

Coweta County Middle School Agenda Student Handbook 2010-2011

Arnall Middle School

Home of the Knights

770.254.2765

East Coweta Middle School

Home of the Indians

770.599.6607

Evans Middle School

Home of the Cougars

770.254.2780

Lee Middle School

Home of the Timberwolves

770.251.1547

Madras Middle School

Home of the Eagles

770.254.2744

Smokey Road Middle School

Home of the Wildcats

770.254.2840

This agenda belongs to:

Name: _____

Grade: _____ Homeroom: _____

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STUDENT HANDBOOK AND AGENDA

This handbook can benefit both students and parents. We want students to include all activities, homework, and class work in this daily agenda. We want parents to check this agenda daily for notes from teachers and to monitor what your child needs to be doing. Agendas, if used properly, will help us all be more organized and informed.

PROGRESS REPORTS ISSUED

Tuesday, September 14, 2010
Friday, November 19, 2010
Monday, February 14, 2011
Tuesday, May 3, 2011

END OF NINE WEEKS GRADING PERIODS

1st Nine Weeks Friday, October 8, 2010
2nd Nine Weeks Tuesday, December 21, 2010
3rd Nine Weeks Thursday, March 17, 2011
4th Nine Weeks Friday, May 27, 2011

REPORT CARDS ISSUED

Tuesday, October 19, 2010
Thursday, January 13, 2011
Thursday, March 24, 2011
Friday, June 3, 2011

EXAM SCHEDULE

1st Nine Weeks October 6, 7, 8, 2010
2nd Nine Weeks December 17, 20, 21, 2010
3rd Nine Weeks March 15, 16, 17, 2011
4th Nine Weeks May 25, 26, 27, 2011

2010-2011 SCHOOL CALENDAR

August 9	First Day of School
September 6	Labor Day
October 11, 12	Holidays
November 2	Election Day Holiday
November 22-26	Thanksgiving Break
December 22-January 3	Winter Break
January 5	First Day Second Semester
January 17	MLK, Jr. Holiday
February 21-25	Mid-Winter Break
April 4-8	Spring Break
May 27	Last Day of School

CLASS SCHEDULES

Students receive 300 minutes of academic and 90 minutes of connections instruction each day.

BUS NOTES

If a student needs to ride a bus other than the assigned bus, the student must bring a note from the parent/guardian with a telephone number and take

the note to the front office in the morning before homeroom for verification. The only way transportation notes will be accepted is by a written request from the parent, either in the form of a written letter, an e-mail, or by fax.

IN CASE OF BAD WEATHER

Information on school closings will be broadcast on local radio stations, WCOH-1400-AM, WNEA-1300-AM, and Atlanta station WSB-AM-750. This information will also be aired on television stations.

VISITORS

Visitors must sign in at the main office and wear an identification badge while on campus.

TELEPHONES

Students will only be allowed to use school telephones in case of emergency or sickness.

EMERGENCY CONSENT CARDS

All students must have their parent/ guardian complete an emergency consent card within the first week of school. Only people on the emergency consent card will be allowed to pick up a student from school. Proper identification will be required of anyone picking up a student from school. Please notify the school of any change in information.

CHECKING STUDENTS OUT OF SCHOOL

If a student is being checked out of school, a person listed on the emergency consent card must come to the main office and present proper identification. There will be no early checkouts after 3:00 pm.

PARENT PORTAL IN INFINITE CAMPUS

Parents will have access to their student's grades through Infinite Campus. Grades will not be posted immediately. A general guideline is that grades will be posted for multiple choice tests within two days, for daily assignments within three days, and for major essays/projects within five days.

HOMEWORK POLICY

Homework is designed to help students review what has been learned in class and prepare for future lessons; therefore, it is important that all homework be completed on time. Since learning to be responsible is one of the most important lessons for young adults, students are required to complete and return homework. It is the student's responsibility to make arrangements to make up the work missed. If an assignment is not made up within 3 days, a zero may be recorded.

GRADING SCALE

A 90 - 100

B 80 - 89

C 71 - 79

D 70

F 69 or below (this is not passing)

*Cheating may result in a zero for that assignment, test, project, etc. Parents will be notified.

REPORT CARDS

Parents will be notified of student progress each nine week grading period when report cards are issued. The parent/guardian should sign the report card jacket and have it returned the next day.

Replacement jackets for report cards will cost 50 cents and can be purchased in the front office. At the end of the school year, a self-addressed, stamped envelope should be brought in so that report cards can be mailed home.

MONITORING PROGRESS

Each student will receive a progress report at the midpoint of each nine-week grading period. Students should take this progress report home, have it signed, and return it to their homeroom teacher. We encourage parents to check the agenda on a daily basis. If a student has been seriously working in class and is not making satisfactory progress, feel free to contact the classroom teacher for additional help after school. The student and teacher can work out a day that suits both of them. Arrange for your transportation home at 4:00 p.m. unless your teacher asks you to stay later.

PROMOTION POLICY

The student must pass five of the six following subjects: language arts, literature, science, social studies, math, and the connections sequence. The final grades in the connections subjects will be averaged to obtain a final grade for the connections sequence. Any student who fails two or three of the subjects will be retained, with the option of attending summer school for possible promotion or placement to the next grade. In all grade levels and in all subject areas, professional assessment and written documentation of the student's performance shall earn great weight in the final decision for promotion and retention.

CONNECTIONS CLASSES

Students may select certain year-long connections classes such as band, chorus, or strings and must remain in the class for the entire year. Students are randomly assigned to nine weeks connections

classes such as art, computer keyboarding, foreign cultures, music keyboarding, and technology. Some connections classes may be altered to provide additional remediation in an academic area. Any request for a schedule change will be limited and overseen by the principal.

ACADEMIC HONESTY

It is extremely important that students understand and abide by the common rules of academic honesty. A student should always do his or her own academic work. This includes homework, tests, and other assignments. A student should not copy or plagiarize the work of another person. Cheating may result in a zero for that assignment, test, project, etc. Parents will be notified.

TEXTBOOKS

Teachers will issue textbooks and record the textbook number. Students are responsible for all textbooks issued to them as well as for any materials checked out to them from the media center. If a book is lost or damaged, the student will be required to pay for it as determined by the school administration.

DISCIPLINE

Education is a partnership in which the most successful schools are those where parents/guardians and educators work together to provide children with the best education possible. This awesome responsibility includes maintaining good discipline on the part of all students. The key to a successful discipline program is parental involvement; therefore, parents should expect to be contacted by the school if their student experiences problems regarding inappropriate behavior at school. When there are behavior problems, the teacher will work with the child first to correct these problems; then if they persist, the teacher will contact parents for help and input. If the problems still cannot be worked out, the child will be referred to the assistant principal or principal. At that time parents may be asked to come to the school for a conference. We are asking for parental cooperation in this effort, because we know students can succeed if we all work together.

