence at school presents a potential danger to persons or property at the school or may substantially disrupt the educational process. If such a determination is made, the principal may recommend a suspension or expulsion of longer than ten (10) days. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

If a student is adjudicated, or found guilty of a felony offense, the principal will make an immediate recommendation of expulsion or assignment to an off-site program. A tribunal of school officials will hold a disciplinary hearing to consider and make final decisions on such recommendations.

Any student transferring to Cook High School from a juvenile YDC or other disciplinary state facility will be placed in alternative school for a length of time to be determined by the principal.

Some misdemeanors (especially of a sexual nature) may result in a student not being allowed to attend school also.

Authority of the Principal

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

Teacher Authority

The school superintendent and principal shall fully support the authority of every teacher to remove a student from the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate

effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or the principal's designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

Unsafe School Choice Option

It shall be the policy of Cook County Schools to comply with the requirements of State Board Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

The superintendent and appropriate staff shall develop procedures that comply with the applicable state board rule and are consistent with the state guidelines that include provisions for the following:

1. Notification of the parents/guardians of students enrolled in the school that has been classified as a persistently dangerous school within ten (10) school days of notification to the local school system by the Georgia Department of Education (GDOE).
2. Facilitation of the transfer of students who are victims of violent criminal offenses within ten (10) school days of the commission of the violent criminal offense, and to the extent possible, allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being on school improvement, corrective action, or restructuring.
3. The development and submission to the GDOE of a corrective action plan for each school identified by the GDOE as a persistently dangerous school within 20 days after notification to the local school system.



Board Policies

BOARD POLICY
JCDAB/JCDAC

Descriptive Code:

**STUDENT BEHAVIOR: ALCOHOL AND DRUG
POSSESSION, USE, OR DISTRIBUTION**

DATE: October 15, 2007

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

This policy will include age appropriate, developmentally based drug and alcohol education and prevention programs. These programs will address the social, health and legal consequences of drug and alcohol use and will provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students in the system. These programs shall also provide information about drug and alcohol counseling rehabilitation and re-entry programs available to students.

Violators will be suspended pending a hearing before the Board or board appointed tribunal. Violators will be reported to local law enforcement authorities and parents and/or guardians. The hearing must occur within 10 days of the suspension and may result in expulsion.

For any student who is 16 years of age or younger, the principal or assistant principal shall also file a complaint with juvenile authorities.

It shall be the duty and responsibility of the school administrators to investigate any suspected violations of the above policy using whatever internal or external resources as needed or desired such as:

- Local law enforcement agencies
- The Georgia Bureau of Investigation
- Undercover agents, or
- Any other legal means.

This policy shall be:

- Publicized in the legal organ of the county.
- Distributed to each student enrolled in the schools of Cook County through inclusion in student handbooks for the purpose of notifying parents of Board Policies.
- New students shall be issued a copy of the policy upon their enrollment.
- Compliance with these requirements is mandatory.

STATE REF.: Georgia Board of Education Policy IDB
(Rule 160-4-2.12)

LEGAL REF.: O.C.G.A., 3-3-21 et seq.; 16-13-32,4; 19-7—6;
20-2-144; 20-2-1184

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.

****All regulations are applicable to students on the bus and at bus stops. Any bus stop rules violations witnessed by an employee of Cook County Schools will be investigated, and, if necessary, appropriate disciplinary action will be taken.**

GENERAL RULES

Bus drivers may assign seats to students.

Students may transport band instruments on the bus if space is available. 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. Students are expected to cooperate with the bus driver in any manner, which will increase the safe operation of the bus.

Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner.

While on the bus, a student is not to operate the door or stop arm of the bus. The driver can put any student off the bus if the student is threatening life or safety of others by violent behavior.

A student removed from one bus may not ride another bus.

MINOR INFRACTIONS

Food or drink must not be consumed on the bus.

Extremely loud and/or disruptive behavior will not be tolerated.

A student will keep his/her arms and head inside the bus at all times.

Nothing is to be thrown from or inside the bus.

Students are to remain seated while the bus is in motion.

The use of obscene language or gestures is prohibited.

SEVERE INFRACTIONS

Willful destruction or defacement of a school bus is prohibited. Parents will be financially responsible for damages.

