

**Cook Primary School**  
**2018-2019**  
**www.cps.cook.k12.ga.us**  
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## **Members of the Cook County Board of Education**

Frank Carter - Chairman  
Board of Education

Maysoe Wiley -Vice Chairman  
Board of Education

Fairy Gear  
Board of Education

Chad Sumner  
Board of Education

Jeff Taylor  
Board of Education

### **Central Office Personnel**

Tim Dixon – Superintendent  
Becky Ratts – Federal Programs, Professional Learning  
Joy Folsom – K-12 Curriculum, Testing Coordinator  
Joi Williams – Pre K Director  
Emily Dishman – Special Education Director  
Debra McNair – Alternative School Director  
Tammy Cowart – Secretary to Superintendent  
Pam Allen – Receptionist/Federal Programs Secretary  
Regina Surrency – Payroll Clerk  
Tammie Nix – Accounts Payable/Head Bookkeeper  
Jackie Sparks – Finance Director  
Libby Peters – Director of School Nutrition

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

Cook County Preschool – Dr. Joi Williams  
Cook Primary School – Mr. Leslie Folsom  
Cook Elementary School – Mr. Gabe Hammock  
Cook Middle School – Mr. Rusty Meadows  
Cook High School – Dr. Eric McFee

**Cook County Board of Education**  
**Administrative Contact & Assignment Information**  
**2018-2019**

**Tim Dixon, Superintendent**

Phone: 896-2294

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

**Becky Ratts, Federal Programs**

Phone: 896-2294

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

**Allison Ray, System Technology Coordinator**

Phone: 896-2296

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

**Emily Dishman, Special Education Director**

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**Debra McNair, Alternative School Director**

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**Lana Siska & Lee Browning, Transportation**

Phone: 549-6556

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

**Libby Peters, School Nutrition Director**

Phone: 896-1891

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

# Cook County Contact Information

## 2018-2019

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

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

Cook Elementary School  
1512 North Elm Street  
Sparks, GA 31647

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

Cook Middle School  
1601 North Elm Street  
Sparks, GA 31647

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

Cook High School  
9900 Hwy 37  
Adel, GA 31620

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

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

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Office – 896-2294  
Fax – 896-3443

Transportation  
801 Alabama Lane  
Adel, GA 31620

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Office – 549-6556  
Fax – 549-7193

School Nutrition  
105 East Mitchell  
Adel, GA 31620

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Office – 896-1891  
Fax – 896-1861

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

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Office – 896-2296  
Fax – 896-8286

Technology  
1102 North Hutchinson Ave.  
Adel, GA 31620

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Office – 896-2296  
Fax – 896-3443

### Emergency Contacts

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

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

Adel Hospital – 896-8000

**Cook Primary School**  
**"Children Prepared for Success"**  
**Leslie Folsom, Principal**  
**Joi Williams, Assistant Principal**

Dear Students and Parents,

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

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

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

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

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

Sincerely,



Leslie Folsom  
Principal



Joi Williams  
Assistant Principal

# Cook Primary School

## Faculty & Staff

### 2018-2019

#### Administration

Mr. Leslie Folsom, Principal  
Dr. Joi Williams, Assistant Principal  
Mrs. Joy Folsom, K-5 Curriculum Director

#### Main Office

Karen Bryan, Receptionist  
Lisa Eppes, Parent Coordinator  
Cindy Robinson, Bookkeeper  
Heather Tomlinson, Bookkeeper  
Lisa Heard, School System Social Worker

Ginny Herring, Nurse  
Almeta Owens, Counselor  
Sherry Byron, School Resource Officer  
Katheryn Surrency, Secretary

#### Kindergarten

##### Team A:

Marci Baldree  
Stephanie Curry  
Linda Griffin  
Kayla Parrish  
Regina Sumler

##### Team B:

Cyndee Cowart  
Allison Davis  
Brittany Ellis  
Mandi Shealey  
Amber Williams

#### First Grade

##### Team A:

Dana Bennett  
Melissa Betts  
Joy Butler  
Angie Graham  
Cindy Wall  
Angela Williams

##### Team B:

Stephanie Boykin  
Cathy Carter  
Katie Eunice  
Tawuana Inman  
Brittany Rowan  
Regina West

#### Second Grade

##### Team A:

Stephanie Butler  
Mary Ellen Calhoun  
Amy Crosby  
Angela Harry  
Nacole Knutson  
Joanna Padgett

##### Team B:

Joanna Bryan  
Patricia Chambless  
Brandy Dukes  
Sabrina Lindsey  
Tracie O'Quinn  
Tina Vossfeldt

**Special Education**

Leanne Chaney  
Beth Daughtrey  
Kelly Faulkner  
Kathy Harris  
Sarah Parten  
Haley Pennington  
Connie Smith  
Debra Sheffield

**Physical Education**

Susan Young  
Christy Stripling

**Computer/Network Admin.**

Laural Heard  
Stacy Beard

**Media Center**

Ray Yody

**Academic Coach**

Jeanne Dixon

**EIP**

Tracy Gray  
Marva Jackson

**Gifted**

Elizabeth Rosatti

**Music**

Ki Golson

**Art**

Patti Franklin

**ESOL**

Margaret Smith

**ISS**

Bobbie Robinson  
Wilma Wright

**Intervention Labs**

**RTI TIER II**

(K-2<sup>nd</sup> Grade)  
Carroll, Donna  
Griffin, Julie

**RTI TIER III**

(1st and 2nd)  
Sumner, Kim

**RTI TIER III.5**

(1st and 2nd)  
Beard, Becky

**Leap Frog Lab**

(PreK)  
Ensley, Cindy

Adriana Bautista  
Ronnie Brinson  
Amy Bush  
Jerdinna Carter  
Rose Carter  
Edith Cleghorn  
Barbara Clements  
Ana Corona

