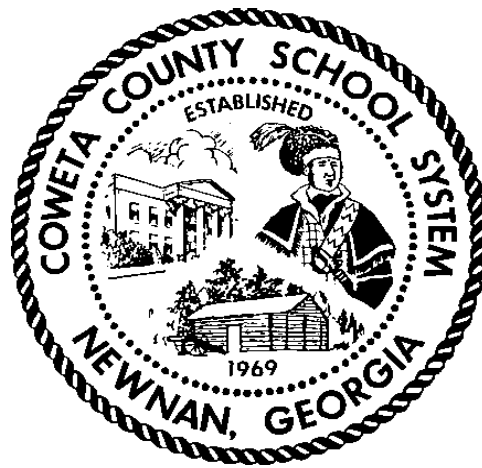


# Coweta County School System

## Elementary Student/Parent Handbook 2011-2012



## ELEMENTARY SCHOOLS

NAME	ADDRESS	PHONE	PRINCIPAL
Arbor Springs	4840 N. Highway 29 Newnan, GA 30265	(770) 463-5903	Dr. Patricia Falk
Arnco-Sargent	2449 W. Highway 16 Newnan, GA 30263	(770) 254-2830	Dr. Monica Hughes
Atkinson	14 Nimmons Street Newnan, GA 30263	(770) 254-2835	Mrs. Latrina Gates
Brooks	35 Genesee Point Newnan, GA 30263	(770) 683-0013	Dr. Julie Raschen
Canongate	200 Pete Road Sharpsburg, GA 30277	(770) 463-8010	Dr. Julie Lutz
Eastside	1225 Eastside School Road Senoia, GA 30276	(770) 599-6621	Mrs. Leigh Munson
Elm Street	46 Elm Street Newnan, GA 30263	(770) 254-2865	Mrs. Christi Hildebrand
Glanton	5725 Highway 29 Grantville, GA 30220	(770) 583-2873	Mrs. Katie Garrett
Jefferson Parkway	154 Farmer Industrial Blvd. Newnan, GA 30263	(770) 254-2771	Dr. Sean Dye
Moreland	145 Railroad Street Moreland, GA 30259	(770) 254-2875	Mrs. Beverly Yeager
Newnan Crossing	1267 Lower Fayetteville Rd. Newnan, GA 30265	(770) 254-2872	Mrs. Terri Lassetter
Northside	720 Country Club Road Newnan, GA 30263	(770) 254-2890	Dr. Dana Ballou
Poplar Road	2925 Poplar Road Sharpsburg, GA 30277	(770) 254-2740	Mrs. Lesley Goodwin
Ruth Hill	57 Sunset Lane Newnan, GA 30263	(770) 254-2895	Dr. Valerie Mathura
Thomas Crossroads	3530 E. Highway 34 Sharpsburg, GA 30277	(770) 254-2751	Dr. Fate Simmons
Welch	240 Mary Freeman Road Newnan, GA 30265	(770) 254-2597	Mrs. Becky Darrah
Western	1730 Welcome Road Newnan, GA 30263	(770) 254-2790	Mrs. Denise Pigatt
White Oak	770 Lora Smith Road Newnan, GA 30265	(770) 254-2860	Mrs. Cheryl Sanborn
Willis Road	430 Willis Road Sharpsburg, GA 30277	(770) 304-7995	Dr. Charles Smith

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<b>Associate Superintendent</b> .....	Jerry Davis
<b>Assistant Superintendent</b> .....	Dr. Marc Guy
<b>Director, Elementary</b> .....	Dr. Karen Barker
<b>Curriculum &amp; Instruction</b>	
<b>Director, Pre-K</b> .....	Dr. David Gregory
<b>&amp; Federal Programs</b>	
<b>Director, Special Education</b> .....	Mrs. Gina Murray
<b>Director, Testing</b> .....	Dr. Peggy Guebert
<b>&amp; School Improvement</b>	
<b>Director, ESOL &amp; REACH</b> .....	Mr. Rusty Knorr

# Coweta County School System

## VISION

We ensure the success of each student.

## MISSION

Coweta Committed to Student Success

## BELIEFS

We believe, as a learning community, we must continuously improve.

We believe, as leaders of learners, we must see students as volunteers in their learning.

We believe the Coweta County School System, in partnership with the family and the community must focus on providing challenging, interesting, and satisfying work for students.

We believe we are responsible for the success of each student.

## OVERALL GOAL

Coweta County School System will provide high-level, engaging work for all learners and leaders to meet the needs of all stakeholders.

## SCHOOL BOARD MEMBERS and the Elementary Schools in their Districts

### District 1

#### **Amy Dees**

Eastside  
Thomas Crossroads  
Willis Road

### District 2

#### **Sue Brown**

Grantville  
Moreland  
Poplar Road  
Welch  
Western

### District 3

#### **Harry Mullins**

Arbor Springs  
Arnco-Sargent  
Brooks  
Elm Street  
Northside

### District 4

#### **Graylin Ward**

Canongate  
White Oak

### District 5

#### **Winston Dowdell**

Atkinson  
Jefferson Parkway  
Newnan Crossing  
Ruth Hill

### At Large

#### **Frank Farmer** **April Parker**

**Coweta County School System  
2011-2012 School Calendars**

**Pre Planning (3 Days)**

Wednesday - Friday  
August 3 - 5

**First Day of School**

Monday, August 8

**Holiday (Labor Day)**

Monday, September 5

**Holidays (Student Holidays)**

Monday, October 10  
Tuesday, October 11

**Thanksgiving Holidays**

Monday through Friday  
November 21 - 25

**Christmas/Winter Break**

Thursday, December 22 through  
Wednesday, January 4

**Teacher Workday (Student Holiday)**

Wednesday, January 4

**Schools Reopen**

Thursday, January 5

**Holiday (Martin Luther King's Birthday)**

Monday, January 16

**Mid Winter Break**

Monday through Friday  
February 20 - 24

**Holiday (Student Holidays)**

Friday, March 16

**Spring Break (Inclement Weather Make-Up Days)**

Monday through Friday  
April 2- 6

**Last Day of School**

Friday, May 25

**Teacher Workdays (3 days)**

Tuesday through Thursday  
May 29 -31

**2011-2012 ATTENDANCE, REPORT CARD,  
AND NINE WEEKS PERIODS**

**ATTENDANCE PERIODS**

1st Attendance Period	Friday, September 2, 2011
2nd Attendance Period	Monday, October 3, 2011
3rd Attendance Period	Wednesday, November 2, 2011
4th Attendance Period	Wednesday, December 7, 2011
5th Attendance Period	Thursday, January 19, 2012
6th Attendance Period	Thursday, February 16, 2012
7th Attendance Period	Friday, March 23, 2012
8th Attendance Period	Friday, April 27, 2012
9th Attendance Period	Friday, May 25, 2012