Possession or use of tobacco, drugs, or alcohol is prohibited.

Weapons and other dangerous objects are not permitted.

Fighting is strictly prohibited.

Physical and/or verbal abuse of the driver is prohibited.

Physical, verbal, and/or sexual harassment of another student are prohibited.

CONSEQUENCES OF MISCONDUCT

GRADES 9 - 12

MINOR INFRACTIONS:

_____ 1 ST Offense -	Letter sent to parent or guardian
_____ 2 nd Offense -	Two periods of detention
_____ 3 rd Offense -	Removed from the bus for one week
_____ 4 th Offense -	Removed from the bus for two weeks
_____ 5 th Offense -	Removed from the bus for the remainder of the year

SEVERE INFRACTIONS:

_____ 1 ST Offense -	Removed from the bus for one week
_____ 2 nd Offense -	Removed from the bus for two weeks
_____ 3 rd Offense -	Removed from the bus for the remainder of the year

**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

ADMINISTRATIVE PROCEDURE Descriptive Code: JCDAD-R/EDCB-R

BOARD POLICY

Descriptive Code: JCE

STUDENT COMPLAINTS AND GRIEVANCES

DATE: October 15, 2007

Grievances Procedures

This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by District personnel who are alleged to violate either District policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant.

A grievance may be brought by any students, or the parents of such students, whose rights under any District policy or applicable law have allegedly been violated. However, when a grievance is brought by a minor student, the parent(s) or guardians(s) must be a party to the proceedings.

Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. A grievant who chooses to be represented by counsel must give sufficient advance notice to enable the School District to be likewise represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based.

If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except that any hearing before the Board shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

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

Level One

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

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

The principal shall render a decision within three school days after submission of the grievance or holding of a hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level two provided that notice of appeal is made within five school days.

Level Two

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

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

The Superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to level three provided that notice of appeal is made within ten school days.

Level Three

The grievant may request a hearing before the Board by submitting timely notice of appeal with the Superintendent within ten school days. Such notice shall be accompanied by a copy of the original grievance and the decisions, if any, made at levels one and two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. If the Board chooses not to hear the appeal, the grievant will be so notified.

If the Board chooses to hear the appeal, the grievant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within a reasonable time after such hearing.

CROSS REF.: JCEB – Student Hearing Procedures
LEGAL REF.: O.C.G.A., 20-2-1160
COOK COUNTY BOARD OF EDUCATION

WEAPONS

June 12, 2014

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

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

Reporting Requirements

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

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

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

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.

Cyberbullying

The new definition of bullying also applies to acts of cyberbullying which occur through the use of electronic communication, “whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students’ or school personnel’s person or property or has a likelihood of succeeding in that purpose”.

STUDENT ATTENDANCE PROTOCOL

2016-2017

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 such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. 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.

***Tardy Violations: Prom and Homecoming Eligibility**

Students that accumulate more than ten (10) tardy violations to school (per semester) may not be allowed to attend/participate in **Homecoming** activities (Fall semester) and/or **Prom** Activities (Spring semester).

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 absent more than 20 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 fifth (5th) 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 is 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:

Third Unexcused Absence per Semester: Contact with the student’s parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or the Principal’s designee.

Five Unexcused Absences per Semester:

- 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 semester.
- Notice of five accumulated absences will include notification of the penalties and consequences of such absences.

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 per semester 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 per Semester

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 a semester, 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 semester, 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.

AMENDMENTS

During the school year it may become necessary to change or add to the policies, rules, and regulations found in this handbook. The principal, the superintendent, and the board of education, or their designee reserve the right to amend or modify the policies, rules, and regulations at any time.

If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules, and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Cook High School.

Notice of Rights of Students and Parents under Section 504

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

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

Address 1
Address 2
City, GA Zip
Phone
Email

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

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

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

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

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

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

***Please note Section 504 Procedural Safeguards can be found online at the Cook County School's website.**

PARENTS RIGHT TO KNOW

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

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



Alma Mater

*To Cook High we'll ere be faithful; Thy ideals uphold.
Ere be true and loyal lovers Of the Black and Gold.
Hail, oh hail, our Alma Mater; Dearest ever known.
We will hail thee; never fail thee, Our dear high school home.
Praise and glory, fame and honor; May they grace thy throne;
In the realm of high school memories, We claim thee our own.*

Cook High School Clubs

Cook High School offers a wide variety of extracurricular clubs for students to participate in. Below are the club names, the sponsor(s), the mission statement and/or purpose and a brief listing of some of the activities of the club:

Anchor Club

Sponsors: Samona Durr and Lisa Heard

Mission statement: The Anchor Club mission is to improve ourselves, our homes, our school and our community by promoting awareness of health and safety, and providing community service throughout Cook County.