**Paraprofessionals**

Louise Godwin  
Robbie Hester  
Annie Hooks  
Brandi Howze  
Jesseca Judice  
Grace Lane  
Lori Myers  
Patricia Newsome

Yvonne Patterson  
Loretta Pewee  
Gwen Pierce  
Shirley Pinkney  
Jessica Robinson  
Kathi Stoddard  
Gwyn Thornton  
Trisha Williams

Laura Mason - Manager  
Felisha Brown  
Arnita Brown  
Tammy Davis

**Food Service**

Rheatha Roberson  
Renasha Thomas  
Natalie Morrison  
Dina Wooten

Willie Brachsher – Head Custodian  
Cathy Byron  
Opal Corbett

**Custodial Staff**

Deondra Hicks  
Ida Mae Holloman  
Luchus McMillan

Reggie Morrison  
Satariea Waldon  
Lorraine Welding

# **Cook Primary School Student / Parent Handbook**

## **Mission Statement**

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.

## **Motto**

**“Cook Primary School: A place where Children are Prepared for Success”**

## **Summary of School Improvement Plan**

This is a summary of the School Improvement plan. The entire plan can be viewed on the school’s website at [www.cps.cook.k12.ga.us](http://www.cps.cook.k12.ga.us)

### **Smart Goal #1**

By May 2019, the percentage of K-2 students with Lexile scores on or above grade level will increase by 3% as measured by Reading Inventory

### **Smart Goal #2**

By May 2019, 80% of students in grades K-2 will increase their addition fluency by 30% as measured by the local Universal Screener

### **Smart Goal #3**

By May 2019, students in grades K-2 will demonstrate a behavior that will reflect good citizenship as measured by Powerschool discipline and attendance data.



# Parent Notification Letter

## Right to Know Professional Qualifications of Teachers and Paraprofessionals

July 11, 2018

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the Cook County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Federal Programs Director at 229-896-2294.

Sincerely,

*Becky Ratts*

Dr. Becky Ratts

Federal Programs Director

## **2018-2019 School Calendar (revised 2/12/18)**

### **SEMESTER 1**

<b>Pre-Planning</b>	<b>July 30, 31, August 1 &amp; 2</b>
<b>First Day of School</b>	<b>August 3</b>
<b>Labor Day Holiday</b>	<b>September 3</b>
<b>Fall Break</b>	<b>October 8, 9, 10, 11 &amp; 12</b>
<b>Thanksgiving Holidays</b>	<b>November 19, 20, 21, 22 &amp; 23</b>
<b>End of Semester for Students</b>	<b>December 14 (½ day)</b>
<b>In-Service for Teachers</b>	<b>December 14 (½ day)</b>
<b>Christmas Holidays for Students</b>	<b>December 17– January 4</b>
<b>Christmas Holidays for Staff</b>	<b>December 17- January 2</b>

### **SEMESTER 2**

<b>Teachers Return/In-Service</b>	<b>January 3 &amp; 4</b>
<b>Students Return</b>	<b>January 7</b>
<b>Martin Luther King Holiday</b>	<b>January 21</b>
<b>Winter Break</b>	<b>February 15 &amp; 18</b>
<b>Student Holiday</b>	<b>March 15</b>
<b>In-Service for Teachers</b>	<b>March 15</b>
<b>March Holiday</b>	<b>March 18</b>
<b>Spring Break</b>	<b>April 1, 2, 3, 4 &amp; 5</b>
<b>Last Day of School/Graduation</b>	<b>May 17 (½ day)</b>
<b>In-Service for Teacher</b>	<b>May 17 (½ day)</b>
<b>Post Planning</b>	<b>May 20 &amp; 21</b>

**This calendar is based on 170 days. (85 days each semester)**

## Cook Primary School Events/Report Cards

Open House	August 1 <sup>st</sup> (3-5pm)
End of 1 <sup>st</sup> Eight Weeks	October 2 <sup>nd</sup>
1 <sup>st</sup> Eight Weeks Awards Assembly	October 5 <sup>th</sup>
Report Cards Go Home	October 15 <sup>th</sup>
Family Bingo Night	November 2 <sup>nd</sup> (5:00-7:00 p.m.)
2 <sup>nd</sup> Eight Weeks Awards Assembly	December 7 <sup>th</sup>
Report Cards Go Home	December 13 <sup>th</sup>
End of 2 <sup>nd</sup> Eight Weeks	December 14 <sup>th</sup> (1/2 Day)
End of 3 <sup>rd</sup> Eight Weeks	March 8 <sup>th</sup>
3 <sup>rd</sup> Eight Weeks Awards Assembly	March 14 <sup>th</sup>
Report Cards Go Home	March 19 <sup>th</sup>
P.T.O. Musical – Kindergarten	May 9 <sup>th</sup> (6:00 p.m.)
4 <sup>th</sup> Eight Weeks Awards Assembly	May 10 <sup>th</sup>
Report Cards Go Home	May 15 <sup>th</sup>
End of 4 <sup>th</sup> Eight Weeks/Last Day of School	May 17 <sup>th</sup> (1/2 Day)

Parents please come and support your children!



# **STRIVE FOR LESS THAN 5 2018-2019 EVERY DAY COUNTS!**

**Chronic absenteeism leads to risk of failure and drop out.**

**Give your kids the best start they can get in life...  
an excellent education!**



**F**inishing High School is a goal for every student.

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**I**mproving school attendance improves school success!