DISCIPLINARY PRACTICES

1. Lunch detention, before or after-school detention, time-out, out of school suspension, Saturday school, and referral to student services will be options for students who display continuous disruptions in the classroom.

2. Lunch detention or before or after-school detention may also be used for students who are continuously tardy to school or to a class.
3. Suspension from school may occur when a student displays extreme unacceptable behavior that interferes with the welfare of another student(s) or with the right of another student(s) to learn. Parents will be notified of the suspension. Suspended students must remain off any school campus during the period of suspension. Repeated suspensions will be brought to the attention of the superintendent's office. Students should return all work to the individual teacher upon returning to school.

BEHAVIOR

Each student will be responsible as an individual for managing his or her behavior at school. If students maintain a positive attitude toward school, they will have little or no difficulty behaving in an acceptable manner. Students should develop an awareness of what is acceptable behavior and strive to achieve this. This handbook gives some idea of what is desirable behavior at school. A student's own sense of self-respect and respect for others will aid him or her in behavior management. If a student chooses to behave in an inappropriate manner, he or she will be offered assistance in developing appropriate behavior. Discrimination against others is unacceptable. Remarks that make others feel they are not as good as someone else should never be made. If a student has difficulty adjusting to the expectations set at school, he or she may be temporarily placed in Time-Out. This is an isolated setting that will allow the student to work outside the classroom while remaining on school campus. Teachers will send assignments to students while they are in Time-Out. At no time should students leave campus once they arrive at school until they are returning home at the end of the school day unless signed out by a parent or guardian (or person on the emergency consent card signed by parent/guardian in the front office). Once students come onto the school campus, they may not leave and then return. Administrative action will be taken if this occurs. Students will be expected to comply with Coweta County Board Policy JCD-E "Student Behavior Code/Student Code of Conduct."

NOTICE ON SEXUAL HARASSMENT

Any allegation of sexual harassment should be reported immediately to the principal or guidance counselor of the school. All procedures of Coweta County Board Policy JCED will be followed.

NOTICE WITH REGARD TO STUDENT SEARCHES AND INTERROGATIONS

Before a student is searched, the school official must have reason to believe that the student has in his or her possession an item which is illegal, dangerous, or prohibited by school rules. A student must be given the opportunity to voluntarily produce the item in question. Any search must be witnessed by another professional school employee, be in an unobtrusive place, and be done after the student has been told of the suspicion. Personnel of same sex must do "pat-down" searches.

BOOK BAGS

Book bags are to be placed in lockers during the school day.

LOCKERS

Lockers are the property of the school and are subject to searches by the school administration.

NOTICE ON FIGHTING

The Coweta County Board of Education shall provide for a safe and healthy school environment for all students. Fighting, acts of violence, threats of violence, abusive and vulgar language which provokes violence or any behavior that could be considered to cause an assault, battery, or physical injury to a student, teacher, school official, staff member, or other persons will not be tolerated. Such acts will be reported as required herein, investigated, and prosecuted under the policies of this board and/or the appropriate criminal codes of the State of Georgia. Violations of this policy could result in suspension or expulsion. All school grounds, school facilities (including school buses and motor vehicles), and other facilities where school events are held are public places and, therefore, subject to the governance of state laws protecting public order and safety. A student, while on school grounds or at school events, shall not commit any crime (felony or misdemeanor) as defined by the laws of the state of Georgia or by federal statute. Violation of such laws will result in referral to law enforcement officials subject to the discretionary authority of the school principal. When such referrals are made, the principal is authorized to file criminal charges. Reference: Coweta Co. School System Policies JC, JCD

O.C.G.A. 16-5-20	Simple Assault
O.C.G.A. 16-5-23	Simple Battery
O.C.G.A. 16-11-32	Affray
O.C.G.A. 16-11-39	Fighting words, obscene,

vulgar, or profane language, harassing phone calls.

WHAT TO LEAVE AT HOME

- Anything not needed for class
- Anything that could be an annoyance or a hazard
- Large amounts of money
- Items of value such as jewelry, tape recorders, radios, CD/MP3 players, electronic games, toys, yo-yos, beepers, cameras, laser pointers, skateboards, skates, scooters, etc.
- Any wallets with an attached chain
- Candy and gum (we want to protect our carpets)
- Alcohol, drugs, tobacco, cigarettes, firearms, firecrackers, knives, razors, explosives, water pistols, and the like (these items at school will result in suspension.) **In addition to suspension, the possession of firearms/weapons may result in expulsion and prosecution.**
- Motorized vehicles

Inappropriate items will be collected for parents to pick up at school.

CELL PHONES

Students may possess cell phones, pocket pagers, or similar electronic devices. Students who use these devices during the instructional day will face serious consequences and will forfeit their ability to have such devices. Use is defined as having the power turned on for any reason. The instructional day is the time period between a student's arrival on campus and the final 4:00 dismissal bell for all students. The instructional day includes lunch periods and class changes. School buses are extensions of the instructional day, and use of the devices mentioned above is prohibited while students are on buses. For more information, see Board Policy JCDA. School phones are available for student use in emergency situations.

NOTICE ON WEAPONS

It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, or on school property, school bus, or other transportation furnished by the school. The term "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, straight-edged razor, spring stick, metal knucks, 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 nun chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser, any bat, club, or other bludgeon-type weapon; or any other weapon as such term is defined in Board Policy JCDAE.

PUNISHMENT: Violation may result in suspension, expulsion, and /or criminal prosecution. [O.C.G.A. 16-11-127.1; O.C.G.A. 15-11-37; 33 USC 3351 (A); Coweta County School System Board Policy JCDAE}

If a student knows of someone who has something at school that is dangerous to others, this must be reported to an adult immediately. Threats regarding dangerous activities should be reported.

MIDDLE SCHOOL DRESS CODE

In the interest of having a safe, orderly school, which minimizes distractions and maximizes the learning environment, a dress code has been established for all middle school students in the Coweta County School System. Every middle school student is expected to dress and be groomed in accordance with acceptable standards of cleanliness and modesty. Students may wear dresses, blouses, shirts, or any other types of clothing appropriate to the sex of the individual that does not violate the intent of the dress code.

