

# COOK PRIMARY SCHOOL

## Student Handbook

2019-2020



### Vision

All students will succeed through **enrollment** in higher education, **enlistment** in the military, or **employment** in the workforce.

### Mission

To empower and inspire all learners to achieve

### Beliefs

- C**ultivate a safe and positive environment.
- O**ptimize creativity and learning.
- O**ffer support through family and community partnerships.
- K**indle challenging opportunities.

**Cook Primary School**  
**2019-2020**  
**[www.cps.cook.k12.ga.us](http://www.cps.cook.k12.ga.us)**  
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## **Members of the Cook County Board of Education**

Chad Sumner - Chairman  
Board of Education

Frank Carter -Vice Chairman  
Board of Education

Fairy Gear  
Board of Education

Corkey Taylor  
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  
Joy West – 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 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**  
**2019-2020**

**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)

**Joy West, Special Education Director**

Phone: 896-2296

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

**Debra McNair, Alternative School Director**

Phone: 896-2294

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

**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)

**Henry Acree, Student Services Director**

Phone: 896-1891

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

## **Cook County Contact Information 2019-2020**

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

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

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

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

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

Transportation  
801 Alabama Lane  
Adel, GA 31620  
Office – 549-6556  
Fax – 549-7193

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

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

Technology  
1102 North Hutchinson Ave.  
Adel, GA 31620  
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**  
**Jeanne Dixon, 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,

A handwritten signature in cursive script that reads "Leslie Folsom". The signature is written in black ink and is positioned below the word "Sincerely,".

Leslie Folsom  
Principal

Jeanne Dixon  
Assistant Principal

## **Cook Primary School Faculty & Staff 2019-2020**

### Administration

Mr. Leslie Folsom, Principal  
Mrs. Jeanne Dixon, Assistant Principal  
Mrs. Joy Folsom, Student Achievement Director

### Main Office

Michelle Sedam, Receptionist  
Lisa Eppes, Parent Coordinator  
Cindy Robinson, Bookkeeper  
Heather Tomlinson, Bookkeeper

Ginny Herring, Nurse  
Almeta Owens, Counselor  
Chad McDaniel, SRO  
Kathryn Surrency, Registrar

### Kindergarten

#### Team A:

Brittany Betts  
Cyndee Cowart  
Erin McRae  
Mandi Shealey  
Amber Williams  
Katie Eunice

#### Team B:

Marci Baldree  
Rachel Bostic  
Stephanie Curry  
Kayla Parrish  
Regina Sumler

### First Grade

#### Team A:

Stephanie Boykin  
Melissa Betts  
Angie Graham  
Cindy Wall  
Regina West  
Angela Williams

#### Team B:

Dana Bennett  
Joy Butler  
Cathy Carter  
Tawuana Inman  
Brittany Rowan

### Second Grade

**Team A:**

Joanna Bryan  
Mary Ellen Calhoun  
Angela Harry  
Melanie Lawrence  
Tracey O’Quinn  
Joanna Padgett

**Team B:**

Stephanie Butler  
Patricia Chambless  
Amy Crosby  
Brandy Dukes  
Sabrina Lindsey  
Tina Vossfeldt

**Special Education**

Leanne Chaney  
Beth Daughtrey  
Kelly Faulkner  
Kathy Harris  
Donna Hough  
Sarah Parten  
Haley Pennington  
Connie Smith

**Academic Coach**

Jessica Russell

**STEM**

Mandy Ward

**Gifted**

Elizabeth Rosatti

**ESOL**

Margaret Smith  
Christy Stripling

**Art**

Patti Franklin

**Music**

Ki Golson

**Computer**

Kathi Stoddard

**Physical Education**

Susan Young

**Media Center**

Ray Yody

**Network Admin.**

Stacy Beard

**ISS**

Bobbie Robinson  
Wilma Wright

**Intervention Labs**

**RTI - TIER II & EIP**

(K)  
Sumner, Kim  
Parrish, Teresa

**RTI - TIER II**

(1<sup>st</sup> and 2<sup>nd</sup>)  
Carroll, Donna  
Griffin, Julie

**RTI - TIER III**

(1<sup>st</sup> and 2<sup>nd</sup>)  
Beard, Becky  
Howze, Brandi

**EIP**

(1<sup>st</sup> and 2<sup>nd</sup>)  
Jackson, Marva

**Paraprofessionals**

Doraleen Acree  
Ronnie Brinson  
Michelle Bullard  
Amy Bush  
Jerdinna Carter  
Rose Carter  
Edith Cleghorn