**NINE WEEKS/MID-TERM PERIODS**

1 <sup>st</sup> Nine Weeks	Wednesday, October 12, 2011
2 <sup>nd</sup> Nine Weeks	Wednesday, December 21, 2011
3 <sup>rd</sup> Nine Weeks	Thursday, March 15, 2012
4 <sup>th</sup> Nine Weeks	Friday, May 25, 2012
1 <sup>st</sup> Mid Term	Wednesday, September 7, 2011
2 <sup>nd</sup> Mid Term	Friday, November 11, 2011
3 <sup>rd</sup> Mid Term	Monday, February 6, 2012
4 <sup>th</sup> Mid Term	Tuesday, April 24, 2012

**REPORT CARDS ISSUED**

1 <sup>st</sup> Nine Weeks	Wednesday, October 19, 2011
2 <sup>nd</sup> Nine Weeks	Tuesday, January 10, 2012
3 <sup>rd</sup> Nine Weeks	Thursday, March 22, 2012
4 <sup>th</sup> Nine Weeks	Friday, May 25, 2012

**PROGRESS REPORTS ISSUED**

1 <sup>st</sup> Mid Term	Wednesday, September 14, 2011
2 <sup>nd</sup> Mid Term	Friday, November 18, 2011
3 <sup>rd</sup> Mid Term	Monday, February 13, 2012
4 <sup>th</sup> Mid Term	Tuesday, May 1, 2012

## ACADEMIC HONOR ROLL

The Honor Roll program is designed to recognize academic achievement in grades three, four and five. Each school's quarterly honor roll is published in the local newspapers each grading period. Recognition includes an "A" honor roll and "A & B" honor roll. Honor roll recognition is determined by student performance in the core subjects of reading, language arts, math, science and social studies. Since honor roll status recognizes academic achievement, the conduct grade is not averaged in as part of the determination. Students who maintain honor roll status are recognized at school-based ceremonies.

## AFTER SCHOOL PROGRAM

The Coweta County School System offers the service of the After School Program to Pre K – 5<sup>th</sup> grade students in each elementary school. It is in operation from 2:30 – 6:00 p.m. when school is in session. A non-refundable \$20.00 registration fee is required upon enrollment. The cost per student is \$12.00 per day. Tuition payments made by Friday prior to the week of attendance are \$9.00 per day reserved. In order to maintain a child's space in the After School Program, you must pay for one designated day per week. Emergency drop-in after school care is charged at the rate of \$15.00 per day and is limited to 2 drop-ins per school year. However, students taking part in ongoing school activities are eligible to attend the After School Program as a drop-in provided that space is available, the arrangements are coordinated with school personnel, and the child is picked up at the designated time. Students who are transported by car will be sent to the After School Program if they have not been picked up by 3:00 p.m. and will be charged the drop-in fee of \$15.00. For additional information, you may contact the After School Program Site Coordinator in the cafeteria at the school between the hours of 1:00 – 6:00 p.m. or call the After School Program Administrative Office at (770) 252-3016.

## APPROVAL OF CURRICULUM MATERIALS

Coweta County policies and administrative procedures describe specific criteria that will be used by the professional staff to select print and non-print instructional and text resource materials used as sources of instruction. Materials are screened and approved by teacher and parent panels. Additional information and text listings are available upon request to the principal.

## ATTENDANCE

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important. To emphasize the importance of good attendance and to provide consistency throughout the school system, the following guidelines will be used.

## **The steps taken by CCSS to address state and county mandatory attendance laws shall be as follows:**

1. Each student must have a signed attendance/truancy sheet on file by September 1<sup>st</sup>.
2. Letters will be sent home to parents of students with 5 unexcused absences during the school year.
3. A complaint will be filed in the appropriate court on the sixth unexcused absence.

## Compulsory Attendance Ages

Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children who meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided for the State Board Policies JB, JBD, O.C.G.A. 20-2-693, O.C.G.A. 20- 2-690.1, and O.C.G.A.20-2-692.

## Student Attendance

The Coweta County School System will comply with all Georgia laws and State School Board Policies governing school attendance. The Superintendent of Schools will develop and administer programs and/or procedures that will

1. Encourage regular school attendance.
2. Monitor excused, unexcused absences, and tardies.
3. Provide meaningful home-school communications regarding individual student attendance records.
4. Ensure fair and equitable administration of state law and state and local board policies.

## State Attendance Requirements

School attendance is compulsory in Georgia for children between their sixth and sixteenth birthdays. Children enrolled in the public schools prior to their seventh birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance even though they have not attained seven years of age. To receive credit for a day of attendance a student must be present for at least half of the instructional time required at each grade level (grades 1-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330).

Attendance/Truancy Information will be distributed to students at the beginning of school or in a packet during registration. Board Policy JB-E(1)

## Coweta Attendance Requirements

1. Students must attend school/class on a regular basis each semester in order to receive academic credit. The Coweta County Attendance Policy allows for a reasonable number of excused absences during each semester, provided acceptable written excuses are submitted. Excessive absences from any course/class will result in the loss of credit for the course or class. All excuses for state attendance purposes will be excused as defined by state attendance requirements.

2. When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through use of the homebound services or other administratively approved procedures.
3. To be counted present for a period/ block a student must be in attendance for half or more of the period/block.