Purpose: Anchor club is a service organization for sophomores, juniors, and seniors who maintain a 90 grade point average or higher.

Activities: Members are involved in a variety of service projects including an annual Christmas party for underprivileged Primary School students, voter registration, and assistance with Jacki Swanson's class, along with other service projects.

Art Club

Sponsor: Sandra Sawyer

Mission Statement: Our mission is to provide our art club members an opportunity to express individuality through the creation of artwork. These artworks are created in unique ways for our community, school and self.

The art club is open to any Cook High student. We meet every 2nd and 4th Tuesday of the month for Open Studio, in which students create artwork with their choice of materials, methods and themes.

Activities: Pumpkin Carving, Face Painting, Window decorating, Cards for soldiers, volunteering at Community events, The Annual Cook High Art Exhibition.

Chess Club

Sponsor – Kelsie Mitchell

Mission Statement: To promote increased knowledge and understanding of the game of chess for its own sake as an art and intellectual sport. The Cook High Chess Club seeks to foster the development of its members as chess players and enhance the appreciation of “The Royal Game”.

Purposes:

1. To bring together chess players in the Cook County School District and the community who would like to share their hobby and interest in chess with each other.
2. To provide an organized chess tournament venue for competitive-minded club members and persons in the Cook County community.
3. Membership of the Cook High Chess Club is open to any person with an interest in chess, regardless of his/her experience or playing ability.

Activities:

1. To put on two tournaments during the school year. One during the Fall/Winter semester and the other during the Winter/Spring semester.

FBLA - Future Business Leaders of America

Sponsors: Mrs. Lori Carter, Mrs. Jenny Pitts, Mrs. Marsha Tillman

Mission: Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

Purpose: To develop character and strengthen the confidence of students; to encourage interest in American business enterprise and leadership; to encourage scholarship and promote school loyalty; prepare for useful citizenship.

Activities: Community and school service; region, state, and national competition; Fall Rally; Fall Leadership Conference; Region, State, and National Leadership Conferences.

FCA (Fellowship of Christian Athletes)

Sponsors: Paul Dobson, Jenny Pitts, Becky Futch

Mission/Purpose: To present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Activities: Weekly Meetings, Thursday mornings at 7:20 in the Chorus room

Game Days

See You at the Pole

Fields of Faith

FCCLA (Family, Career, Community Leaders of America)

Sponsor: Constance Thomas

Mission/purpose: To promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: character development, creative and critical thinking; interpersonal communication; practical knowledge; and career preparation.

Activities: Cook High FCCLA is planning to serve the community through assisting with Cook Toys for Tots, holding a Book drive for the Cook county preschool, offering service hours to teachers at all school at tutors and helping with bulletin boards, etc. as well as attending the state FCCLA spring conference.

FFA (Future Farmers of America)

Sponsors: Abbie Halbig, Richard Herrin, Hannah Getz

Mission/Purpose: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. FFA membership today is comprised of 610,240 student members in grades seven through 12 who belong to one of 7,665 local FFA chapters throughout the United States, Puerto Rico and the U.S. Virgin Islands.

Activities: Peanut Boil, Sunbelt Expo Field Trip, Catfish and Karaoke, Ag Olympics

Georgia Teen Republicans

Sponsor: Lea Hazel

Mission: To support the grass-roots efforts of the Georgia Republican Party.

Purpose: Student-led organization which has the goals of making students aware of political issues in Georgia, providing a forum for the discussion of political issues, and challenging students to become productive, engaged members of society.

Activities: The club attends political functions, invites political officials to speak at club meetings, and assists with election campaigns of Republican candidates.

GSA:

Sponsor: Jeremy Williams

Mission/Purpose: As the Gay Straight Alliance of Cook High School, it is our mission to bring together lesbian, gay, bi-sexual, transgender youth and their allies in a positive and non-judgmental environment where they can fully express their individuality and share experiences. It is our intent to create a safe school atmosphere for all students.