Barbara Clements  
Ana Corona  
Louise Godwin  
Robbie Hester  
Annie Hooks  
Jesseca Judice  
Grace Lane

Lori Myers  
Patricia Newsome  
Yvonne Patterson  
Loretta Pewee  
Gwen Pierce  
Shirley Pinkney  
Jessica Raper



Jessica Robinson  
Kathi Stoddard

Gwyn Thornton  
Trisha Williams

### **Food Service**

Laura Mason - Manager  
Felisha Brown  
Arnita Brown  
Tammy Davis

Rheatha Roberson  
Renasha Thomas  
Natalie Morrison  
Dina Wooten

Willie Brachsher – Head Custodian  
Cathy Byron  
Luchus McMillan

### **Custodial Staff**

Reggie Morrison  
Ida Mae Holloman  
Lorraine Welling

Satariea Waldon

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

### **Mission Statement**

To empower and inspire all learners to achieve

### **Vision**

All students will succeed through ***enrollment*** in higher education, ***enlistment*** in the military, or ***employment*** in the workforce.

### **Beliefs**

**C**ultivate a safe and positive environment.

**O**ptimize creativity and learning.

**O**ffer support through family and community partnerships.

**K**indle challenging opportunities.

# **Parent Notification Letter**

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

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

**2019-2020 School Calendar (revised 5/29/19)**

**SEMESTER 1**

<b>Pre-Planning</b>	<b>July 29, 30, 31, August 1 &amp; 2</b>
<b>First Day of School</b>	<b>August 5</b>
<b>Labor Day Holiday</b>	<b>September 2</b>
<b>Fall Break</b>	<b>October 14, 15, 16, 17 &amp; 18</b>
<b>Thanksgiving Holidays</b>	<b>November 25, 26, 27, 28 &amp; 29</b>
<b>End of Semester for Students</b>	<b>December 20 (½ day)</b>
<b>In-Service for Teachers</b>	<b>December 20 (½ day)</b>
<b>Christmas Holidays for Students</b>	<b>December 23 - January 8</b>
<b>Christmas Holidays for Staff</b>	<b>December 23 - January 3</b>

**SEMESTER 2**

<b>Teachers Return/In-Service</b>	<b>January 6 &amp; 7</b>
<b>Students Return</b>	<b>January 8</b>
<b>Martin Luther King Holiday</b>	<b>January 20</b>
<b>Winter Break</b>	<b>February 14 &amp; 17</b>
<b>Student Holiday</b>	<b>March 13 &amp; 16</b>
<b>In-Service for Teachers</b>	<b>March 13</b>
<b>March Holiday</b>	<b>March 16</b>
<b>Spring Break</b>	<b>April 6, 7, 8, 9, &amp; 10</b>
<b>Last Day of School/Graduation</b>	<b>May 22 (½ day)</b>
<b>In-Service for Teacher</b>	<b>May 22 (½ day)</b>
<b>Post Planning</b>	<b>May 26, 27, 28 &amp; 29</b>

**This calendar is based on 176 days. (88 days each semester)**

### **Cook Primary School Events**

Open House	August 1 <sup>st</sup> (3-5pm)
End of 1 <sup>st</sup> Nine Weeks	October 4 <sup>th</sup>
1 <sup>st</sup> Nine Weeks Awards Assembly	October 11 <sup>th</sup>
Report Cards Go Home	October 21 <sup>st</sup>
Fall Family Night	October 3 <sup>rd</sup> (5:00-7:00 p.m.)
2 <sup>nd</sup> Nine Weeks Awards Assembly	December 13 <sup>th</sup>
Report Cards Go Home	December 19 <sup>th</sup>
End of 2 <sup>nd</sup> Nine Weeks	December 20 <sup>th</sup> (1/2 Day)

End of 3 <sup>rd</sup> Nine Weeks	March 12 <sup>th</sup>
3 <sup>rd</sup> Nine Weeks Awards Assembly	March 6 <sup>th</sup>
Report Cards Go Home	March 23 <sup>rd</sup>
P.T.O. Musical – Second Grade	May 14 <sup>th</sup> (6:00 p.m.)
4 <sup>th</sup> Nine Weeks Awards Assembly	May 15 <sup>th</sup>
Report Cards Go Home	May 21 <sup>st</sup>
End of 4 <sup>th</sup> Eight Weeks/Last Day of School	May 22 <sup>nd</sup> (1/2 Day)

Parents please come and support your children!