**ATTENDANCE - TARDINESS AND EARLY DISMISSAL FROM SCHOOL**

1. A student who has an acceptable reason for being tardy to school will present a note from parents or guardian upon arrival at school. The school will verify the excuse.
2. On occasion parents may find it necessary to secure an early dismissal of their child from school. Parents or guardians of a student with an acceptable reason for leaving school must notify the school office as early as possible. The school will verify the excuse. The student/parent must sign out in the office before departing the school campus.
3. When parents request or approve tardiness or early dismissal for a student, it becomes valid for attendance purposes when the circumstances of the absence conform to state law and state and local board policy.
4. Accumulated tardies and early dismissals may affect a student's eligibility for perfect and/or good attendance.

**ATTENDANCE - ABSENCES AND EXCUSES**

The administrative staff of each school shall be responsible for investigating, to the greatest extent practical, the circumstances of each student absence, and for following the established procedures for classification and disposition of the absence.

The State Board of Education provides for certain specific circumstances under which a child can be lawfully absent from school. Children may be temporarily excused from school:

1. Who are personally ill and whose attendance in school would endanger their health or the health of others.
2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.
3. On special and recognized religious holidays observed by their faith.
4. When the absence is mandated by another governmental agency (i.e. armed services).
5. When conditions render such attendance impossible or hazardous to their health and safety.
6. For service as pages of the General Assembly or Georgia (such time missed shall be credited as being present in their school).
7. One day for students attaining the age of 18 to register as an elector.
8. For an administratively approved school function; the Coweta County Board of Education establishes the following criteria concerning administrative approved functions:
  - a. Administrative approved functions cannot exceed three (3) days per class for each term or semester.
  - b. Students that request additional days other than the three (3) allowed per semester or term must:
    - Maintain an average of at least a 70 in each class that will be missed.
    - Have no suspensions and the principal's permission based on appropriate overall conduct.

- Have no absences for administrative approved functions that exceed six (6) days per semester or term.
- c. In all cases, the total number of days per class allowed as an excused absence for an administrative approved function shall not exceed (10) days per school year.
9. When a student whose parent or legal guardian is in military service in the armed forces of the United States, or the National Guard, and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, up to a maximum of five school days per school year, for each day missed from school to visit his or her parent or legal guardian, prior to such deployment or posting, or during such leave from such deployment or posting.
    - Students arriving at school after their scheduled reporting time will submit a written explanation for tardiness from their parents.
    - Students must have written permission from parents to leave the school campus at any time between their arrival at school and the time of their normal dismissal from school each day.
    - School principals will ensure that specific safeguards consistent with this policy and procedure are established for the release of students to parents and/or guardians and to individuals other than the custodial parent or guardian.

**CAFETERIA PROCEDURES**

A complete and well-balanced breakfast and lunch is served daily in Coweta County Schools. We believe that a hungry child is not adequately prepared to learn. We highly encourage participation in our School Nutrition Program. Our cafeteria uses the "offer v serve" method of service which allows students the opportunity to refuse servings of up to two 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 daily. We discourage foods brought in from outside sources. Since soft drinks have no nutritional value, please do not send soft drinks in your child's lunch. Each cafeteria sells milk and juice during breakfast and lunch.

Free and reduced price meals are available to students who qualify. Each student who qualifies for free or reduced meals must have a complete application on file in the Coweta County School System's School Nutrition Program office with information regarding eligibility. These forms will be sent out during the first few days of the school year. Forms are also available throughout the year from each school office, each cafeteria and the School Nutrition Program office. Students who ate free or reduced lunch and breakfast during the last school year may eat on last year's status for up to the first 20 days of school. Completed forms may be turned in to the cafeteria, school office or the School Nutrition Office.

Breakfast is offered daily. Students who come to school in cars should arrive by 7:45 a.m., so that they will have time to eat breakfast and get to class by 8:00 a.m. Lunches may be paid for by the day, week, month, or even year. Lunch money may be placed in an envelope marked with the child's name, person ID., teacher's name, and amount.

**Coweta County also offers the option of making online payments through Meal Pay Plus. A link to access this choice is found on Coweta County School System's main web page.**

Charging a meal is a privilege and should be used only in emergencies. Older students may be asked to sign a charge statement. A payment procedure has been implemented countywide to collect the charges due to the cafeteria. After a child accumulates charges on his/her lunch account of \$13.00, a letter will be sent home asking the parent to send the payment into the school. If no response is received a second letter will be mailed that states if the amount owed is not paid by a certain date, the child will be given an alternative lunch until the bill is paid in full. The alternative lunch may consist of a peanut butter or cheese sandwich and white milk. If the cafeteria still gets no response from the parent, the account will be turned over to social services for review. Charging is not allowed on the breakfast account.

#### Non-Sufficiently Funded Check Collection

Coweta County School System has contracted with CHECKredi for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks; however, in the event your check is returned, your account will be debited electronically for the face amount of the check and fees allowed by the state of Georgia.

Please include the following on your check:

- ✓ Full Name
- ✓ Physical address (no P.O. box)
- ✓ Home phone number
- ✓ Work phone number
- ✓ Drivers License #
- ✓ Student's Person ID

#### CHARACTER EDUCATION

The Georgia Department of Education has mandated that each school implement a comprehensive character education program for levels K-12. This program should focus on the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness, respect for others, kindness, cooperation, self respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, and virtue.

#### CHILD FIND

"Child Find" refers to the process of locating, identifying, and evaluating children with disabilities to ensure that they receive appropriate services. Children and youth, ages 3 through 21, who live in the Coweta County School District, and who are suspected of having a disability, may be referred for a possible evaluation to determine if they are eligible for special education services.

#### Who to Contact:

- **Preschool children:** If you are aware of a preschooler, from 3 through 5 years old, who has or

may have a developmental disability, please call 770-254-2800.

- **School age children and youth:** If the child is enrolled in a Coweta County school, and may be in need of special education services, please contact the school and express your concern to your child's teacher or school administrator.
- If the child lives in Coweta County, but is not enrolled in a Coweta County school, please call 770-254-2800.
- **Transfer students:** If your child is transferring into the Coweta County School System and has received special education services in another district, please report this information to the staff at the Central Registration Center (770-254-5551) or call 770-254-2800.

#### DIRECTORY INFORMATION

The Coweta County School district has designated the following as directory information:

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Dates of attendance at the School System schools; and
- Awards received during the time enrolled in Coweta County School System.