Activities: The GSA meets once a month to discuss issues surrounding gender and sexual orientation in a safe and supportive environment. All students are welcome to attend.

HOSA

Sponsor: Pam Dobbins, RN, BSN, M.Ed.

Mission: The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community.

Purpose: HOSA operates as an integral component of the health science education curriculum. HOSA is a very active CTSO that provides opportunities at the local, state and national level for participation in community service and state competitions. HOSA provides powerful instructional tools, recognition, leadership, networking, and connections to the healthcare industry for its members.

Activities: HOSA has community service projects every month. HOSA sponsors all of the school blood drives, the Halloween Parade/ Fall Frolic and Easter Egg Hunt for special needs students and The Sting school dance (with TSA). HOSA members participate in Toys for Cook Kids and the Food Drive. Members also participate in fundraisers and HOSA socials. Cook High HOSA is involved!

Junior Civitan Club

Sponsor: Tracy Bledsoe

Mission: Junior Civitan is a service club for young people tailored specifically for training young people to become “Builders of Good Citizenship” in the home, school, community and nation. We focus on the intellectually disabled.

Purpose: To encourage young people to value and advance good citizenship through service to community and school.

Activities: We provide breakfast throughout the year for the special education inclusion students several times a year. We are planning on helping with the Halloween Carnival headed up by the HOSA club and also an end of the school year Luau.

Key Club

Sponsors: Tabitha Jenkins, Shelli Phillips

Mission: Key Club is an international student-led organization which provides its members with opportunities to provide service build character and develop leadership.

Purpose: We are caring and competent servant leaders transforming communities worldwide. The core values of Key Club International are leadership, character building, caring and inclusiveness.

Description: In key club, our goals are: 1) to develop initiative and leadership, 2) to provide experience in living and working together, 3) to serve the school and community, 4) to cooperate with the school principal, 5) to prepare for useful citizenship, 5) to give primacy to the human and spiritual, rather than to the material values of life, 6) to encourage the daily living of the Golden Rule in all human relationships, 7) to promote the adoption and application of higher standards in scholarship, sportsmanship and social contacts, 8) to develop, by precept and example, a more intelligent, aggressive, and serviceable citizenship, 9) to provide a practical means to form enduring friendships, to render unselfish service and to build better communities, and 10) to cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase of righteousness, justice, patriotism and good will.

Activities: Last year our Key Club participated in the following major activities: monthly BINGO at Sparks Retirement Home, CPS Fall Festival, Socktober (donations of socks and other clothing for the needy in our community), UNICEF Trick or Treat, Toys for Cook Kids, Kiwanis 5K Fun Run, and Relay for Life. We have even more special service projects planned to add to the calendar this year.

Mad Hatter's Club

Sponsor: Tammy Walker

Mission: Mad Hatter's mission is to provide a community for people interested in crocheting and knitting where they can learn from, inspire, and encourage each other through the projects they are making. We also aim to serve others in our community through the donation of crocheted and knitted hats.

Purpose: Hopefully, more people will see crocheting and knitting not as mere hobbies but as activities that can bring joy to themselves and others. Mad Hatter's is a club for crocheting and knitting enthusiasts. Students come together to learn new skills and create works of fiber art.

Activities: last spring we made hats for premature babies in the NICU unit. This year we hope to join in with Warmth for Warriors where we will make hats for deployed or wounded American soldiers.

Quiz Bowl

Sponsors: Britt Wall and Becky Futch

Mission: Knowledge opens doors; we accept that without an ever-expanding intellect we are doomed to be forever boring, bored, and trapped in whatever our current intellect allows. Quiz Bowl will expand horizons by giving students access to a broad swath of information to which they might not otherwise have had exposure. Futures are built upon decisions made by our past and current selves: We cannot change the past, but we can always work to improve the current.

Purpose: Quiz Bowl is a place for students that love to learn and show it off. Students will build teams that will compete in academic trivia competitions, both locally and in surrounding counties. These students will compete against each other during advisement in tests of mathematical, scientific, literary, and historical prowess, and those local competitions will help build teams that will be taken to surrounding counties for regional Quiz Bowl competitions. If you are fast on the buzzer, quick of mind, love to brag, or just want an academic extra-curricular to pad a resume, then this is the place for you.