Beehive Bash focuses on the Three A's: ACADEMICS, ATTITUDE, and ATTENDANCE. During each nine week grading period a student must meet criteria in order to attend the celebration. A letter will be sent home with each student who meets the criteria listed below:

 **Academics!** Students must develop good learning habits and work hard in all classes.



**Attitude!** Students must demonstrate positive behavior that does not lead to office referrals resulting in Opportunity Room, Corporal Punishment, or a more severe punishment.



**Attendance!** Students must attend school regularly and have no more than 3 absences per nine weeks (absences documented by physician notes will be excluded from the total number of absences). Only **five** parent letters will be accepted as excused absences per year. **Tardies will also be monitored this year. Students must not be tardy more than 5 days each nine weeks.**

First Nine Weeks Beehive Bash --- October 10, 2019

Second Nine Weeks Beehive Bash --- December 19, 2019

Third Nine Weeks Beehive Bash --- March 12, 2020

Fourth Nine Weeks Beehive Bash --- May 20, 2020



**STRIVE FOR  
LESS THAN 5  
2019-2020  
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 Primary School Policies and Procedures

## 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. For the protection of the students and security of the school, it is required that any person entering the school building during the day come directly to the office and present identification before going to any other part of the school. 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**. 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.**)

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.

## 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 7:30 a.m. If your child gets to school prior to 7:30 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:

- 2:40 p.m.** Walkers and pick-ups will leave the building.
- 2:40 p.m.** First bell bus students will load at the west end.
- 2:55 p.m.** Second bell bus students will load at the west end.

### **School Hours**

Normal school hours for students are from 8:00 a.m.-2:40 p.m. Students arriving after 8:00 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 7:20 A.M. STUDENTS MUST BE PICKED UP BY 3:20 P.M.** Students will not be supervised prior to 7:20 a.m. or after 3:20 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. Identification **must** be presented in order to check out your child. 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.

Please be aware of the following:

- **Students may NOT be checked out after 2:05 P.M.**
- **Parents may NOT remove students from loaded buses.**
- **We do not accept telephone messages or faxed notes concerning transportation changes. If it is necessary to change the way a student goes home, the transportation change must be in writing from the parent.**

### **Lunch/Breakfast**

A well-balanced nutritious breakfast and lunch are served in the cafeteria each day. Both lunch and breakfast will be provided at **no cost** for ALL students. Breakfast is served from 7:20 a.m. until 7:50 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 7:55 a.m. Adult breakfast is available for \$1.80 while lunch is available for \$3.50.

Cook County School District (CCSD) will no longer allow parents or students to bring, drop-off or deliver food and beverage that originates from outside eating establishments due to a USDA non-competition regulation. This regulation protects school cafeterias from the competition of outside food establishments, and since food services in our CCSD the system is completely self-supported through sales within our schools, allowing outside items serve as direct competition for their business. Students may continue to bring lunches prepared from home.

### **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
- MTSS (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.

### **Report Cards**

- Students will receive report cards at the end of each eight weeks.
  - Kindergarten will receive standards based report cards.
  - First and Second grade will receive numerical grades.
- The determination for retention or promotion is the responsibility of the teaching team. Administrators, counselor, teachers, and parents/guardians will have advisory input.
- 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

### **Kindergarten:**

- GKIDS- meets 70% or above on Georgia Standards of Excellence
- 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.
  - Books may be checked out for two weeks.
  - Damage fees will be charged.
  - 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 expectations:
  - When students are with a class, the rules of the teacher apply.
  - Students may not chew gum or have candy or other food items in the media center.
  - Students are to keep their hands and feet to themselves.
  - 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.