Unless you as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as designated as directory information and to be disclosed to the public upon request. Parents and legal guardians have ten (10) days in which to inform their child's principal in writing of specific directory information pertaining to their student that is not to be released without their permission, except as provided by law. If no objection is received within ten days, the information pertaining to each student will be classified as "directory information" until the beginning of next school year and may be released by the school.

#### DRESS CODE

Students should wear clothing that is clean and suitable for school activities, **keeping in mind weather conditions** and good taste. Shoes must be worn at all times. Pants are to be worn at the waist and fastened securely.

The following are not to be worn at school:

1. Halter-tops, tank tops, fishnet tops & midriff blouses
2. Excessively large or baggy clothing
3. Tops and dresses with spaghetti straps
4. Muscle shirts
5. Shirts that advertise alcohol, tobacco, or drugs
6. Short shorts and skirts (Your index finger should touch the hem of the shorts).
7. Shorts covered by a full-length shirt
8. Bicycle pants or shorts
9. Clothing with open holes above the knee
10. Clothing that is suggestive, advocates disobedience to

- society or causes a possible disruption to the school
11. Clothing or attire with statements or symbols which might be deemed offensive to others, violent or of a threatening nature
  12. Shoes with cleats and/or wheels (heelys)
  13. Hardware chains
  14. Caps, hats, visors, any other headgear, and sunglasses
  15. 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.**

**The principal or other duly authorized school official shall determine if a student's attire or grooming meets reasonable and appropriate guidelines.**

#### **EMERGENCY CONSENT CARDS**

Every student must have an emergency consent card on file in the school office. Please update this information anytime there is a change in your address, home phone number, or parental employment phone number. It is important to list three additional contact people who could locate you or help us should your child become ill or experience an emergency.

#### **EMERGENCY PLANS**

In compliance with the state law, each school in Coweta County has developed specific plans for situations such as fire, tornado, and other emergency situations. These plans are specific to the nature of the occurrences and provide measures to account for all students and secure the facility. Drills are conducted throughout the year to prepare the staff and students for these situations. In the event that we are conducting an emergency drill and you wish to check your child out of school, we will request that you wait until the drill has ended before we locate your child. These drills are very important and should not be interrupted if at all possible. In the event of a potential or real crisis, the school will be placed in a LOCKDOWN. All entrance doors will be locked and normal procedures for checking students in or out will be suspended until the LOCKDOWN is over. If you have any questions concerning specific guidelines and procedures for emergency situations, please contact your principal.

#### **ENTRANCE REQUIREMENTS**

All children entering a public school in Georgia for the first time, regardless of the grade or school entered, are required by state law to present the following:

1. Proof of Residency – board policy JBCCA – Student assignment to school
2. Georgia Certificate of Immunization
3. Georgia Certificate of Eye, Ear & Dental Examination
4. Birth Certificate – certified copy
5. Transcript or Report Card from the previous school.
6. State ID or Drivers License of parent or legal guardian.

Children must be four on or before September 1<sup>st</sup> to enroll in the Pre-Kindergarten Program. Children must be five on or before September 1<sup>st</sup> to enroll in the Kindergarten Program. Children must be six on or before September 1<sup>st</sup> to enroll in First Grade.

#### **GIFTED PROGRAM**

Coweta County students in grades kindergarten through twelve who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the **REACH** Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. A student may be referred for consideration for gifted eligibility by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Coweta County's **REACH** Program for Gifted Students, please contact the **REACH** Program teacher at your child's school.

#### **GRADING PROCEDURES**

Listed below is the numerical grading scale used in grades 2 -12. All activities of the school program that require a scholastic average will use the values of each letter grade; grading keys will be provided on progress report cards.

- A 90 - 100 Excellent
- B 80 – 89 Good
- C 71-79 Fair
- D 70
- F Below 70

#### **GUIDANCE/COUNSELING SERVICES**

A guidance counselor is available as a support system to help children experience educational success. A primary function of the guidance program is to provide students with a positive sense of self in academic and social settings. Individual counseling, small group counseling, and classroom guidance programs are services provided to improve student performance, self awareness, and interpersonal skills. Parents are encouraged to call or come by the counselor's office to review resources available to parents.

#### **HELPFUL INFORMATION FOR PARENTS**

##### ***Mark Clothing & Belongings***

Please mark your child's name somewhere on coats, sweaters, book bags, lunch boxes and other personal belongings. Every effort is made to identify lost or misplaced items. Marking the items ensures that they can be identified and returned promptly.

##### ***Only bring items needed for class***

Leave all other items at home. Anything that could be a hazard or a distraction would include such things as jewelry, large amounts of money, radios, electronic games, toys, candy, and gum. Items that interfere with learning or safety will be stored and may be claimed by the parent.

### **School Insurance**

School insurance information is provided in packets which are sent home the first week of school. The purchase of the insurance is optional. Insurance is handled by the insurance carrier exclusively and not by the school.

### **Textbooks/Media Materials**

All textbook materials will be supplied to students. Students are responsible for the textbooks or media materials issued to them. Fines for excessive damages or lost books will be assessed on the basis of the book lasting five years. Students must pay for damaged or lost textbooks before a replacement is given.

### **Sending Money**

Money sent to school should be placed in an envelope that is clearly marked with the child's name, homeroom, and purpose. Examples include lunch money, ice cream money, book fair, etc. Have a special place in your child's book bag to keep these envelopes.

### **Physical Education**

Physical Education is an important part of your child's curriculum. Every child will be expected to participate in this instructional program. Children with valid physical problems will be excused and they should present a signed note from the parent/guardian or physician.

### **School Supplies**

Every student needs to bring a book bag to school each day. Be sure it is clearly marked with your child's name. Your child's teacher will inform you of supplies needed for the classroom.

### **HOMEWORK**

Homework is an important and necessary part of each student's educational program. There are several reasons for assigning homework:

1. To provide practice on learned skills.
2. To provide further learning on areas covered in the classroom.
3. To provide the students opportunity to practice good study habits.
4. To provide an opportunity for growth and responsibility.
5. To provide parents with an opportunity to see the concepts their child is studying.

### **HOSPITAL HOMEBOUND**

When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through the use of homebound services. If you know that your child will be absent for 5 or more consecutive school days due to illness, please contact the school to arrange for homebound instruction.