1. If a student chooses to wear shorts or a skirt, the shorts or skirt must be of appropriate length. The appropriate measurement will be determined when the student is standing erect, hands by his/her side, fingertips not extending below the hem of the clothing, maintaining modesty at all times. Biker shorts, spandex apparel, excessively form fitting shirts, shorts, pants, or skirts are not allowed.
2. All shirts, blouses, and dresses must have sleeves. Shirts and blouses must not be excessively long and should not be a safety concern or a disruption. If a shirt is too long, it must be tucked. Clothing should not expose areas of stomach, side, or back. Oversized clothing is not allowed.
3. Pants must be appropriately sized for width and hemmed to a safe length. Underwear should not be visible. Pant size should not hinder ability to move about easily and safely. Pants must be fastened securely at the waist. Pants may not have holes above the knees. Overalls or coveralls must be worn properly.

4. No items of clothing are allowed that may be affiliated with gang activity, as defined by administration and law enforcement.
5. No “hardware chains” may be worn as belts, wallet chains, or jewelry. No chains of this type are allowed on school campus or at any school function. No hats, bandanas, or headbands may be worn or displayed during the instructional day.
6. No items may be worn with inappropriate pictures, symbols, or lettering. This includes but is not limited to depictions of alcohol, drugs, or weapons. Statements that might be deemed offensive to others are prohibited. No writing is allowed on the seat of pants or skirts.
7. Pajamas, lounge pants, and/or house shoes or slippers may not be worn to school.
8. Shoes with wheels may not be worn to school. Other shoes that may present a safety hazard should not be worn.

In an effort to address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the administration will be responsible for enforcing this dress code fairly and reasonably. Violations are determined at the discretion of the administration. If students are in violation of the dress code, they will be given the opportunity to correct the violation. If they fail to correct the violation, they may be asked to call home for appropriate clothing and/or may receive disciplinary consequences as determined by the administrative staff.

ATTENDANCE POLICY

Absenteeism

1. All absences will be evaluated on an excused/unexcused basis in accordance with state regulations. You must be in attendance one-half the instructional day (FOUR CLASSES) to be counted present for the day.
2. Absences will be classified as excused or unexcused. Excused absences are those with written documentation from a parent/guardian or a health care provider that are due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are failures to attend school without proper documentation.
3. Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student returning to school. Excuses will be kept on file in the attendance office. Principals will resolve any question in determining whether an absence is excused or unexcused.
4. The school administration **may require** an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or ten (10) excused absences related to health, except for mitigating circumstances such as a death in the family. According to Coweta juvenile authorities, truancy charges may be filed after five (5) unexcused absences unless there is documentation from a physician.
5. It is the student's responsibility to contact the teacher concerning arrangements for make up work. Excused and unexcused absences may result in the loss of full credit for class participation unless students arrange to make up the work within three (3) school days of returning to school. The student must complete all makeup work and tests within a reasonable amount of time. For each unexcused absence beyond five (5) days, the school administration must approve any make up work.
6. When extended absenteeism is the result of major illness, injury, or other extenuating circumstances, the student may receive academic credit through use of the homebound services.
7. Repeated absences affect a student’s ability to obtain a Georgia driver’s license and may also impact a student’s ability to participate in extra curricular activities.
8. Telephone calls to arrange for an early dismissal of a student will not be accepted. No student will be called out of class until the parent arrives to sign them out.
9. Georgia Legislation and Board policy indicate that truancy charges will be filed in court on the sixth (6th) unexcused absence and on each unexcused absences from that point forward. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.

Tardiness

1. Tardiness to school will be evaluated as excused or unexcused for both attendance and academic purposes in accordance with the criteria established by Coweta County Board of Education policy.

2. A student is tardy at 8:20 a.m. Disciplinary actions may be taken toward students who are continuously tardy to school or to a class.
3. When a student is tardy, he or she must present a note from the parent/guardian, doctor, dentist, judge, etc. stating date and reason for the tardy. The note is subject to verification by school officials. Please report to the office upon entering the building.
4. Make-up work procedures will be the same as for absenteeism.

Early Dismissals

1. Any student leaving school early must present a note to the front office as soon as he or she arrives at school.
2. A parent or guardian (or person stated on the emergency consent card) must come into the building and sign for the student's early dismissal.
3. Missing more than half a period will count as an absence for that class.
4. Make-up work procedure is the same as it is for absenteeism.
5. If a student is being checked out of school early, the parent/guardian must come to the main office and present proper identification. There are no early checkouts after 3:00pm.

Absences with Prior Approval

Absences from school can be officially excused only for legal reasons. Each request for clearance of an unexcused absence, such as family trips, will be evaluated on its merits. The following steps must be followed:

1. The student must submit the prior approval form for approval to the principal at least three (3) days prior to the absence of the student. Prior approval forms are available from the principal in the Front Office.
Attention: Students will be allowed to make up work only if the absence is approved by the principal and if prior arrangements have been made with each subject teacher regarding make up of all work.
2. After the principal has approved the absence, it is the student's responsibility to arrange for make-up work with each of his/her teachers at least three (3) days prior to his/her absence from classes. This make-up work for approved absences will be made up within the time limit set by the teachers involved.

SCHOOL ARRIVAL AND DISMISSAL

No student should arrive on campus before 7:30 a.m. Students arriving before 8:00 a.m. will report to the cafeteria or gym until they are told to report to homeroom at 8:00 a.m. Students who are not bus riders are encouraged to report to school after 8:00 a.m. and report directly to their homerooms. Students may not remain at school after scheduled dismissal time unless they have prior approval from a staff member who will supervise them or they are a member of a club, athletic team, etc. sponsored by the school. Supervision will only be provided from 7:30 a.m. to 4:00 p.m. each day.

NOTICE ON NON-DISCRIMINATION

In keeping with the requirements of Title IX, the Coweta County School System does not discriminate on the basis of sex, race, creed, national origin, or handicap in its educational programs and activities or employment practices and policies. Inquiries regarding compliance with federal regulations may be directed to Mr. Jerry Davis, Title IX Coordinator, Coweta County School System, or the Director, Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

STATEMENT OF NONDISCRIMINATION

The Coweta County Board of Education does not discriminate on the basis of sex, race, color, religion, creed, national origin, age, or disability. The Coweta County Board of Education prohibits discrimination based on gender in its elementary and secondary school athletic programs. Grievance procedures for equity in sports issues are listed in Coweta County Board of Education Policy IDFA. This policy is contained in the school board policy manual available at each school. Non-Discrimination, Title IX, and Equity in Sports Compliance Coordinator: Jerry Davis, Associate Superintendent, Coweta County Schools, 237 Jackson St., Newnan, GA 30263

MOMENT OF REFLECTION

1. In Compliance with Georgia Law (SB 396, amending OCGA 20-2-1050), at the opening of school on every school day in each classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all of the pupils.
2. This moment of quiet reflection 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.