## **CODE OF CONDUCT**

For All Primary School Students in the COOK County Schools

It is the purpose of the COOK County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the COOK County Board of Education has adopted a policy which requires all schools to adopt

codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards of behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at the school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective action may be necessary for the benefit of that individual and for the school as a whole. Accordingly, students may be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On vehicles provided for transportation by the school system.

Also, students may be disciplined for conduct off-campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

#### **AUTHORITY OF THE PRINCIPAL**

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

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

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

**Teacher Authority** The school superintendent and principal shall fully support the authority of every teacher to remove a student from the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the



principal or the principal's designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

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

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

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

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

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

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.**

School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

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

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

### **SEARCH AND SEIZURE**

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

### **Assembly Behavior**

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

### **Book Bags**

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

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

a. **Cell phones and all electronic devices and accessories must be turned off, out of sight and cannot be used during class time, unless permission is given by the teacher.** When traveling in hallways, students must be able to hear directives from school officials. Music is NEVER to be played aloud in any school building and the volume in earbuds must be low enough to hear school officials. b. Students may only wear the small earbuds, and only in one ear while inside. NO beat type headsets or large headphones are allowed. Violations such as these may be treated as cell phone violations as well.

- It is recommended that students driving a vehicle to school keep cell phones and electronic devices in their vehicle.
- Cook Primary School is not responsible for any lost, stolen or damaged electronic items or accessories and school officials will not investigate these matters.
- Emergency phone calls can always be made in the main office; so cell phones are not needed during school hours. **If parents must contact their child, they should call the school office.** The school office staff is excellent at relaying emergency messages from parents to students.

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

**Debt Obligations/Financial Responsibility** Students are responsible for any debts incurred while attending CCPS. These debts may include but are not limited to monies owed to the office, library, athletic department, teachers, or school board. Additional monies owed may include damage assessments, fundraisers, or settlements. Students must clear debts before receiving a locker, parking permit, report card, or diploma. Students having outstanding debt will not be allowed to participate in extracurricular activities, including graduation, until all debts have been cleared.

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

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

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

- Outer clothing which resembles sleepwear or underwear, pajama-type pants or bedroom shoes or slippers
- Tank tops or shirts with shoulder straps narrower than two (2) inches, (Females). Midriff tops, low-cut tops and one-shoulder tops, **see-through blouses covering bras/tube tops**

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

*Note: Administrator discretion applies to all the above.*

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

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

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

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

*Any student transferring to Cook Primary School from a juvenile YDC or other disciplinary state facility will be placed in alternative school for a length of time to be determined by the principal. Some misdemeanors (especially of a sexual nature) may result in a student not being allowed to attend school also.*

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

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

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

### **Off Limits Areas**

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

## **BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

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

### **JB – ATTENDANCE - APRIL 1991**

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

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

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

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

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

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

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

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

**or persons attending school- related functions**

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

**Fighting**

First offense: 1 day of out-of-school suspension (ISS).

Second offense: 1 day of out-of-school suspension (OSS).

Third offense: 2 days out-of-school suspension (OSS)

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

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

- **Disrespectful conduct, including use of vulgar or profane language, towards teachers, administrators, other school personnel, other students, or persons attending school-related functions.**
- **Any behavior based on a student’s race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical contact of a sexual nature.**
- **Possession or use of tobacco in any form or related paraphernalia.**
  - First offense: 1 day ISS, parents contacted, items Confiscated and not returned.
  - Second offense: 1 day out-of-school suspension (OSS), parents contacted, items confiscated.
  - Third offense: 2 days out-of-school (OSS), parents contacted, items Confiscated and student will be on a discipline contract.
- **Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school or off-school hours.**

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

or long-term suspension of the student.

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

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

- **Violation of school dress code.**

Students will be given three options to correct the violation:

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



reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

- **Inappropriate public displays of affection.**
- **Inciting, advising, or counseling of others to engage in prohibited acts will be subject to disciplinary action.**
- **Gambling or possession of gambling devices.**
- **Moving and non-moving driving violations.**
- **Giving false information to school officials or altering school documents.**
- **Cheating on school assignments or tests.**
- **Failure to comply with compulsory attendance, unexcused absences, chronic tardiness, skipping class, leaving campus without permission.** Rules for attendance, tardiness, and check out procedures are found elsewhere in the Student Handbook.