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**V**ictory will be achieved when we all work together.

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**E**very Day Counts!

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## **COOK COUNTY SCHOOLS**

1109 North Parrish Ave.  
Adel, GA 31625

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

**Cook County Schools  
Cook County Schools  
EVERY DAY COUNTS!**

Cook County Schools, in coordination with the Georgia Department of Education and the United States Office of Special Education (OSEP), is in the process of a multi-year Student Success Improvement Plan (SSIP). The focus of this plan is to improve achievement for Students with Disabilities while improving results for all students. Through the use of general supervision systems in our schools, we will address barriers that impact student success in an effort to improve outcomes for all students.

Local data has been reviewed by a school/community stakeholder group with comparison to the RESA district and state. The goal identified from this review was to increase the graduation rate for all students with a focus on Students with Disabilities (SWD). Several barriers to achieving this goal were identified with chronic absenteeism being one of them. When students are chronically absent, they are at higher risk of failure and/or dropping out. Students who are absent miss valuable classroom instruction which impacts academic achievement. Students missing five or more days fall into this high risk category.

Data below indicates the need for our Every Day Counts campaign.

<b>2014-2015 Attendance Rates</b>	Number of Students	5 or Fewer Days Absent	6-15 Days Absent	More than 15 Days Absent
Economically Disadvantaged	3,382	57.6%	33.9%	8.5%
Male	1,736	57.6%	34.2%	8.2%
Female	1,646	57.7%	33.5%	8.8%
Limited English Proficient	133	60.9%	30.1%	9%
Migrant	87	54%	29.9%	16.1%
Students with Disabilities	463	50.5%	39.7%	9.7%
Students without disabilities	2,919	58.8%	33%	8.3%

<b>Graduation Rate</b>	Graduation Rate for Students with Disabilities	Graduation Rate for All Students
2015	45.8%	80.4%

**Cook County Schools needs the help and support of the entire community in order to achieve this goal.**

We look forward to working together to improve these numbers while helping every student achieve the goal of graduating from high school. A well-educated workforce is a community's best asset and a key factor in economic development.

**Parents, please get on board by monitoring the number of days  
your child is absent, checks in late, or checks out early.  
Every Day Counts!**

# General Information Summary

## Change of Address/Phone Number

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

## Visitors

Parents are always welcome to visit the school. We invite you to visit your child's room and get acquainted with the teacher. Parent conferences can be arranged by calling the school office. (**Conferences may be held before or after school or during a teacher's planning time.**) For the protection of the students and security of the school, it is required that any person entering the school building during the day come directly to the office before going to any other part of the school. Visitors will receive a pass in the office and be asked to sign **IN and OUT**. Visitors must also park in front of the school and come in through the main entrance **ONLY**. Students that are not enrolled at CPS are not allowed to come to school to stay for a visit. Cousins, friends, or other minors are not allowed to visit or spend the day at the school. Forgotten books, lunches, etc. may be left at the office for delivery. This is simply a safety measure.

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

**If you need to see or speak to your child, they will be called to the office.**

**If you need to speak to the teacher, please schedule an appointment or call during planning time.**

**If you wish to visit a classroom, please call and arrange a convenient time with the teacher first.**

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

## Lost and Damaged Books and Materials

Taking care of school books and materials is the student's responsibility. Lost and damaged materials must be replaced at the expense of the students and parents. Until the lost/damaged book is paid for, students will not be issued another book. After reasonable effort by school officials to recover funds, the student's report card will be held.

## Marked Belongings

Each child's belongings, including school supplies, should be plainly marked to avoid loss or exchange. Students are not allowed to sell or trade items at school. Toys, small gadgets, or electronic devices should **NOT** be brought to school. The school is not responsible for any loss of personal property and will not assume liability. These items will be taken up by the teacher or administrator and held until the parent comes to get them. Unlabeled and unclaimed items will be disposed of at the end of the year.

## Care of School and Personal Property

CPS tries to instill in their students a sense of pride in the appearance of our school. Students must not mark, damage, or otherwise misuse school furniture, walls, ceilings, floors, or equipment. Penalties for vandalism are addressed in the Code of Conduct. Students must not tamper with fire extinguishers, plants, trees, or any electrical systems in or outside the school. Anyone who willfully destroys school property through vandalism,

arson, or larceny will be reported to the proper law enforcement agency. Damage to school property could result in restitution by the parents or guardians of the student.

### **Dress Code**

Students are expected to wear clothing appropriate to the school setting; extreme or outrageous apparel or appearance is to be avoided. Current fads involving appearance or clothing that disrupt the instructional process will not be allowed. Students will be sent to an administrator and/or home if improper clothing is worn to school. Below are guidelines for proper dress code:

- Students should dress comfortably, safely, and in good taste.
- Shoes must be worn. **FLIP FLOPS, CLEATS, HIGH HEELS, HEELIES OR WHEELIES are not allowed.**
- Shorts and skirts should be near the knee.
- Clothing which exposes the torso, open back shirts/dresses are not permitted.
- Tank tops and spaghetti strap shirts that fit appropriately and cover the torso will be allowed.
- Clothing must be worn properly zipped, buttoned, pulled up, and buckled.
- Extremely “baggy” clothes are not allowed. “Sagging” is not allowed.
- Improper slogans about sex, drugs, alcohol, or tobacco products are not allowed.
- Clothing which promotes violence or clothing and hairstyles which cause a disruption are prohibited.
- Hats/caps are to be worn only on special hat days.
- Wrestling shirts and accessories are not allowed.