### **INCLEMENT WEATHER PROCEDURES**

While it is the goal in the Coweta County School System to have your children in school every day, it sometime becomes necessary to close schools due to inclement weather. The safety of your child is our primary concern. In trying to distribute information regarding school closings in a timely manner, please check the following media that are contacted as soon as the decision is made:

### Radio Stations Channel

**WNEA (AM)** 1300

**WCOH (AM)** 1400

**WMKJ (FM)** 96.7

### Television Stations

**WSB** **WAGA** Channel 46

**WXIA** Cable-Channel 10

Internet [www.cowetaschools.org](http://www.cowetaschools.org)

### **INTERROGATIONS AND SEARCHES GUIDELINES**

Before a student is searched, the school official must have a reason to believe that the student has in his or her possession an article or substance which is illegal, prohibited by school rules, or dangerous. This reason may be something the school official has seen, heard from the student involved, heard from another student, or observed about the student. School officials should not base their search on a hunch or belief unless the reason for that belief can be articulated and supported.

- All student searches must be witnessed by another professional employee of the school system. This is primarily for the protection of the employees involved, but also may provide additional testimony and evidence if such is ever needed in a board proceeding or otherwise.
- Students must be searched in as unobtrusive a place and manner as possible under the circumstances. Generally, searches should be in private and reasonable efforts should be made to avoid humiliating or embarrassing the student involved.
- Before any action is taken by the school officials to physically search a student, the school official must explain to the student his suspicion. (For example, "I believe you have contraband in your possession.")
- The student must be given an opportunity to voluntarily empty his or her pockets, pocketbook, or otherwise produce the item sought.
- If a physical search of the student is to be conducted, it should be conducted by a school official of the same sex, and generally, the witness should be of the same sex as well.
- Pocketbooks, satchels, and other such items can be searched most easily and with the least restriction. Pat-down searches of students are certainly acceptable if conducted by an official of the same sex.
- Strip searches of a student should never be allowed. Asking students to remove certain articles of clothing, such as jackets, shoes, socks, vest, or other such apparel, is acceptable if done in connection with a pat-down search.
- If the school official believes that the item is contained within the student's clothing and the student refuses to produce it, the school official should give the student several choices all of which are designed to produce the item. (For example, "You can either let me have the marijuana, prove to me that you do not have it on you, or I will call your parents (or if appropriate, law enforcement officials).") It should be made clear to the student that he will not leave the office until the issue is resolved and the school official should be willing to

follow through on whatever action he proposes to the student.

#### Guidelines for Conducting Searches of School Property

1. School lockers, desks and other school property shall be subject to inspection by school authorities at all times without further notice to students or parents. Students shall be advised (by the student handbook or by some other means) each year that the school has reserved this right. Student searches shall be conducted by school officials. School officials, at their discretion, may seek the aid of law enforcement officers. At the discretion of school officials, consultation may be sought with the school attorney.
2. Physical searches of students' lockers and desks and other school properties will be conducted by school officials on a periodic basis or based upon the belief that drugs, alcohol, stolen property, weapons, or other dangerous substances, instrumentalities or contraband are contained therein.
3. Searches supported by the use of trained police dogs may be employed for the search of physical facilities and equipment which are properties of the school system. The use of law enforcement personnel and dogs will be a cooperative effort with the school administration retaining overall control.
4. No student shall be searched with the use of police dogs.
5. All searches conducted with the use of police dogs will be accomplished while students are absent from the site of the search.
6. In the event that illegal or unauthorized contraband is discovered in the locker or desk of the student(s), the following procedures will be implemented:
  - a. Student(s) will be removed to a private setting and advised of the findings.
  - b. Students will be afforded an opportunity to explain the circumstances surrounding the possession of the identified substance, property, materials or contraband.
  - c. The school or system administrator will determine if the student(s) should be processed under the local board policies and procedures or referred to local law enforcement authorities.
  - d. School officials will take action to notify by phone parents or legal guardians of student(s). A letter giving formal notice of the findings and proposed action will be forwarded as soon as practical.
7. In all search procedures, every effort will be made to preserve the teaching and learning environment with minimum disruption to the total program.

#### 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 2011 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.)

#### MEDICATION PROCEDURE

Whenever it is necessary for your child to receive medication at school, Board policy JGCD must be followed:

A school nurse or school designee may administer medication provided all of the following requirements are met.

1. All medicine shall be in its original LABELED container or prescription bottle.
2. Written instructions for prescription medication must be from a doctor or a physician's assistant authorized to prescribe medicine as how to administer, amount, time, etc., must be shown.
3. A written request by the parent or guardian must be made to the school nurse or school designee to administer any medication.
4. The school nurse or school designee shall keep a written report of medication administered.

School personnel shall not provide students with any medication whatsoever, except as authorized by the policy.

A student who has asthma may possess and use his/her asthma medication as prescribed:

1. While in school
2. At a school-sponsored activity
3. While under the supervision of school personnel
4. While in before-school or after-school care on school operated property.

The safety and well being of your child is our concern. We believe that along with your help and attention, we can eliminate unnecessary medication being brought to school. Thank you for your consideration in this matter. If you have any questions regarding sending or giving medications at school, please contact the school nurse through your respective school.

#### MOMENT OF REFLECTION

1. In compliance with Georgia Law, 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 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 moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer.
4. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.
5. Teachers should simply state: "We will now have a moment of silence."

## **NOTICE OF NONDISCRIMINATION**

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

Employees, students and the general public are hereby notified that the Coweta County Board of Education does not discriminate in any educational programs or activities or in employment policies. It prohibits discrimination based on gender in elementary and secondary athletic programs.

The Assistant Superintendent of Administrative Services has been designated as the administrator responsible for coordinating the board's effort to implement this non-discriminatory policy. Inquiries concerning the application of the Perkins Act, Gender Equity in Sports, Title VI, Title IX or Section 504 and ADA to the policies and practices of the Coweta County Board of Education may be addressed to the Assistant Superintendent at the Coweta County Board of Education, 237 Jackson Street, P.O. Box 280, Newnan, Ga., 30263; to the Regional Office for Civil Rights, Atlanta, GA., 30323; or the Director, Office for Civil Rights, Education Department, Washington, D.C., 20201.