3. Teachers and administrators shall not suggest or imply that students should or should not use the quiet time for prayer.
4. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singularly, or in unison.

STUDENT INJURIES

Any student injury must be reported immediately to the school nurse. A staff member and the injured must complete an accident report form when an injury occurs.

MEDICATION POLICY

Whenever it is necessary for your child to receive medication at school, the guidelines listed below must be followed:

1. Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
2. School personnel must be informed in writing by the parent/guardian directing that the medication be given to the student at school. Specific information regarding the medicine, dosage, and time of administration must be clearly stated. Appropriate forms may be obtained from the school office and must be filled out by the parent/guardian when medication is to be administered for periods exceeding two consecutive weeks.
3. Students are not to keep medication of any kind in their possession. This includes cough drops.
4. All prescription medication must be presented to the school nurse in the original labeled prescription bottle, which will include the student's name, date, and instructions for administering, name of drug, and name of issuing physician. Non-prescription medicine will be given only for a short-term duration (less than 2 weeks) and only when in the original container accompanied by a written parental request and directions for administering. The container must be labeled with the student's name.
5. Parents will be notified if their child brings medication to school that does not follow the guidelines. We discourage any medication being transported by students on the school buses.

NEW IMMUNIZATION REQUIREMENTS

Georgia's immunization requirements for children attending child care and school facilities have been amended to align with the current recommendations of the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. The Georgia Department of Human Resources Board approved the new requirements on February 21, 2007. The requirements may be implemented immediately to ensure that children entering school, childcare, Head Start, or Pre-K on or after July 1, 2007 meet these new requirements.

Summary of Rule Changes:

1. A 'new entrant' refers to any child entering any school or facility in Georgia for the first time or after having been absent from a Georgia facility for more than twelve months or one school year.
2. Changes in vaccine requirements
New vaccines required along with the other required immunizations (DPT,DTaP, DT, or Td: Hepatitis B: Hib: OPV or IPV: Measles, Mumps and Rubella or MMR; and Varicella).
 1. **Pneumococcal Conjugate Vaccine** is required for all **children less than 5 years of age** who are attending child care facilities, Head Start or Pre-K programs.
 2. **Hepatitis A Vaccine** or proof of serologic immunity is required for **all children born or after January 1, 2006** and who are attending child care facilities or programs, or school.
 3. Additional doses to existing vaccine requirements for children entering Kindergarten, 6th grade or new entrant in any grade (Kindergarten through 12th grade).
 4. **Mumps 2nd dose** required or proof of serologic immunity
 5. **Varicella 2nd dose** required or healthcare provider documentation of disease history or proof of serologic immunity.

The Georgia Department of Human Resources, Certificate of Immunization, Form 3231, has been revised to reflect the new requirements. The revised form now contains two sections for documenting vaccinations. The top section documents administration dates of vaccination, serologic immunity or disease histories, which are required for entry. **The top section must be completed. A child must have either a Georgia immunization certificate marked "Complete For School Attendance," a Georgia immunization certificate marked with a current date of expiration, a current written waiver granted by a school**

official, or an appropriate religious waiver to attend school in Coweta County Schools.

The bottom section lists vaccinations that are recommended but not required. A "Date of Expiration" indicated on the certificate reflects the date the next immunization or evaluation of a medical exemption is due. **All dates of immunization should be entered appropriately on the form, regardless of the child's age.**

Children attending more than one facility or school, must have a copy of the valid Certificate of Immunization (Form 3231) filed at each facility. Photocopies are acceptable.

If you have any questions, please call your local school health nurse, the health department, or the Georgia Immunization Program at 404-657-3158.

PARENTAL RIGHTS REGARDING STUDENT INFORMATION

Our schools safeguard a large amount of information about your children and family, from enrollment records to health records to student grades. Parents generally want their children's successes to be shared in ways like honor rolls, yearbooks or on School Channel 7. But our school system also works hard to protect your family's personal information. To help us do that, the federal government has enacted laws which protect information about students. Since these laws are in place to protect your family, you should be familiar with them.

One of the most important laws is the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student who is 18 years old or an emancipated minor under Georgia law. These rights are:

- *The right to inspect and review the student's education records* within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- *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. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- *The right to consent to disclosures of personally identifiable information contained in the student's education records*, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Upon request, our schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- *Schools may also disclose*, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The Media Permission form sent home at the beginning of each school year gives parents an opportunity to instruct the school not to share any directory information about their child, or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents

and eligible students annually of their rights under FERPA. In Coweta County, we notify you of these issues in our student handbooks. For more information on the federal **Family Education Rights and Privacy Act (FERPA)**, visit the U. S. Department of Education’s website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Another important law is the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams. The PPRA protects the rights of parents and eligible students to:

- *Consent before students are required to submit to a survey that concerns one or more of the following protected areas* (“protected information survey”): if the survey is funded in whole or in part by a program of the U.S. Department of Education: political affiliations or beliefs of the student or student’s parent; mental or psychological problems of the student or student’s family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:* any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use:* protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal **Protection of Pupil Rights Amendment (PPRA)**, visit the U.S.

Department of Education’s website at <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>.

The Coweta County School System does very little that might apply to the PPRA. One survey that applies is the annual Georgia Student Health Survey II (GSHS II), which will be administered to students in grades 6, 8, 10 and 12 between in October and November of each year. This anonymous survey consists of approximately 100 questions on a variety of health-related and school-safety related issues and takes less than 20 minutes to complete. Under PPRA, copies of the middle and high school surveys will be available for your review upon request. Parents may opt their child out of the Georgia Student Health Survey if they so desire. If you wish for your child to opt out of this survey, please contact your child’s principal before October 1, 2010.

Parents who believe their rights have been violated regarding FERPA or PPRA may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

BROADCAST/MEDIA COVERAGE

In dealing with the media (newspaper, radio, and television), it is our intention to provide information about our educational programs and to “educate” our community. In addition, we intend to share the successes of our students and our staff. Toward that end, many classroom, school, and system activities may be covered by the press and/or videotaped for possible broadcast.