**Being in an unauthorized area(s).**

- **Bullying.** Georgia law mandates that upon finding that a student in grades 6-12 has committed the offense for the third time in a school year, the student shall be assigned to an alternative school.
- **Criminal law violations/Off-campus misconduct.** A student is subject to disciplinary action, including long-term suspension or expulsion, for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
- **Willful and persistent violation of the student code of conduct.**

## **DEFINITION OF TERMS**

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

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

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

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

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

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

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

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

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

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

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

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

**Gambling:** Engaging in a game or contest in which the outcome is dependent upon a chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**In-school Suspension:** Removal of a student from class (es) or the regular school program and assignment of that student to an alternative program isolated from peers.

**Suspension:** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Waiver:** A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

**Weapons:** The term weapon is defined in Code Section 16-11-127.1 and includes any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or laser, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

## ***DISCIPLINE PROCEDURES***

When it is necessary to impose discipline, school administrators and teachers will follow a **progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education program.

#### PROGRESSIVE DISCIPLINE PLAN

1<sup>st</sup> referral - Appropriate disciplinary action based on level of offense and parent contact.

2<sup>nd</sup> **referral** – Appropriate disciplinary action based on level of offense and referral to a counselor

3<sup>rd</sup> **referral** – Appropriate disciplinary action based on level of offense, parent conference

4<sup>th</sup> **referral** – Appropriate disciplinary action based on offense, SST referral, Excessive Referral letter to parent

5<sup>th</sup> **referral** - Placement on chronic discipline contract, Implement contract step 1, which is 1 days of OSS,

6<sup>th</sup> **referral** - Implement contract step 2, which is 1 days of OSS AND 1 DAY ISS and parent conference

7<sup>th</sup> **referral** - Implement contract step 3, which is 2 days of OSS and parent conference

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

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

# Cook Primary School Discipline Plan 2019-2020

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

- ★ A classroom management plan is posted in each teacher's classroom. Every student should have a clear understanding of the rules in the classroom.
- ★ Each teacher will submit management steps for minor infractions in the classroom.
- ★ 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.**

## Cook Primary School Discipline Plan Level of Offenses

Infraction	Tier	Disposition
<b>Level 1</b>		
1 <sup>st</sup> Referral		Warning/Loss of Privileges/Student Conference/Parent contact
2 <sup>nd</sup> Referral		Time-out/Loss of Privileges/ Parent/Student Conference
3 <sup>rd</sup> Referral		Time-out/Loss of Privileges/ Parent/Student Conference/
4 <sup>th</sup> Referral		Parent/Student Conference/Detention/1 Day ISS/Excessive Referral letter
5 <sup>th</sup> Referral		Behavior contract/FBA/BIP/Implement contract steps
Academic Dishonesty (32)	1	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.
Receiving or providing unauthorized assistance on classroom projects, assignments or exams *Redo Assignment	2	Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.
	3	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

<b>Dress Code Violation (31)</b>	<b>1</b>	<b>Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building</b>
<b>Violation of school dress code that includes standards for appropriate school attire</b>	<b>2</b>	<b>Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments</b>
<b>Electronic Violation (34) (Possession of Unapproved Items Level 1)</b>	<b>1</b>	<b>Use of any electronic device, including but not limited to paging devices, cellular phones, smart phones, walk-talkies, and similar devices for non-instructional purposes during instructional class time or in areas deemed off limits for electronic device use by administrator.</b>
<b>Other- Attendance Related (30)</b>	<b>1</b> <b>2</b>	<b>Repeated or excessive unexcused absences or tardies; ** Failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. Will be treated as Level Two Offenses and Level Two discipline will apply. **</b>
<b>Possession of Unapproved Items (34)</b>	<b>1</b>	<b>The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, personal items, etc; includes possession of pepper spray.</b>
<b>The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary</b>	<b>2</b>	<b>The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.</b>