## **PARENT PORTAL**

Parents of Coweta County school children can participate in their child's daily education online, using the school system's internet-based *Parent Portal*. To use the *Parent Portal*, parents or guardians need a computer that can access the internet. *Parent Portal* can be accessed from home, work, a public library or anywhere parents can establish an internet connection.

Our goal is to utilize the *Parent Portal* as a communication tool. For more information about *Parent Portal*, visit your school, or visit the *Parent Portal* link at [www.cowetaschools.org/campus](http://www.cowetaschools.org/campus).

## **PARENT-TEACHER CONFERENCES**

Please remember to schedule a conference in advance with your child's teacher. Conferences may be scheduled before or after school.

**Special Note: In order to protect instructional time for all children, classroom visits must be scheduled in advance with the teacher.** Phone messages will be taken for teachers during school hours. All visitors must use only the front door and report to the office for a visitor's badge before moving about the building.

## **PLEDGE OF ALLEGIANCE**

Students in the Coweta County School System shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America each day. Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the recitation of the pledge may (a) stand and refrain from reciting the pledge, or (b) remain seated.

## **PROMOTION AND RETENTION PROCEDURES**

The Coweta County Board of Education herein establishes the following promotion and retention procedures to assure appropriate achievement for all students as they progress through their school experience.

The superintendent will establish promotion and retention procedures based upon the requirements of state and local school board policies. Such policies and procedures shall be reviewed annually by the superintendent and the board of education.

The school principal and staff have the responsibility for determining the quality of student progress and eligibility for promotion or retention as herein defined. Student success in achieving the following promotion criteria is dependent upon regular school attendance and hard work. Please refer to Coweta Board of Education Attendance Policy JB. The principal is responsible for submitting the "Students for Placement" report by June 15 each year.

### ***Kindergarten***

1. The Coweta County Kindergarten Report Card will reflect developmental growth as the student is assessed each nine weeks on the skills and concepts listed.
2. Professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.
3. For those in question, the Metropolitan Readiness Test, Level II may be administered. A score of stanine 4 or above must be achieved.

### ***First Grade***

1. The Coweta County First Grade Report Card will reflect grade level progress as he/she is assessed periodically on the skills and concepts listed on the parent guide (provided at the beginning of the year). Students will be required to MEET at least 70% of reading standards and at least 70% of math standards by the end of the 4<sup>th</sup> quarter.
2. For a student to be promoted to second grade, a rating of meets expectations or above is recommended on the reading and math portions of the first grade final benchmark/mock-CRCT.
3. Professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

### ***Second Grade***

1. In order for students to be successful in third grade, each student will exhibit at least 70% mastery of reading/language and math skills.
2. The 70% will reflect either an average of grades from each 9 week period throughout the school year or reflect demonstration of mastery of at least 70% of the ELA standards and 70% of the math standards on the report card by the end of the 4<sup>th</sup> quarter. Grades will be based on daily grades, tests, and authentic assessments.
3. For a student to be promoted to third grade, a rating of "meets expectations" or "exceeds expectations" is

recommended on the reading and math portions of the second grade final benchmark/mock-CRCT.

4. In all subject areas, professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

### **Third Grade**

1. In order for students to be successful in fourth grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, and math skills and three of the four following subjects: science, social studies, language, and spelling. The 70% will reflect an average of grades from each 9 weeks throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to fourth grade a rating of meets expectations or above is required on the reading portion of the third grade Criterion-Referenced Competency Test. The student should also meet promotion standards and criteria established by the local board of education.
3. In all subject areas, professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

### **Fourth Grade**

1. In order for students to be successful in fifth grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, math skills and three of the four following subjects: science, social studies, language, and spelling. The 70% will reflect an average of grades from each 9 weeks throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to fifth grade, a rating of meets expectations or above is recommended on the reading/language arts, math, science, and social studies portion of the fourth grade Criterion-Referenced Competency Test.
3. In all subject areas, professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

### **Fifth Grade**

1. In order for students to be successful in sixth grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, math skills, and three of the four following subjects: science, social studies, language, and spelling. The 70% will reflect an average of grades from each 9 week period throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to sixth grade a rating of meets expectation or above is required on the reading and math portion of the fifth grade Criterion-Referenced Competency Test. A rating of meets expectations or above is recommended on the science and social studies sections of the Criterion-Referenced Competency Test. No fifth

grade student shall be promoted to the sixth grade if the student does not achieve grade level (meets expectations) on the Criterion-Referenced Competency Test in reading and mathematics. The student should also meet promotion standards and criteria established by the local board of education.

3. In all subject areas, professional assessment, written documentation and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

### **Special Education**

Students who have been identified as having a disability and who are being served in a special education program will be considered for promotion, retention, or placement based on the grade level expectation plus information contained in their individualized Education Programs (IEP).

### **ELL (English Language Learners)**

Elementary and middle school students who qualify for ELL services and are being served by the ELL instructor will be considered for promotion or retention by the ELL instructor, the classroom teacher(s) and, if necessary, the Student Support Team or the Promotion and Retention Team. Consideration should be given to the chronological age of the student and the student's documented progress.

### **PYRAMID OF INTERVENTIONS**

To help each of our students experience success, the Coweta County School System is now utilizing a framework developed by the **Georgia Department of Education** entitled the Student Achievement Pyramid of Interventions. This framework includes four layers, called Tiers, of instructional efforts that can be provided to a student based on his/her individual needs. Tier 1 and Tier 2 interventions are now implemented and documented in the regular classroom by your child's teacher. This added flexibility in the regular classroom will enable your child's teacher to more efficiently and effectively meet the needs of your child without having to go through the formalized SST process. If success is not achieved, however, through Tier 1 and Tier 2, Tier 3 interventions can be implemented through a formal SST process. Tier 4 is developed specifically for students who may need specialized instruction.

**Is this SST process mandated?** Yes. It is defined in Georgia Board Rule 160-4-2-.32. Therefore, if your child is found to need support on the Tier 3 level (SST), a formalized procedure will be started. The Student Support Team is a regular education, problem-solving process in every Georgia School. Its purpose is to provide support to both students and teachers with the outcome being improved student performance. The parents are always an integral part of the Student Support Team.