LUNCH-BREAKFAST-CAFETERIA

The cafeteria uses a computerized sales system for all students. This is a big advantage for parents and students who wish to pay ahead and not be concerned with daily or weekly lunch money. Breakfast will be served before school at the price of **\$1.00**. Lunches are **\$2.25** and can be paid in cash at the lunch line. However, if a parent wishes to pay a weekly, monthly, or even yearly amount, the amount paid is entered into the student’s computer account on Monday or Tuesday of each week. All lunch transactions are to be taken care of before homeroom. Any money that is left over at the end of the year will be refunded. Each time a child eats a school lunch, it is subtracted from his/her account as the student ID number is entered into the lunchroom computer. If a child is absent or desires not to eat lunch, the money is left intact in his/her

account. If a student pays by check, be sure to put the student's full name on the check so that the money is entered into the proper account. Students who eat free/reduced lunches will use the same student ID system as the students who pay. If a student does not have lunch money or prepayment on his or her account, a lunch charge is issued. A credit limit will be established by each school and food services. Failure to pay the lunch charge on time or accruing a number of lunch charges will result in denial of future lunch charge privileges until all lunch charges are cleared. Students must use their own Student ID number. They are never to borrow another student's number. Using another student's ID number will result in disciplinary action. The cafeteria uses the "Offer versus Serve" method of meal service, which allows students the opportunity to refuse or take smaller portions of up to three of the five menu items offered for lunch and one of the four menu items offered for breakfast. Choices within the menu items are available. Students are only able to purchase extra food items (ice cream, cookies, etc.) after eating a lunch from school or home. Only school served lunches or lunches brought from home are allowed during lunch hours; no commercial foods are allowed. Students who have lunch charges may lose the privilege of purchasing additional items such as ice cream until the charge has been cleared.

INTERSCHOLASTIC ATHLETICS

These interscholastic sports are open to 7th and 8th grade students: girls' volleyball, football, girls' and boys' soccer, girls' and boys' basketball, girls' and boys' track, and 8th grade pep squad. In order to participate in athletics, as well as any extra-curricular activity, students must pass five of six courses taken during the previous semester. Members of any team or club will not be allowed to participate during any time that a suspension has been assigned. To participate in athletics, a student must have an athletic physical on file at school and proof of medical/hospitalization insurance. The Coweta County School System requires these.

ACTIVITIES

Students are encouraged to participate in the extracurricular activities provided. Most of these will meet after school. Students will be informed of how they can become involved in the various activities available to them. Any after-school activities at school or any Coweta County school (such as football games, dances, and the like)

demand a student's best behavior. Students should act at these activities in the same acceptable manner that they do at school. To attend after-school activities, a student must be present that day and in good standing (not suspended).

EXTRACURRICULAR ACTIVITIES

One of the best ways for middle school students to feel a sense of pride for their school is to become involved in the various extracurricular activities of the school. Activities offered include clubs, interscholastic sports programs, and quiz bowls. Each school will provide a list of extracurricular activities offered.

GIFTED EDUCATION PROGRAM

Coweta County students in grades kindergarten through twelve who demonstrate a high degree of intellectual and/or creative abilities, exhibit an extremely high degree of motivation, and/or excel in specific academic areas are provided with special instructional services by the REACH program for gifted students. The State Board of Education determines eligibility criteria for placement in this program. During designated time periods, teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration for gifted eligibility services. For a summary of eligibility criteria or for further information about the Coweta County's REACH program for gifted students, please contact the REACH teacher at the individual school.

THE MEDIA CENTER

The media center exists to serve students and teachers. The extensive collection of books, audio-visual materials, and other items is catalogued and circulated using the Follett System with five workstations. The media center is open from 8:00 a.m. to 3:30 p.m. each day. Students must accept responsibility for checking out and returning materials on time. The fine for an overdue book will be 10 cents per day. Students who lose or damage materials will be expected to replace them.

STUDENT COMPUTER USE

Coweta County Board Policy IFAA states that: "Students are not to use or 'load' their privately owned computer software in school computers without the permission of the classroom or supervising teacher. Under no circumstances shall students, employees, or anyone else exhibit or disseminate obscene materials on school property

using school computers or by other means.”
Board Policy JDC: Standard 2 states that:
“A student shall not damage, alter, or steal school property or possess or distribute school property without appropriate authorization.”

INTERNET FILTERING

Coweta County Schools incorporates internal and external filtering of all web content. Internally, Technical Support Services screens all web pages published by all teachers, staff, and students for inappropriate material. This includes only web sites that are hosted on Coweta County School System web servers. Externally, Coweta County Schools has a filtering appliance that blocks inappropriate web sites from being seen by teachers, staff, and students. While no system is 100% foolproof, Coweta County Schools can block up to 98% of the content inappropriate for educational purposes.

CODE OF CONDUCT

It is the purpose of the Coweta 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 Board of Education has adopted a policy that requires all schools to adopt codes of conduct that require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for 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 each 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 actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall 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 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 student transportation by the school system.

Also, students may be disciplined for conduct off campus which is felonious or which may pose a

threat to the school’s learning environment or the safety of students and employees.

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 the school, provided any such action does not violate school board policy or procedures. (JCD-E Student Behavior Code)

PROGRESSIVE 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. The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a teacher, counselor, or administrator
- Loss of privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Parent notification
- Parent conference
- Detention
- Temporary placement in an alternative education program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or 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.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta County Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated that would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. 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 (JCD-E Student Behavior Code). 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 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 or lockers. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

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

Bullying

The Board of Education of Coweta County endeavors to provide a non-threatening and non-violent environment for all students attending schools in the Coweta County School System. Of

particular concern to the Board is the bullying of one student by another. To that end, the Board establishes this policy as an addendum to Board policy JCD, Student Conduct.

For all purposes hereunder, "bullying" shall mean: an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(A) Has the effect of substantially interfering with a student's education;

(B) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(C) Has the effect of substantially disrupting the orderly operation of the school.

Prohibition Against Bullying.

The bullying of one student by another student on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system is hereby prohibited.

Applicability and Enforcement

This policy shall apply to all students in the Coweta County School System. Upon a finding by the hearing office, panel or tribunal that a student in grades six through twelve has committed the offense of bullying for the third time in a school

year, such student shall be assigned to an alternative school. In addition, a violation of this policy may result in implementation of any one or more of the disciplinary measures set forth in Board Policy JD. Students and parents of students shall be notified of the prohibition against bullying set forth in this policy by posting this policy at each school and by including a copy of this policy in student and parent handbooks distributed at each school.

- **Gang related activity:** A student shall not participate in any gang related activity, as defined by administration and law enforcement. This includes but is not limited to clothing, activity, slogans, writings, gestures, graffiti, and comments.
- **Possession, 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**
- **Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug**
- **Possession or use of a weapon or dangerous instrument:** A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to a disciplinary tribunal 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 violence against a teacher, school bus driver, or other school personnel:** (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; Expulsion for

the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon recommendation of the tribunal may permit the student to reenroll in regular programs for grades nine through twelve. Contact which causes 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. (2) Expulsion, long-term suspension, or short-term suspension for students found by tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

- **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to the disciplinary tribunal 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..
- **Disrespectful conduct toward 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 favors, and other verbal or physical contact of a sexual nature**
- **Possession or use of tobacco in any form**
- **Damaging or defacing personal property or school property (vandalism)**
- **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 staff**
- **Classroom and school disturbances**
- **Violation of school dress code**
- **Use of profane, vulgar, or obscene words or indecent exposure**
- **Inappropriate public display of affection**
- **Gambling/possession of gambling devices**
- **Moving/non-moving driving violations**
- **Giving false information to school officials**
- **Cheating on school assignments**
- **Unexcused absences, chronic tardiness, skipping class, leaving campus without permission**
- **Criminal law violations:** A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal.
- **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student:** Students shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student.