Activities: Competitions during advisement and after-school regional competitions

Reel Anglers Fishing Team

Sponsor: Morgan Philpot and Richard Herrin

Mission: The mission of our team is to build young anglers with the knowledge it takes to become a successful and competitive angler.

Purpose: The purpose of the Reel Anglers Fishing Team is to encourage good sportsmanship, conservation, and development of the skills needed to be a competitive bass fisherman.

Activities: We hold fishing tournaments in our community as well as with other schools in our area. Practice is held weekly to fellowship and compete with teammates.

Student Council

Sponsor: Jill Swanson

Mission: To coordinate and encourage all student activities; To work with the administration in all matters affecting the welfare of the student body; To stimulate and develop good citizenship and democracy among students; To encourage social development through participation in campus life; and To encourage leadership through service.

Purpose: Student Council is comprised of 16 outstanding Juniors and Seniors who represent the student body of CHS. SC provides the main forum for discussing student concerns and ideas. Students are given the opportunity to interact with faculty, staff and administrators. The Cook High Student Council is responsible for representing and serving the needs of the student body through coordinating student activities/fundraisers and holding monthly meetings.

Activities: Student Council sponsors Red Ribbon Week in October, as well as College and Career Week in March.

SGA (Student Government Association)

Sponsor: Christopher May

Mission: Foster leadership development among students who are selected to be the voice of the student body.

Description: Comprised of Student Body President, Vice President, Secretary and Treasurer.

Activities: Sponsor and aid with Homecoming Dance, and float preparation and other appropriate student initiated activities.

Theatre Wing & Thespian Troupe 7229

Sponsor: Jeremy Williams

Mission: The Cook High School Theatre Wing's mission is to develop confident, well-rounded young people who are knowledgeable about all aspects of the theatre through the production of entertaining and thought-provoking plays that appeal to teenage audiences.

Activities: The Theatre Wing performs up to three plays every year, and travels around the state for competitions. All shows are open to any eligible CHS student, and rehearsals take place after school.

The International Thespian Society is a theatre honor society. Students may be invited to ITS after completing 100 hours of quality work in the theatre. CHS's troupe attends Georgia Thespian Conference each February and hosts CHS Theatre's year-end awards show.

TSA (Technology Student Association)

Sponsor: Matt Holley

Mission: The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs.

Purpose: The CHS TSA chapter will take the study of STEM (science, technology, engineering, and mathematics) beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. Together, chapter members work on competitive events, attend conferences on the state and national levels and have a good time raising funds to get there. Chapter organization develops leadership, as members may become officers within their state and then run nationally. Our chapter is committed to a national service project and is among the most service-oriented groups in the community.

Activities: Sept: CORE. TSA Chapter Officer Retreat for Excellence, TSA Raffle

Oct: TSA Tech Day at the Perry National Fair, CPS Trunk r Treat sponsored by CHS TSA

Nov: TSA Fall Leadership Conference on Jekyll Island, March: TSA State Conference in Athens GA, June/July: TSA National Conference in Nashville TN

General Activities: Football Season: Host tailgate events to support CHS athletics, TSA Sting Dance, TSA/HOSA sponsored PBIS (Positive Behavior Intervention Strategies) such as movie days and prizes for grade levels, VEX Robotics Tournaments.

Y-Club

Sponsors: Laura Howard, Jenny Pitts, Lea Hazel

Mission: "Our mission is **to provide programs and opportunities for teens which will promote self-esteem, leadership skills and moral and civic responsibility.**" Y Club is the vehicle through which this mission is accomplished."*

Purpose: "The "Y" Club program provides thousands of middle and high school students with a school-based structured environment to develop leadership skills, understand the importance of civic responsibility, and enhance community through monthly school and community service projects."*

Activities: Youth Assembly (Model State Gov't), Model United Nations, several leadership conference opportunities

*statements taken from State YMCA of Georgia website

4-H Club

Sponsor: Mrs. Bonnie Mitchell

Mission: To extend lifelong learning to Georgia citizens through unbiased, research-based education in agriculture, the environment, communities, youth and families.

Purpose: "To assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing citizens."