**Can the SST refer students for evaluation for special education consideration?** Yes, but usually after several important decision criteria are met: 1) that reasonable classroom interventions of sufficient duration have been carefully attempted, without success; and 2) that the cause of

the problem is suspected to be a disability that cannot be resolved without special education services.

**Should ESOL students be in SST?** If your child continues to have difficulty after consistent language accommodations and instructional modifications that have been attempted for a reasonable amount of time, then SST would be appropriate. The ESOL teacher should be a part of the SST process. There is no time restriction on referring an ESOL student for any available, appropriate program.

*The focus is and remains for each student to be a part of the regular education process.*

### **RIGHT TO KNOW**

At the beginning of each school year, school districts must notify parents of children attending Title 1 schools that they can request information regarding their children's teachers, including, at a minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications. Coweta County School System extends this notification request to all schools (Title I and non-Title I schools).

The law states that school districts must "notify the parents of each student" of the parents' right to request such information, and that merely posting this information on the internet does not suffice.

Guidance is available at:

[www.ed.gov/offices/OESE/SIP/Title11guidance2002.doc](http://www.ed.gov/offices/OESE/SIP/Title11guidance2002.doc)

### **SEXUAL HARASSMENT**

It is the policy (See Board Policy JCAC) of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not

limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 USC 2000e-2

### **SOLICITATIONS**

The Coweta County Board of Education accepts the premise that funding of educational programs shall be in keeping with taxation powers vested in the Board by State constitutional and statutory provisions. These provisions do not include the solicitation of school operating funds from students, faculties, or other citizens. Fund raising projects may be conducted for activities deemed by the Board not to be in conflict with this policy. Such projects must always receive prior approval of the Superintendent. School participation in all charity drives must be approved by the Superintendent.

### **STUDENT ASSIGNMENT TO SCHOOL**

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

1. **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.

2. **Evidence Of Domicile** - The following items may establish the domicile of a student in accordance with the provisions of this policy:

- a. The property tax records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- b. Mortgage documents or deed records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- c. 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);
- d. 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
- e. 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.

3. **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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.

- e. 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.
- f. 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.
- g. 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.

- h. 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.
- i. 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.

4. **Student Assignment To Schools**

- a. **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.
- b. **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:

- i. A student (a) 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 (b) 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.
- ii. 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.

**STUDENT BEHAVIOR CODE-FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS**

(Board Policy Descriptive Code: JCD-E Code of Conduct)

It is the purpose of the Coweta County Schools 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 which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards 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 in the following places:

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

#### **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 School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Education Program
- 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 punishments for an offense include 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 which 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 he/she is charged and allow the student to explain his/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. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

#### **Behavior which will result in disciplinary procedures:**

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

#### **Bullying:**

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
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Causes substantial damage to another persons' property;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

#### **Prohibition Against Bullying**

The Coweta County School District strives to maintain a safe and healthy school environment. All schools within the District will promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student, staff, or volunteer will not be tolerated. Students shall not bully, harass, or intimidate other students through words or actions 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 the District.

The District's policy prohibiting bullying is included in the Student Code of Conduct for Coweta County Schools and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- The principal or designee will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Any student who knowingly files a false report of bullying will be subject to disciplinary action.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after the principal or designee has determined that bullying has occurred. Discipline for any act of bullying shall be within the discretion of the principal or designee and shall comply with guidelines established in the Student Code of Conduct for Coweta County Schools and may include but is not limited to the following:

- Loss of a privilege;
- Reassignment of seats in the classroom, cafeteria or school bus if feasible;
- Reassignment of classes if feasible;
- In-school suspension;
- Out-of-school suspension;
- Detention;
- Expulsion; and
- Assignment to an alternative school.

Students, parents/guardians and volunteers may report incidents of bullying to an administrator. Please note: Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or committed at school is not allowed.

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

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.

- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

1. **Investigate**

Upon receipt of any reliable information that would lead a reasonable person to suspect that someone is a target of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged bully and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available.

2. **Notify**

At an appropriate time after the investigation, the parents/guardians of the accused bully and the alleged victim will be notified by telephone, in person, or in writing, which may be done electronically, of the findings of the investigation. If the incident involves an injury or similar situation and the school is made of aware of such injury, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. **Discipline**

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence at the discretion of the principal or designee, including but not limited to loss of privilege; reassignment of seat if feasible; reassignment of class if feasible, in-school suspension; out-of-school suspension, detention, expulsion, assignment to an alternative school, and counseling if appropriate.

- Students in grades six (6) through twelve (12) found to have committed the offense of bullying for the third (3<sup>rd</sup>) time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary tribunal. Coweta County Schools reserve the right to send a student to a disciplinary hearing for a single act of bullying if the student's misconduct under the Student Code of Conduct requires the student to be sent to a disciplinary hearing.
- Coweta County Schools prohibit retaliation following a report of bullying. "Retaliation" is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment, or intimidation. Such retaliation shall be considered a serious violation of District policies and independent of whether a complaint is substantiated.

Any student who knowingly files a false report of bullying is guilty of violating the Student Code of Conduct of Coweta County Schools and will be punished under the provisions of the Code of Conduct.

#### 4. **Follow Up**

At an appropriate time after the conclusion of the investigation, but no later than five (5) days, the principal or designee will follow-up with the student found to be a victim of bullying.

#### **Other behaviors which will result in disciplinary procedures:**

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

- 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.
- 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 un-welcomed, 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 school staff
- Classroom and school disturbances
- Violation of school dress code
- Use of profane, vulgar, or obscene words or indecent exposure
- 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. The only exception to the use of electronic communications equipment/devices must be in accordance with Board Policy IFBG. Cell phone 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 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 regarding the student behavior code, see Board Policy JCDA. School phones are available for student use in emergency situations.
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials
- Cheating on school assignments
- Unexcused absence, 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.

#### **Definition of Terms**

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

**Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics which 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 to make-up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents/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.

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

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

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

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

**System's Early Intervention Program for Student and Parent:** This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) Program.

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

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

**Weapons:** The term weapon is defined as any object, which 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 Support Processes**

The Coweta County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans.