DEFINITION OF TERMS

Assault: Any threat or attempt to physically harm another person or any act that 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: fighting)

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

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

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder 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. (JCD-E Student Behavior Code)

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal

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

Fireworks: 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 inflammable compound and tablets and other devices containing an explosive substance

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

Time Out: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers in the regular school building

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, 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: 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: 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 taser, 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.

Student Transportation

Students are assigned to ride school buses that will pick them up and drop them off in close proximity of their homes. Bus transportation is a privilege provided to all students who can cooperate and abide by the rules. Problems on a school bus are a road hazard; reasonable behavior ensures a safe ride. Parents should closely supervise children at bus stops to ensure their safety as they wait and properly board the school bus.

General Bus Rules

1. Observe classroom conduct.
2. Co-operate with the driver.
3. Remain seated.
4. Do not make excessive noise.
5. Sit in your assigned seat.
6. Do not eat, drink, or chew gum on the bus.
7. Keep the bus clean.
8. Do not damage/tamper with bus or equipment.
9. Keep head, hands, and feet inside the bus.
10. Be courteous and respectful.
11. Do not harass or bully anyone.
12. Do not use profanity.
13. Do not fight, push, or shove.
14. Do not bring animals – dead or alive.
15. Do not bring any tobacco products.
16. Do not bring any flammable materials.
17. Do not throw any objects out the bus window.
18. Do not bring balloons, water, or glass items.
19. Do not bring objects larger than can fit in lap.
20. Do not use any type of electronic device.
21. Boys and girls do not sit together.
22. No weapons or items resembling weapons.

23. Students are to have a note from parent/guardian approved by school to ride a different bus and/or get off at a different stop.

STUDENT SUPPORT PROCESSES

The Coweta County Board of Education provides a variety of resources that are available at every school within the district to help address student behavior problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include but are not limited to Student Support Teams, school counselors, chronic disciplinary problem student plans, VIP Program, and psychological testing.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication, through personal contacts, is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend

a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

JBCCA BOARD POLICY: Student Assignment to Schools

Assignment of students to schools within the Coweta County School System shall be in accordance with the following policy:

A. Affidavit of Residence

The parent, legal guardian, or other lawful custodian of every student seeking to enroll, or to continue enrollment, in the Coweta County School System shall sign under oath and deliver to the Registrar of the school at which enrollment is sought an Affidavit of Residence in the form hereunto attached, marked Exhibit "A" (see JBCCA-E(1)), and made a part hereof.

B. Evidence of Domicile

The following items may establish the domicile of a student in accordance with the provisions of this policy:

- (1) The property tax records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- (2) Mortgage documents or deed records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- (3) Apartment lease, home lease, or rent receipt indicating current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment (provided that, if a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within 30 days);
- (4) Current utility bill or utility application showing the current 911 address (provided that, if a utility application is submitted, a current bill must be submitted within 30 days of the submission of the application); and

(5) Voter precinct identification card or other voter documentation indicating the current 911 address. Notwithstanding the foregoing provisions, a post office box shall not be acceptable evidence of an address.

C. Student Domicile

The domicile of each student attending school in the Coweta County School System and the proof required to establish such domicile shall be as follows:

- (1) The domicile of a student shall be the residence of the parents of the student with whom the student resides, where the parents are married to one another, and living together. Any parent seeking to enroll such student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- (2) The domicile of a student shall be the residence of the parent of the student with whom the student resides where (i) the parents are married to one another but living apart; and (ii) no valid court order has been entered granting custody of the student to either parent. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- (3) The domicile of a student shall be the residence of the surviving parent of a student with whom the student resides, where one of the parents of the student is deceased. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- (4) The domicile of a student shall be the residence of the mother with whom the student resides, where the parents of the student have never married. Any mother seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- (5) The domicile of a student shall be the residence of the parent having sole legal custody of the student and with whom the student resides, where such parent has sole legal custody of the student pursuant to a valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree

(including any separation agreement incorporated therein) or other court order, granting such custody.

(6) The domicile of a student shall be the residence of the parent having physical custody of the student and with whom the student resides, where: (i) the parents of a student have been granted joint custody of the student pursuant to a valid court order; and (ii) only one of the parents has been granted physical custody of the student pursuant to such valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree (including any separation agreement incorporated therein), or other valid court order, granting such physical custody.

(7) The domicile of a student shall be the residence of the parent with whom the student resides, where: (i) the parents of a student have joint custody of the student pursuant to a valid court order which does not establish the physical custodian of the student; (ii) the parents of the student are separated pending the filing or the granting of a divorce and no valid court order establishes the physical custodian of the student; or (iii) a student of divorced parents is required to live with each parent for an equal period of time under a joint physical custody arrangement. In any such situation, the parents of the student shall designate which one of them shall be the custodian of the student for school purposes, and the student shall be deemed to reside in the attendance zone where such designated parent resides; such designation shall be in writing, signed by both parents in the presence of a notary public, and delivered to the Registrar of the school where the parents desire to enroll the student. Any parent seeking to enroll such a student, or to continue enrollment of such student, must provide to the Registrar the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; (ii) a filed copy of a valid court order establishing joint physical custody in the parents; and (iii) the written designation of the parents mentioned above.

(8) The domicile of a student shall be the residence of the student's legal custodian with whom the student resides or the student's legal guardian with whom the student resides, where: (i) a valid court order has been entered establishing such custody or guardianship; and (ii) the legal custodian or legal guardian of a student is not a parent of the student. Any legal custodian or guardian seeking to enroll such a student, or to continue enrollment of such a

student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the court order or decree, or letters of guardianship, naming such person as the legal guardian or legal custodian of the student.