### **Bookbag Policy**

Rolling bookbags are not allowed.

### **Field Trip Policy**

Students are required to have written permission from their parents or guardians to participate in all out-of-town field trips. Permission will be obtained at the beginning of the year for all in-county field trips.

**Participation in field trips is contingent upon good behavior.** If for some reason your child is not allowed to participate, you will be notified the day before (if possible). Parents will not be allowed to ride the school bus on field trips.

### **Prescription/Non-Prescription Medication**

If your child has medication that he or she needs to take at school, please bring it to school with written permission for your child to take it. The medication will be kept in the nurse’s clinic. Your child is to come to the office at the designated time for his/her medication. If possible, medication should be taken at home rather than at school. However, if medication must be taken at school, the following procedures apply.

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

administered only with written permission from parents. The Cook County School System has a school nurse located at CPS.

### **Student Illness/Injury**

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

### **Head Lice**

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

### **Traffic Flow**

All buses are to use the circular drive behind the school. All cars are to use the circular drive in front of the school. In order to keep our traffic flowing smoothly, we ask parents who transport their children **NOT** to enter or exit the drive where the buses enter. In the mornings, buses will drop students off at the back so that they may go to breakfast. Car drop offs are to be made at the front door of the school. Students who want to eat breakfast should go to the cafeteria upon arriving at school. Teachers will be in their classrooms each morning by 7:20 a.m. If your child gets to school prior to 7:20 a.m. and will not be eating breakfast, he or she will sit in an assigned area in the hallway.

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

**2:45 p.m.** Walkers and pick-ups will leave the building.

**2:50 p.m.** First bell bus students will load at the west end.

**3:05 p.m.** Second bell bus students will load at the west end.

### **School Hours**

Normal school hours for students are from 7:50 a.m.-2:50 p.m. Students arriving after 7:55 a.m. will be considered tardy and **MUST** be walked and signed-in by the parent. Please refer to the attendance policy for further information. **STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:10 A.M.** **STUDENTS MUST BE PICKED UP BY 3:30 P.M.** Students will not be supervised prior to 7:10 a.m. or after 3:30 p.m.

### **Moment of Reflection**

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

### **Check In/Out Procedure**

Parents must check students out through the office. Students should not be checked out early except for emergencies, hardships, or appointments. Students who routinely check out early will be referred to an administrator.

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

### **\*\*Student Release**

**WE DO NOT ACCEPT TELEPHONE MESSAGES OR FAXED NOTES THAT ASK FOR A STUDENT TO GO HOME A DIFFERENT WAY OTHER THAN THE WAY HE**



**OR SHE NORMALLY GOES HOME. THE MESSAGE MUST BE IN WRITING FROM THE PARENT. THIS IS FOR YOUR CHILD'S OWN SAFETY.**

**Lunch/Breakfast**

A well-balanced nutritious breakfast and lunch are served in the cafeteria each day. Both lunch and breakfast are FREE for ALL students. Breakfast is served from 7:05 a.m. until 7:45 a.m. Those students wishing to eat breakfast should enter the cafeteria as quickly as possible after arriving on campus. Breakfast will **NOT** be served after 7:45 a.m. Adult breakfast cost \$1.80 while lunch cost \$3.50.

**Balloons and Flowers**

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

**Parties**

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

**Testing**

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

**Programs To Support Regular Curriculum**

- EIP (Early Intervention Program) (K-2)
- Special Education (K-2)
- Gifted (PACES: See Attached Outline)
- Migrant
- ESOL
- RTI/SST (Student Support Team) (K-2)
- Intervention Services
  - Reading/Math/ Lab (K-2)

**Severe Weather and Fire Drills**

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

**Emergency Information**

Emergency contact information should be updated annually by sending the information to the school or calling the school office. When you receive a Student Health Card, please complete it and return it to the school within five (5) days. Current, accurate information will enable us to contact you. If any information changes during the school year, contact the school immediately.

**Weapon Notice**

**O.C.G.A. § 16-11-127.1**

**Carrying weapons within school safety zones, at school functions, or on school property**

(a) As used in this Code section, the term:

- (1) "School safety zone" means in or on any real property owned by or leased to any public or private

elementary school, secondary school, or school board and used for elementary or secondary education and in or on the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education.

(2) "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or 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 weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.

(b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

(2) Any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000.00, by imprisonment for not less than two nor more than ten years, or both.

(3) Any person convicted of a violation of this subsection involving a dangerous weapon or machine gun, as such terms are defined in Code Section 16-11-121, shall be punished by a fine of not more than \$10,000.00 or by imprisonment for a period of not less than five nor more than ten years, or both.

(4) A child who violates this subsection may be subject to the provisions of Code Section 15-11-63.

### **Toy Weapons**

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

### **Grades/Conduct**

#### **REPORT CARDS**

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

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

## **Promotion Criteria**

The Promotion Criteria for Cook Primary School, grades K through 2, is listed below to determine if a student will be promoted to the next grade level:

### **Kindergarten:**

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

### **First Grade:**

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

### **Second Grade:**

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

## **PARENT INVOLVEMENT POLICY-**

Cook Primary School affirms and assures the rights of parents and teachers of children being served in activities funded by Title I, No Child Left Behind (NCLB), and the Parent Involvement Policy of Cook County. Parents are given opportunities to participate in the design and implementation of these activities. All parents and teachers of eligible Title I children will be invited to an Annual Public Meeting. The annual public meeting will provide an opportunity for those parents and teachers to have input into the design and implementation of the Title I Project and provide parents an opportunity to establish mechanisms for maintaining on-going communications among parents, teachers, and agency officials. Additional activities held periodically during the school year may include, but are not limited to, the following:

1. Notify each child's parent of the results of the annual school review of the CCRPI (College and Career Ready Performance Index) for parental input opportunities on the school improvement plan.
2. Notify parents if the school has been identified for school improvement, corrective action, or restructuring. The notification must include the following elements:
  - An explanation of what identification means, and how the school compares to other schools of the same size;
  - The reason for the identification;
  - What the Cook County Board of Education and Georgia State Department of Education is doing to help the school address the problem of low achievement;
  - The parent's options regarding their right to seek a transfer of their children or to seek supplemental educational services.
3. Report Cards – Report cards are issued every eight weeks. The dates these reports are sent home are listed in the Student Handbook.
4. Parent-Teacher conferences, PTO meetings and open house – These are held at different times during the year.

5. School Council Meetings – Four meetings are held per year. These meetings are open to the public so that parents and community members may come together with teachers and administrators to reach a better understanding of what is needed for school improvement.
6. Cook Primary School Website – This web site enables parents to access their students’ grades, special activities, and teachers’ e-mail addresses.

## **Media Center**

Mission:

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

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

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

Taken from the Georgia Learning Connections (GLC) website  
<http://www.glc.k12.ga.us/pandp/media/homepg.htm>

## **Media Center Policies and Procedures**

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

# Cook Primary School Discipline Plan 2018-19

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

## Classroom Discipline

1. A classroom management plan is posted in each teacher's classroom. Every student should have a clear understanding of the rules in the classroom.
2. Procedures for the classroom: Each teacher will submit management steps for minor infractions in the classroom.
3. Teachers will log all conferences with parents. Students with chronic discipline problems will meet with the team teachers for possible Response to Intervention (RTI).

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

## **Referrals to Administration**

### **Severe Infractions**

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

**\*\* A student who has served 14 days of ISS could be subject to OSS for future infractions.**

**\*\*Corporal punishment may be administered at the discretion of the administrator with signed permission from the parent on the appropriate form.**

**\*\*School administrators may use discretion in assigning more severe consequences for severe infractions of the Code of Conduct and retain the right to alter any of these steps in accordance of the severity of the offense.**

**\*\*A behavioral support process meeting may be required for multiple referrals. Parents are encouraged to call ahead of time to schedule a meeting with an administrator. Parents should notify school when there is a change of phone number and/or mailing address.**

## **ADMINISTRATIVE PROCEDURE    Descriptive Code: JCDAD-R/EDCB-R** **BUS CONDUCT**

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

### **GENERAL RULES**

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

## MINOR INFRACTIONS

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

## SEVERAL INFRACTIONS

1. Willful destruction or defacement of a school bus is prohibited. Parents will be financially responsible for damages.
2. Possession or use of tobacco, drugs, or alcohol is prohibited.
3. Weapons and other dangerous objects are not permitted.
4. Fighting is strictly prohibited.
5. Physical and/or verbal abuse of the driver is prohibited.
6. Physical, verbal, and/or sexual harassment of another student is prohibited.
7. When crossing a street or road is necessary, students will immediately cross in front of the bus in full view of the driver.

## CONSEQUENCES OF MISCONDUCT GRADES K-8

### MINOR INFRACTIONS:

1 <sup>st</sup> Offense	Letter sent to parent or guardian
2 <sup>nd</sup> Offense	Two one-hour periods of time-out during lunch and recess
3 <sup>rd</sup> Offense	Removed from the bus for one week
4 <sup>th</sup> Offense	Removed from the bus for one week
5 <sup>th</sup> Offense	Removed from the bus for two weeks
6 <sup>th</sup> Offense	Removed from the bus for the remainder of the year

## **SEVERE INFRACTIONS**

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

\*Grades 9-12 Consequences omitted for Primary code

STATE REF: Georgia Board of Education Policy EBCB/JCDAD  
(Rule 160-5.3-.13) State Standards B 1 (1a.23)

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

COOK COUNTY BOARD OF EDUCATION

## **Cook Primary School** **Student Code of Conduct**

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

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

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

**CPS Expectations:** **Be Respectful**  
**Be Positive**  
**Be Engaged**  
**Be There**

**STUDENTS SHOULD:**

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

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

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

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



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

Students will be held accountable for their behavioral choices. In all cases, the rights of individuals and individualized plans (i.e., IEP, 504, and SST) will be ensured and protected. Adherence to this code ensures that all students will have recognition for positive behavior and opportunities for rewarding experiences.

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

## **Behavior Support Process**

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

### **Definition**

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

### **Basic Elements**

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

## **ILLEGAL DRUG POSSESSION, USE, OR DISTRIBUTION**

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

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

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

For any student who is 16 years of age or younger, the principal or assistant principal shall also file a complaint with juvenile authorities. It shall be the duty of the policy using whatever internal or external resources as needed or desired such as:

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

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

## **STUDENT COMPLAINTS AND GRIEVANCES**

**Grievance Procedure:** This procedure is established in order to provide a formal method for the resolution of any grievance concerning the treatment of students by district personnel, which is alleged to violate either district policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant. Any students, or the parents of such students may bring a grievance, when rights under any district policy or applicable law have allegedly been violated. However, when a minor student brings a grievance, the parent(s) or guardian(s) will be a party to the proceedings. Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement. All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. A grievant that chooses to be represented by counsel must give sufficient advance notice to enable the school district to be likewise represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based. If mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except that any hearing before the Board shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

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

### **LEVEL ONE**

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

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

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

### **LEVEL TWO**

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

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

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

### **LEVEL THREE**

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

### **DISCRIMINATION POLICY**

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

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

Title II Coordinator: Vocational Director

Title VI Coordinator: Superintendent

Title I Coordinator: Special Ed. Director

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

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

STUDENT ATTENDANCE PROTOCOL  
2014

Cook County Schools

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

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

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

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

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

#### Operational Authority

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

## Tardies and Early Checkout

### Definition of Terms

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

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

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

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

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

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

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

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

### Unexcused Tardies and Early Checkouts:

- Students accumulating three (3) days of unexcused tardies to school will receive a referral to the Principal or Principal’s designee for violation of Board Policy JCDA: Student Code of Conduct.
- At the school system’s discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal’s designee for disciplinary or other appropriate action.

- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present more than 15 minutes of the entire instructional period.

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

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

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

### **Truant Students**

#### Definition of Terms

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

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

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

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

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

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

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

**Parental Notification: Statement of Receipt**

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

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

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

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

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

**Notification**

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

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

**Six Unexcused Absences:** Students accumulating six (6) days of unexcused absences in a semester will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of

Conduct. Upon a student's accumulation of six (6) or more unexcused absences in the school calendar year, a student's homeroom teacher will make a referral to the Principal or designee for Student Support Team (SST) intervention. Prior to the first SST meeting, a school social worker, school nurse or other appropriate staff member will attempt contact with the student and parent(s), guardian(s) or other person(s) who has control or charge of the student.

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

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

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

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

## **Student Attendance Protocol**

### **I. School System Procedures**

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

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



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

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

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

After five (5) unexcused absences:

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

The School Social Worker will:

1. Review available information from the SST and parent contacts from school staff.
2. Meet with the student(s) and attempt a home visit within no more than two business days from the date of the receipt of the referral to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but is not limited to:
  - Brief individual or group therapeutic intervention with students at school
  - Referral to public or private mental health or counseling services
  - Referral to public or private medical or dental services
  - Referral to public assistance programs
  - Referral to the school's Student Support Team

- In-home support facilitated by the School Social Worker
  - Referral to outside social service or counseling providers for intensive in-home support
  - Referral to Department of Family and Children services, if deemed necessary.
3. Upon further investigation, determine the need for immediate referral of:
- Students ages ten (10) to sixteen (16) to Juvenile Court for truancy
  - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the Magistrate Court for Deprivation, or to Superior Court for Failure to Comply with Compulsory Attendance
  - Refer to the Cook County Truancy Reduction Program in Appendix 1

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

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

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

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

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

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

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

### A. Filing Juvenile Complaints

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

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

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

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

## B. Juvenile Justice Procedures

### 1. Intake Process for Juvenile Complaints

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

### 2. Adjudication and Disposition

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

## B. Prosecution in Superior Court

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

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

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

## C. Notification to Parent(s)

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

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

## III. Community Support

### A. Law Enforcement

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

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

### B. Public Health

Each school in Cook County has licensed staff available to serve students via on-site school “clinics.” These personnel are hired by the Cook County Board of Education but operate

annually under the protocol of Dr. Feldman with the South Health District 8-1. The School Health Nurses shall:

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

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

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

#### C. Mental Health

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

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

#### D. Department of Family and Children Services

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

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

should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.

#### IV. Monitoring the Protocol

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

#### V. Steps to Prevent Truancy

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

A. The Department of Juvenile Justice in conjunction with the Cook County Juvenile Court, The Cook County Mental Health, and Cook County Schools are working together to develop a plan to work on preventing truancy. The Cook County Commission on Children and Youth (CCCY) is a collaborative partnership working to address the educational, social and physical needs of local children and youth. The Commission serves as the local Family Connection collaborative with dedicated members representing a cross-section of the community. The specific goals of the Commission for Children and Youth are to increase the number of students who graduate from high school on time, to decrease the number of teen pregnancies and to decrease the school drop out rate.

B. Local businesses, clubs, and civic organizations will be asked to consider developing incentive or even scholarship programs for those students whose grades and attendance exhibit significant improvement.

#### C. Drivers Licenses Denial

The Cook County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best notify students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses. Cook County Schools will be responsible for certifying that students enrolled in public schools and in home schools in its district satisfy the attendance requirements. They will do this by using the *Certificate of Attendance* form. Cook County Schools will be responsible for making this form available to private schools in Georgia in which students living in the public school district are enrolled. The private schools will complete the forms.

D. The Central Office of Cook County Schools is required by this law to report information regarding non-compliance to the Department of Motor and Vehicle Safety through a process developed jointly with the Department of Education. Cook County Schools must report this information from the public schools in its district, from private

schools attended by students who reside in the public school district, and from home schools in the public school district. A non-compliant student is one who:

1. Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
2. Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters; or
3. Has been suspended from school for:
  - (a) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - (b) Possession or sale of drugs or alcohol on school property;
  - (c) Possession or use of a weapon on school property. For purposes of this subparagraph, the term “weapon” shall be defined in accordance with Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.
  - (d) Any sexual offense prohibited under Chapter 6 of Title 16; or
  - (e) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. O.C.G.A § 40-5-22 (a.1)

#### Appendix 1

### **COOK COUNTY TRUANCY REDUCTION PROGRAM**

#### ***Proposal and Goal***

The District Attorney’s Office for the Alapaha Judicial Circuit, in cooperation with the Department of Juvenile Justice, has approved a truancy reduction program. The goal of this program is to reduce truanancies throughout the county. The mission of the program is to reduce overall delinquency rates by identifying at-risk children and providing early intervention. Truancy is an early indicator of children who are at risk for delinquent behavior. Therefore, reducing truancy is a good starting point for reducing overall juvenile crime rates.