devices must be coded as Arson.)	3	The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.
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Infraction	Tier	Disposition
<b>LEVEL 2</b>		
1 <sup>st</sup> Referral		Warning/Loss of Privileges/Student Conference/Parent contact
2 <sup>nd</sup> Referral		Time-out/Loss of Privileges/Parent/Student Conference
3 <sup>rd</sup> Referral		1 day ISS/Time-out/Loss of Privileges. Parent/Student Conference
4 <sup>th</sup> Referral		1 day ISS/Time-out/Loss of Privileges. Parent/Student Conference
5 <sup>th</sup> Referral		Up to 2 days ISS/OSS/Parent contact/FBA/BIP/Implement contract steps
Classroom Disruption- Outside (33)	1	Minor disruption that includes not following hallway, restroom, cafeteria and other school area behavior matrix rules
(Student Incivility)	2	Major disruption outside classroom that requires administrative intervention.
Classroom Disruption (33)	1	Minor classroom disruption that includes not following classroom behavior matrix rules.
(Student Incivility)	2	Major classroom disruption that stops instruction for an extended period of time and requires administrative intervention.
Computer/Internet Misuse (05)	2	Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy

<p><b>Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data</b></p>	<p><b>3</b></p>	<p><b>Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)</b>  <b>* Refer to Level 3</b></p>
<p><b>Defiance/Willful Refusal (33)</b></p>	<p><b>1</b></p>	<p><b>Failure to comply with instructions</b></p>
	<p><b>2</b></p>	<p><b>Willfully and defiantly refuses to immediately follow school staff directives; Blatant insubordination</b></p>
<p><b>(Student Incivility)</b></p>	<p><b>2</b></p>	<p><b>Blatant insubordination; willfully and defiantly refuses to immediately follow school staff directives</b></p>
<p><b>Disorderly Conduct (06)</b>  <b>Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)</b></p>	<p><b>1</b></p>	<p><b>Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior</b></p>
	<p><b>2</b></p>	<p><b>Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action.</b></p>
	<p><b>3</b></p>	<p><b>Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.</b>  <b>* Refer to Level 3</b></p>
<p><b>Disrespect to Teacher/Staff (33)</b></p>	<p><b>1</b></p>	<p><b>Disrespect to school personnel that is generally considered disrespectful actions.</b></p>
<p><b>Inappropriate Language (33)</b></p>	<p><b>1</b></p>	<p><b>Use of vulgar or inappropriate language towards another student.</b></p>

<b>Other Disciplinary Event (24)</b>	<b>1</b>	<b>Discipline event not listed in Code of Conduct that warrants intervention and consequences. OSS/ISS/Expulsion are not options as consequences.</b>
<b>Taunting (33)</b>	<b>1</b>	<b>Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis)</b>
<b>Threat/Intimidation (17)</b> Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack	<b>2</b>	<b>Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.</b>
	<b>3</b>	<b>School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm. * Refer to Level 3</b>
<b>Tobacco Possession (18)</b> Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school	<b>1</b>	<b>Unintentional possession of tobacco products</b>
	<b>2</b>	<b>Use of or knowledgeable possession of tobacco products</b>
	<b>3</b>	<b>Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.</b>

<b>Infraction</b>	<b>Tier</b>	<b>Disposition</b>
<b>LEVEL 3</b>		
<b>Tier 1</b>		<b>Refer to State Code of Conduct</b>
<b>Tier 2</b>		<b>Refer to State Code of Conduct</b>
<b>Tier 3</b>		<b>Refer to State Code of Conduct</b>



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

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

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

### **INTERVENTIONS:**

1. Referral to MTSS
2. Referral to school Guidance Counselor
3. Referral to School Psychologist

**\*\*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.**

### **House Bill 740-Georgia Board of Education Rule Code: JD 190-4-8. 15 Student Discipline**

**No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such students behavior endangers the physical safety of other students or school personnel. If such student is receiving or has received a**

**multi-tiered system of supports, the school shall be deemed to have met the requirements of this Code section. The school or program shall comply with all federal laws and requirements regarding obtaining parental consent during any advanced tier within the system of supports prior to certain screenings or evaluations.**