(9) The domicile of a student shall be the residence of the parent, relative, guardian, foster parent, or other person with whom such student has been placed, where the student is in the lawful custody of either the Georgia Department of Human Resources or the Georgia Department of Juvenile Justice. In either instance, an authorized representative of the Georgia Department of Human Resources, or the Georgia Department of Juvenile Justice, as the case may be, shall certify in writing, in the presence of a notary public, that such student is in the lawful custody of such Department. Such certification shall be delivered to the school in which the Department desires to enroll such a student, or to continue enrollment of such a student, and shall be accompanied by the name, address, and other identifying information of the parent, relative, guardian, foster parent, or other person with whom such student has been placed by said Department. In addition, such Department seeking to enroll such a student, or to continue enrollment of such a student, shall provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above relating to the residence address of the parent, relative, guardian, foster parent, or other person with whom such student has been placed.

D. Student Assignment to Schools

(1) **General Rule**. As a general rule, each student shall attend the elementary, middle, or high school located in the attendance district where the student is domiciled. Geographic boundaries of attendance districts shall be designated by the Superintendent and approved by the Board of Education. In every instance in which the domicile of a student is the residence of his or her parent, parents, legal custodian, or legal guardian, then the student must actually dwell at such residence in order to attend the school located in the attendance district where the residence of such parent, parents, custodian, or guardian, as the case may be, is located.

(2) **Exceptions To The General Rule**. The only exceptions to the general rule that each student must attend the applicable school located in the attendance district where he or she is domiciled shall be as follows:

(a) A student (i) who is in the lawful custody of any county Department of Family and Children Services

or other child welfare agency of the Georgia Department of Human Resources, or who has been lawfully committed to the Juvenile Justice Division of the State of Georgia; and (ii) who has been placed in a foster home or other home placement by such department or division shall be allowed to attend the school in the attendance district in which such home placement is located.

(b) Any student transferred to a school outside of his or her attendance district pursuant to Board Policy JBCD shall be allowed to attend the school to which he or she has been transferred.

Notwithstanding any provision of this policy to the contrary, any student involuntarily transferred to a school pursuant to Board Policy JBCD shall attend the school to which he or she has been transferred.

JBCD BOARD POLICY: Transfers and Withdrawals

Transfer of Students Within the Coweta County School System

A student may be transferred from another local unit of administration to an attendance district within the Coweta County School System, or a student properly enrolled in a school within the Coweta County School System shall be permitted to transfer from the school in which such student is enrolled to another school within the School System only upon one of the following conditions:

1. The School System may transfer a student from a school in one attendance district to a school in another attendance district when such transfer is deemed necessary for the safety, within the School System, of the student, or of other students, or of faculty or staff, as determined by the School System. At a minimum, documentation as to any such transfer shall include a letter from the Associate Superintendent of the School System and a letter from the principal of the sending school, both outlining the potential harm for the student, to another student or students, or to faculty or staff.
2. The School System may transfer a student from a school in one attendance district to an alternative school in the same or another attendance district when, based upon the conduct or academic performance of the student, such transfer is deemed to be in the best interests of the student, as determined by the School System.
3. A student may be transferred from a school in one attendance district to a school in another attendance district when: (i) said student is in the lawful custody of the Georgia Department of Human Resources or said student has been lawfully committed to the custody of the Juvenile Justice Division of the State of Georgia; and (ii) said

student has been placed in the home of a relative, in a foster home, or in some other home placement in said new attendance district by said Department or Division.

4. Pursuant to the provisions of the No Child Left Behind Act, or other applicable federal law, the School System shall develop and maintain a public school choice plan for those schools receiving federal Title I funds. The general provisions of such plan, as designed for Title I schools which have been in a “needs improvement” status for two or more years and have failed to make adequate yearly progress, shall be as follows:

(a) An explanation of the meaning of the designation of “needs improvement” and how any school having such status compares in terms of achievement to other elementary or secondary schools served by the School System shall be given to each parent, guardian, or custodian of a student enrolled in the school and to the public. In addition, the explanation shall state a reason for such identification and an explanation of what the school is doing to address the problem of low achievement.

(b) All students in schools which have failed to make adequate yearly progress after two or more years of designation as a “needs improvement” school shall be given the opportunity to transfer to another public school within the School System, with transportation being provided by the System. The Superintendent will determine to which school or schools a student may transfer based upon transportation patterns and available space. Subject to the provisions of this policy requiring annual re-application or transfer, a student shall be allowed to continue at the school to which he or she has been transferred until he or she has completed the highest grade in that school. Transportation shall be provided at system expense for as long as the sending school is in a “needs improvement” status; however, once a school is removed from the list of “needs improvement” schools, then the School System will not be required to provide transportation to a student who has transferred from such sending school. If the number of students who may be transferred is limited, the students with the lowest standardized achievement scores (those students not meeting expectations on the appropriate grade level criterion reference competency tests) will be allowed to transfer first.

(c) Each year the Superintendent and/or his designee will develop an administrative rule for the implementation of the plan required hereunder.

Notwithstanding the foregoing provisions of this Paragraph 4 of Section A of this Policy, the School

System shall consider its desegregation obligations when selecting the school options which it offers to students for transfers under the No Child Left Behind Act (“NCLB”). A child may be transferred pursuant to the NCLB only so long as the transfer would not have a negative impact on desegregation. As used herein, the phrase “would not have a negative impact on desegregation” means the transfer would not cause the percentage of students at either the receiving or the sending school to deviate from the district-wide percentage of students of the same race at that grade level (elementary, middle, or high school) by more than twenty (20) percentage points. If after applying the foregoing standard the School System finds a need to resolve a conflict between the NCLB and any existing court order, the School System shall seek the permission of the court for such transfer.

5. A student may be transferred from another local unit of administration to an attendance district within the Coweta County School System, or the School System may transfer a student from a school in one attendance district to a school in another attendance district, or to a school in another local unit of administration pursuant to a contract between the School System and such other local unit, when such transfer is deemed necessary to provide an appropriate education to a student with a disability affecting such student’s education, as determined by the School System.

6. The School System may transfer a student from a school in one attendance district to a school in another attendance district when such transfer is necessary to comply with existing school assignment policy (that is, when a student’s domicile changes or when the School System adopts new attendance lines).

7. To the extent the same is considered a transfer, children or legal wards of full-time faculty, administrators, or other employees of the School System who are verified as actually living with such employee pursuant to the residency provisions set forth in Board Policy JBCCA may attend either: (i) the school in which his or her parent, guardian, or lawful custodian has been assigned or is a full-time teacher, administrator, or other employee; (ii) the grade-appropriate school located closest to the school described in (i) above; or (iii) the school located in the attendance district where the student resides. Provided, however, as to each such transfer, the School System shall make a finding that such transfer would not have a negative impact on desegregation. As used herein, the phrase “would not have a negative impact on

desegregation” means that the transfer would not cause the percentage of African-American students at either the receiving or the sending school to deviate from the district-wide percentage of African-American students at that grade level (elementary, middle school, or high school) by more than 20 percentage points. If after applying the foregoing standard, the district needs to resolve a conflict between the proposed action and any existing court order affecting the School System, then the School System shall seek the permission of the Court for the transfer. Furthermore, upon the finding that the transfer would have a negative impact on desegregation, the School System shall not allow the transfer unless the same is expressly permitted by the Court.