#### ***Procedure***

When a child incurs ten (10) unexcused absences, the school reports the absences to the school social worker. The social worker then makes contact with the family and places the family on notice of the child’s absences and of the provisions of Georgia’s compulsory attendance law. At a total of five (5) unexcused absences after initial contact by the social worker, the social worker refers the case to the District Attorney’s Office by forwarding Exhibit “A” attached hereto. The social worker should check for other siblings in the family who may be having truancy problems so that all children may be seen in one conference. The Assistant District Attorney (ADA) then sends a certified letter to the parents notifying them of a mandatory conference at the District Attorney’s Office regarding their child’s school attendance. A copy of this letter is attached hereto as Exhibit “B.”

Conferences are scheduled for fifteen (15) minute increments beginning at 3:30 PM after school. Some conferences may take between twenty (20) and twenty-five (25) minutes. The ADA, social worker, parents, and child must all be present at the conference. The ADA begins the conference by introducing all parties and stating the purpose of the meeting. The ADA then explains Georgia's Compulsory Attendance Law to the parents and the children and the consequences of noncompliance. Possible consequences for the child include the filing of a formal complaint with Juvenile Court. Consequences for the parents include arrest and release on a formal misdemeanor warrant with charges brought before the Grand Jury for indictment and prosecution in

Superior Court pursuant to O.C.G.A. §20-2-690.1. At the referral meeting, the school social worker shall discuss the child's school record including attendance and disciplinary problems. The parents and child are given an opportunity to explain the absences as well as other potential problems that need to be identified and addressed.

All parties to the conference sign a contract. A copy of the contract is attached hereto as Exhibit "C." The contract requires a doctor's note for any additional absences from school. If other problems are identified, such as drug or alcohol abuse, chronic lice, anger management, or the need for parenting classes, those problems shall also be addressed in the contract. The parents and social worker are given copies of the contract and the ADA keeps the original. The parents are informed that any violation of the contract may result in a referral to Juvenile Court and/or misdemeanor criminal charges against the parents. Notes are taken by the ADA for statistical purposes as well as for potential legal action in the future. The note form is attached hereto as Exhibit "D."

A copy of the contract is given to the school to be placed in the student's file. If a violation of the contract, another truancy violation, does occur the school shall immediately notify the school social worker. After any report of a violation, the social worker must notify the ADA in writing and include a current attendance print-out on the student so a Juvenile Complaint form can be completed.

All truancy complaints filed with the Juvenile Court shall be prosecuted by the District Attorney's Office for the Alapaha Judicial Circuit. If the child continues to have truancy problems after the initial truancy referral meeting, then formal action shall be taken by the ADA. It shall be the policy of the ADA of the Alapaha Judicial Circuit, the Juvenile Court, and the Department of Juvenile Justice, for first time truancy offenders to seek a ninety (90) day valid court order from the Juvenile Court. This shall be an informal period of supervision used to monitor attendance. It shall be the duty of the school social worker to monitor said attendance and report to the Department of Juvenile Justice all violations of the court's order.<sup>1</sup> A truant juvenile upon the conviction of a \_\_\_\_\_.

<sup>1</sup>For all purposes in this program, it shall be deemed a violation of the courts' order when the student has obtained three (3) unexcused absences in any month. Second offense shall be placed under formal supervision with the Juvenile Court with another valid court order. These valid court orders shall be good for a period of twelve (12) months. A juvenile who violates the terms and conditions of their valid court order because of another truancy violation shall receive



forty-eight hours at the Regional Youth Detention Center (RYDC).<sup>2</sup> A second violation of the valid court order because of truancy shall incur a sentence of ten (10) days at the RYDC. Any subsequent violations of the court's order where the violation is based on truancy shall receive twenty (20) days at the RYDC.<sup>3</sup>

***These are policy guidelines followed by the truancy reduction program; however, all dispositions of these cases remain within the discretion of the Juvenile Court.***

If it is determined that enough evidence exists to prosecute the parents for violations of Georgia's Compulsory Attendance Law, or the facts of the case show that the parents second offense shall be placed under formal supervision with the Juvenile Court with another valid court order. These valid court orders shall be good for a period of twelve (12) months. A juvenile who violates the terms and conditions of their valid court order because of another truancy violation shall receive forty-eight (48) hours at the Regional are the responsible parties for the truancy problems of the children, then a request will be made by the ADA for assistance by local law enforcement to secure a Superior Court arrest warrant for the parents for violation of Georgia's Compulsory Attendance Law. The request shall be made for local law enforcement to arrest the parents and interview them regarding the violation. It will be the policy of this office to request that the parents be released without bond on their own recognizance. A formal indictment will be sought from the next available grand jury to show community support for the project and for further prosecution of the parents.

### ***Conclusion***

The goal of the program is to insure compliance with Georgia's Compulsory Attendance Law and provide the opportunity for all children to obtain the best possible education available.

**\*\*\*The Student Attendance Protocol can be viewed in its entirety on the school website.**

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<sup>2</sup> This does not apply for violations of probation for causes other than truancy.

<sup>3</sup> These guidelines would also apply to juveniles who have new truancy offenses and have been released from supervision with the exception that a new valid court order would be necessary.

## **Board Policy** **Bullying**

## **Descriptor Code:JCDAG**

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 (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited.