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

**BUS CONDUCT**

**Bus Conduct**

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

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

1. Always stand a safe distance from the road (at least **12** feet).
2. Students will not be allowed to enter or leave a bus at any place other than at the student's usual bus stop or school unless authorized by the principal or his/her designee.
3. Students may not ride a different bus unless they present to the driver a note from the parent that has been approved by the principal or assistant principal.
4. If students must cross the road to board a bus, wait until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for you to cross.
5. Students who must change buses at any school must follow the rules of that school.
6. Students may not reserve seats and must stay in their seats while the bus is in motion.
7. Students must keep the center aisle of the bus clear at all times.
8. Students must obey the directions of their bus driver.
9. Students are not allowed to consume food or drink on the bus.
10. Students may not transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus. Band instruments are permissible only if they are small in size and can be easily carried on the lap. Band instruments cannot take up additional seats. The following instruments are considered small enough to be carried on buses without hazard and may be carried

in the lap or between the legs of the student: Violin, bassoon, viola, alto sax, piccolo, cornet, flute, trumpet, oboe, English horn, soprano and alto clarinets, and cymbals in pouches. Any instruments not listed above may be too large to fit certain crowded conditions and be refused by the driver. The final decision will be made by conversation with the driver and school administrator.

11. Students must not litter, throw anything out of the window, or cause damage to the bus.
12. Students must obey all bus safety rules and all rules listed in the *Behavior Code*. In addition, Georgia law prohibits the following acts while on a bus:
  - a. Acts of physical violence.
  - b. Bullying.
  - c. Physical assault or battery of persons on the bus.
  - d. Verbal assault of persons on the bus.
  - e. Disrespectful conduct toward bus drivers or other persons.
  - f. Unruly behavior.
13. Students shall be prohibited from using any electronic devices with or without headphones or ear buds during the loading or unloading process. Students should keep electronic equipment packed away when preparing to board and when getting off the bus. Use of electronic devices while onboard the bus with headphones or ear buds is permitted as long as it does not interfere with the driver's operation of the school bus.
14. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus.
15. Students must maintain silence at all railroad crossings until the driver has crossed the tracks and has given the all clear.

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

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

- 1<sup>st</sup> Violation:** A documented warning from the driver. Disciplinary action will be at the principal's discretion.
- 2<sup>nd</sup> Violation:** A documented warning from the Principal or Designee. Parent contacted and documented.
- 3<sup>rd</sup> Violation:** Bus suspension for PK – 3 and Elementary (Loss of School Privilege) Middle School two (2) days. High School three (3) days
- 4<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary one (1) day, Middle School three (3) days. High School five (5) days

- 5<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary three (3) day, Middle School five (5) days. High School seven (7) days
- 6<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary five (5) day, Middle School seven (7) days. High School ten (10) days
- 7<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary seven (7) day, Middle School ten (10) days. High School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.
- 8<sup>th</sup> Violation:** Bus suspension for PK – 3 and Elementary ten (10) day, Middle School, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.
- 9<sup>th</sup> Violation:** PK -3 and Elementary, A disciplinary hearing will be called. Students are prohibited from riding the bus pending their disciplinary hearing.

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

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

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

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

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

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

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

## **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.

### **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:

Superintendent of Cook County Schools  
1109 N. Parrish Ave.  
Adel, GA 31620

**Cook County Schools Board Policy Manual is available through the Cook County Schools Website at [www.cook.k12.ga.us](http://www.cook.k12.ga.us).**

August 5, 2019

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 2019-2020 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

Dear Parent/Guardian:

Your son or daughter received a Cook County Handbook. 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 all the contents of this handbook with your child.

The Student Code of Conduct for the 2019-2020 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement below, and return this letter to the school. Failure to return this letter will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook County Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

The Cook County School District (CCSD) believes in educating the 21st century students 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)

**Student Handbook and Code of Conduct**

- I have received a copy of the Cook County School Handbook that includes the Parent's Right to Know, Student Code of Conduct, Bus Conduct, and Attendance and Promotion/Retention Policies. I have reviewed the contents with my child. If I have further questions or concerns, I will make an appointment for a parent conference and/or call the school for more information.

**Permission to Publish**

- I **understand** my child's name, photograph, video image, and student work for publication to acknowledge achievements and accomplishments will be in the newspaper, the yearbook, on our school website/social media pages, and on appropriate educational sites. \*\* If you do not want your child's information published, you must notify the school principal in a written letter.

**Permission to Use the Computer Network**

- I **understand** my child will 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 **understand** my child can bring his/her own portable, wireless device to school.  
(The school is not responsible for any damage, lost, or stolen items.)

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

Student's Name (print clearly)

**Student's Signature**

**Parent/Guardian's Name (print clearly)**

**Parent /Guardian's Signature**

Date