8. The School System may transfer a student from a school in one attendance district to a school in another attendance district pursuant to the majority-to-minority provisions of Board Policy JBCDA.

B. Enrollment of Non-Resident Students

Except as specifically permitted under the provisions of this Policy JBCD, the Coweta County School System shall not allow any student who is, and who will remain, a legal resident of a county other than Coweta County to enroll in a school within the School System.

C. Transfer of Resident Students to Schools in Other Counties

If a student who is, and who will remain, a resident of Coweta County seeks to transfer to a public school in another county, then the Coweta County School System shall follow the following procedure prior to forwarding the student’s records to the other school district: (i) the Associate Superintendent shall review all such transfer requests, including those received through a request by the superintendent of the sending district; (ii) the Associate Superintendent shall analyze the effect of such transfer on the sending and receiving schools and districts and shall determine whether the proposed transfer impedes desegregation in either the sending or receiving schools or districts; (iii) if the Associate Superintendent finds that the proposed transfer does not impede desegregation in either the sending or receiving schools and district, then the records of the transferring student shall be forwarded as request; and (iv) if the Associate Superintendent finds that the proposed transfer would reduce desegregation in either the sending or receiving schools or districts, then the School System shall attempt to resolve the problem through the Georgia Department of Education, and if the problem is not thereby resolved, the District shall

seek the approval of the Court for the forwarding of the records of such student.

D. Transfer Application

The parent, legal guardian, or other lawful custodian of any student seeking a transfer from one school to another within the Coweta County School System, or seeking enrollment in the School System as a child or legal ward of an employee of the School System, shall submit to the School System a Transfer Application (signed and dated under oath in the presence of a notary public) in the form hereunto attached, marked Exhibit "A" (see JBCD-E(1)), and made a part hereof. In evaluating all applications for transfer from one school to another school within the School System, the School System shall determine whether the applicant is a candidate for a majority-to-minority transfer pursuant to Board Policy JBCDA, regardless of whether the applicant has requested a transfer on such basis; and, if the transfer qualifies as a majority-to-minority transfer under Board Policy JBCDA, it shall be granted by the School System.

E. Transfers Valid Only for Year in Which Granted

No transfer granted by the Coweta County School System, with the exception of majority-to-minority transfers granted pursuant to Board Policy JBCDA, shall be valid beyond the school year for which such transfer has been approved. The parent, legal guardian, or lawful custodian of any student who wishes for such student to continue to attend the school to which he or she has been transferred must re-apply for transfer for each new school year on or before the 10th day of June immediately preceding the commencement of such new school year. Any such re-application must include the submission of a transfer application and all of the other documentation required under this policy.

F. Record Retention

The Coweta County School System shall maintain records of all transfer requests, including all supporting documentation, as well as the action of the School System thereon, for a period of two years after such requests have been received by the School System.

G. Duties of Associate Superintendent

All transfer requests, including transfer applications and supporting documentation, shall be submitted to the Associate Superintendent, who shall have sole discretion to approve or deny such requests. As to each request, the Associate Superintendent shall make a good faith inquiry into the merits of request and supporting circumstances. If the Associate Superintendent finds request to be in

compliance with provisions of this policy and Board Policy JBCDA, as the case may be, and in compliance with the terms of any court order affecting the School System, then the Associate Superintendent shall approve the request. All decisions of Associate Superintendent approving or denying a transfer request shall be final.

Majority-to-Minority Transfers

Descriptor Code: JBCDA BOARD POLICY

The Coweta County School System shall encourage and permit majority-to-minority transfers within the School System, as follows:

A. The School System shall encourage and permit any student (either African-American or White) enrolled in a school in which the majority of the students are members of his or her race (hereinafter, the "Resident School") to transfer to another school in which his or her race is in the minority (hereinafter, the "New School"). Students of other races (that is, races which are neither White nor African-American) shall not be considered candidates for majority-to-minority transfers.

B. Transfers pursuant to this policy shall be made upon application of the parent, guardian, or other legal custodian of the student pursuant to Board Policy JBCD.

C. The School System shall provide transportation to any student who has been granted a majority-to-minority transfer pursuant to this policy.

D. Commencing with the 2006-2007 school year, and continuing thereafter, the School System shall use each school's end-of-school-year student enrollment data, broken down by race (African-American, White, and other) to determine which schools qualify for majority-to-minority transfers for the upcoming new school year.

E. Once granted, a majority-to-minority transfer will be renewed automatically each year until the student has graduated to the next school level (that is, either to a middle school or high school). However, after a student has transferred to the new school pursuant to this policy, the student may elect to be transferred back to his or her resident school.

F. Applications for transfer under this policy may be denied by the School System based upon: (i) the need for continued placement of a student at an alternative school; (ii) the need for continued placement at another school of a student with a disability affecting such student's education, in order to provide a free and appropriate education to such student; or (iii) the need for continued placement of a student at another school for the safety, within the School System, of the student, of other students, or of faculty or staff.

G. The Associate Superintendent shall prepare a written notice of the provisions of this majority-to-minority transfer policy, including a complete description of the policy and details as to how to apply for a transfer under the policy. As soon as any school within the School System has an African-American student population which is in the majority, or a White student population which is in the minority, the aforesaid written notice shall be amended to include the name of such school. Commencing with the 2007-2008 school year, the aforesaid written notice shall be published in the student handbook of each school, and, when any new student enrolls in the School System, such student shall be given a copy of the student handbook containing the aforesaid written notice relating to the majority-to-minority policy.

H. The School System shall keep a copy of each written notice of its majority-to-minority transfer policy for a period of two years after the same has been published. The School System shall also keep a record of all majority-to-minority transfer applications for a period of two years after they are made, including a record of the action of the School System on each request.

Reporting Instances of Alleged Inappropriate Behavior by Teachers, Administrators, or Other School Employees Towards Students

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission. This shall not prohibit students from reporting the incident to law enforcement authorities. (The Georgia General Assembly in its 2008 session adopted this requirement for the Georgia Professional Standards Commission as amendment to O.C.G.A. § 20-2-751.7. That same legislation requires school systems to implement and follow the process so established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.)

Transfer Application

<http://www.gsbaepolicy.org/pdfs/coweta/application%20for%20transfer.pdf>