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

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

The following actions will be taken when bullying is reported:

1. Investigate

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

2. Notify

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

3. Discipline

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

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

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

4. Follow Up

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

**Board Policy  
Promotion and Retention****Descriptor Code:IHE**

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

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

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

- b. Grades 1-5: The student's teacher shall review the student's overall academic achievement, including the CRCT, and make a recommendation to the principal, consistent with State Board Rule and this policy, as to whether the student should be promoted or retained based on a determination that as a result of such promotion or retention, the student is likely to perform at grade level by the conclusion of the next school year. The principal, in consultation with the grade level teachers and with input from the Student Support Team as appropriate, shall make a decision as to whether the student will be promoted or retained.
  - c. Grades 6-8: The student's grade level team of teachers shall review the student's overall academic achievement, including the CRCT, and make a recommendation to the principal, consistent with State Board Rule and this policy, as to whether the student should be promoted or retained based on a determination that as a result of such promotion or retention, the student is likely to perform at grade level by the conclusion of the next school year. The principal, in consultation with the grade level team and with input from the Student Support Team as appropriate, shall make a decision as to whether the student will be promoted or retained.
  - d. Grades 9-12: Promotion is based on the number of units for which a student has earned credit toward graduation. Graduation requirements are specified in the local Board's graduation policy in accordance with the appropriate State Board Rule.
7. Parents or guardians shall be notified annually that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and other criteria established by the Board.
  8. Appeals: There shall be no appeal of promotion/retention decisions beyond the school level.

Cook County Schools

Date Adopted: 10/15/2007

## **Board Policy**

**Descriptor Code:JGF(2)**

### **Seclusion or Restraint of Students**

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

#### **Rationale:**

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

#### **Definition:**

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

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

**Use:**

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

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

**Requirements:**

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

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

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

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

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

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

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

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

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

**Prohibited Actions:**

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

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

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

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Cook County Schools

Date Adopted: 1/27/2011

Last Revised: 2/28/2011

### **Notice of Rights of Students and Parents Under Section 504**

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

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

Address 1  
Address 2  
City, GA Zip  
Phone  
Email

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **Section 504 Procedural Safeguards**

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

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

- a. The name of the student.
- b. The address of the residence of the student.



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

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

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

#### **4. Hearing Procedures:**

- The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

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

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

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

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

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

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

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

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

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

**Wellness Plan**

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

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

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

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

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

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

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

“This institution is an equal opportunity provider.”

### **Video/Photography Notification**

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

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

### **Internet Use While at School**

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

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

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

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

FERPA affords parents and eligible students (over 18 years of age or attending a postsecondary institution) certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents or eligible students should submit to the principal (or appropriate official) a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. To request amendment of a student record, parents or eligible students should submit to the school principal a written request, specifying the part of the record they want changed and why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that disclosure without prior written consent is authorized by FERPA and its implementing regulations at 34 C.F.R. § 99.31. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. The district allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

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

- (4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, honor roll or other recognition lists, or on websites or social media sites affiliated with the school or school district.

**The School District has designated the following information as directory information:**

- (a) Student's name, address, & telephone number;
- (b) Student's date and place of birth;
- (c) Student's e-mail address;
- (d) Student's participation in official school activities and sports;
- (e) Weight and height of members of an athletic team;
- (f) Dates of attendance at schools within the district;
- (g) Honors and awards received during the time enrolled in district schools;
- (h) Photograph; and
- (i) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school districts receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 business days after officially enrolling in school or within 10 business days of the date of the release of this notice.

- (5) You are also notified that from time to time students may be photographed, videoed, or interviewed by the news media at school or at some school activity or event. The principal will take reasonable steps to control access to students by the media or other individuals not affiliated with the school or district. However, your submission of a written objection does not constitute a guarantee that your student will not be photographed, videoed, or interviewed, or that such information will not be posted on websites or social media sites not affiliated with the school or district, or in circumstances which are not within the knowledge or control of the principal.
- (6) You have the right to file with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

- (7) The Georgia Student Data Privacy, Accessibility, and Transparency Act affords parents and eligible students the right to file a complaint with the school district regarding a possible violation of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. Such complaints may be filed with:

## **Cook County Schools Board Policy Manual is available through the Cook County Website at:**

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

August 3, 2018

Dear Parent/Guardian:

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

The Student Code of Conduct for the 2018-2019 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement form, and return it to the school. Failure to return this form will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook Primary School Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

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

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

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

Sincerely,

Mr. Leslie Folsom,  
Principal

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

**Dr. Tim Dixon, Superintendent**

**Mr. Leslie Folsom**  
CPS Principal

**Mr. Gabe Hammock**  
CES Principal

**Mr. Rusty Meadows**  
CMS Principal

**Dr. Eric McFee**  
CHS Principal

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

#### **Permission to Publish**

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

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

#### **Permission to Use the Computer Network**

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

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

#### **Permission to Bring Your Own Technology (BYOT)**

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



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

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

Student's Name (print clearly) \_\_\_\_\_

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

Parent/Guardian's Name (print clearly) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Cook Primary**

**2018-2019**

### **Parent Acknowledgement**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

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

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

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

**\*Complete the checklist below & sign.**

#### **My child MAY:**

- | <b>Yes</b> | <b>No</b> |  |
|------------|-----------|--|
| • _____    | _____     | Be photographed and/or videotaped in school activities |
| • _____    | _____     | Participate in various school-related field trips      |

- \_\_\_\_\_ Be transported by a Cook County School System bus for field trips
- \_\_\_\_\_ Have photo published on school internet website
- \_\_\_\_\_ Have name published on school internet website
- \_\_\_\_\_ Use the internet with supervision

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Signature Parent/Guardian

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Date