### **Parental Involvement**

Parents are encouraged to be actively involved in their child's school. Student achievement can be greatly impacted when parents, students and schools work together as a team. The 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 are extremely valuable; therefore; they provide information to parents and well as on-going opportunities for school personnel to hear parents' concerns, suggestions 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 school - in academic and behavior support processes designed to promote positive choices, learning 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.

### **STUDENT RECORDS – 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](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

### **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>)

**STUDENT TRANSPORTATION**

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so. Remember, 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 for students.

**Some General Bus Rules:**

1. Observe classroom conduct
2. Co-operate with the driver
3. Remain seated
4. No 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 bus or equipment/Do not tamper with equipment
9. Keep head, hands, and feet inside the bus
10. Be courteous and respectful
11. No harassing and/or bullying of anyone
12. No profane language
13. Do not fight, push, or shove
14. No animals – dead or alive
15. No tobacco products of any description
16. No flammable material
17. No throwing of any objects out the bus window
18. No balloons, water, or glass items
19. No objects larger than you can hold in your lap
20. Do not use any type of electronic device
21. No weapons or any item resembling a weapon
22. Boys and girls do not sit together
23. Students are to have a note from their parent or guardian that has been approved through the school office to ride a different bus and/or to get off at a stop other than their own.

**Do Not Lose Your Bus Privilege!**

**Follow the Rules Note:** Parents should closely supervise children at bus stops to ensure their safety as they wait and properly board the school bus.

**TESTING SCHEDULE**

Aug. 2011 – April, 2011	Georgia Kindergarten Inventory of Developing Skills (GKIDS)
Aug. 30 - Sept. 1, 2011	CogAT (Grades 2 & 4)
March 7, 2012	Georgia writing assessment (5 <sup>th</sup> grade)
March 19 - 30, 2012	Georgia writing assessment (3 <sup>rd</sup> grade)
April 16 - 20, 2012	CRCT & CRCT-M
May 22 - 23, 2012	CRCT & CRCT-M Re-Test (Grades 3 & 5)

**TRANSFERS AND WITHDRAWALS**

**A. 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:

- a. 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 Assistant 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.
- b. 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.
- c. 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.
- d. 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:
  - i. 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.
  - ii. 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.

- iii. 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.

- e. 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.
- f. 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).

- g. 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.
- h. 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 JBCCD, 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 Assistant Superintendent shall review all such transfer requests, including those received through a request by the superintendent of the sending district; (ii) the Assistant 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 Assistant 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 Assistant 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 10<sup>th</sup> 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 Assistant Superintendent**

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

**Majority-to-Minority Transfers**

**Descriptor Code: JBCDA**

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

1. 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.
2. 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.
3. The School System shall provide transportation to any student who has been granted a majority-to-minority transfer pursuant to this policy.
4. Commencing with the 2007-2011 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.
5. 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.
6. 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.
7. The Assistant 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 2007-2011 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.

8. 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.

Transfer form is available at:

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

### **TRANSPORTATION CHANGES**

Please notify your child's teacher in writing if there is to be a change in your child's regular transportation. The following information must be included on the transportation note: the date, the child's full name, where the child is going, how the child is being transported (bus, car, etc.), the teacher's name, and the parent's signature. **Transportation changes will not be accepted after 1:30 p.m.** *If no prior written notification is received, your child will follow his/her regular means of transportation.*

**NOTE: Bus drivers may not let a child off the bus at any stop other than his own without written and approved authorization to do so. Please do not meet the bus along the route and ask your child to get off. Please meet him/her at home instead.**

### **VISITORS**

Visitors are welcome in Coweta County Elementary Schools. All visitors should enter through the front door and report to the school office. Visitors will be asked to sign in and receive

a visitor's badge. This badge should be visible to school personnel at all times the visitor is on campus. Before leaving, the visitor should sign out at the school office and return the visitor's badge to the receptionist if it is a re-useable badge.

### **WEAPON POLICY**

It is unlawful for any person to carry, possess or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school sponsored function or activity, on any school bus, vehicle or other transportation furnished by the school, or in a private vehicle parked on school property.

The term "weapon" means and includes any pistol, revolver or weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of two and one half or more inches; any straight-edged razor; any spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner to allow them to swing freely, which may be known as a nun chuck, nun chahka, nunchaku shuriken, or fighting chain; any disc of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; and any stun gun or laser; and 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.

# Coweta County School System

## Internet Access – Students

### Terms and Conditions for Use of the Internet /Internet Safety Policy

It is the policy of the Coweta County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

**Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

**Each student must participate in general information training concerning the appropriate educational use of the Internet before the student will be allowed access to the Internet. Students will not have access privileges from home. Students will have access privileges only at school under the supervision of a teacher. Parents or guardians may attend an informational meeting if they have questions or concerns.**

### Unacceptable Usage

The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:

1. Accessing materials or communications that are
  - a. Damaging to another person(s) reputation
  - b. Abusive
  - c. Obscene
  - d. Sexually oriented
  - e. Threatening or demeaning to another person’s gender or race
  - f. Contrary to the school’s policy on harassment
  - g. Harassing
  - h. Illegal.
2. Sending, creating, or posting materials or communications that are
  - a. Damaging to another person’s reputation
  - b. Abusive
  - c. Obscene
  - d. Sexually oriented
  - e. Threatening or demeaning to another person’s gender or race
  - f. Contrary to the school’s policy on harassment
  - g. Harassing
  - h. Illegal
3. Using the school’s computer hardware or network for illegal activity such as copying software or violation of copyright laws.
4. Making copies of software on any school’s computer or computer system.
5. Copying or downloading copyrighted software for one’s own personal use.
6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school’s computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
9. Gaining unauthorized access to network resources.
10. Attempting to bypass Internet filtering devices.
11. Invading or attempting to use another person’s user name or password.
12. Posting or plagiarizing work created by another person without their consent.
13. Posting anonymous messages.
14. Using the network for commercial or private advertising.
15. Forging electronic mail messages.
16. Attempting to read, alter, delete, or copy the electronic mail of other system users.
17. Using the school’s computer hardware, network, or Internet link while access privileges are suspended. Using the school’s computer hardware, network, or Internet link in a manner that is inconsistent with a teacher’s directions and generally accepted network etiquette.
18. Attempting to alter the configuration of a computer of any of the school’s software. Examples include changing screen colors, backgrounds, screen savers, etc.
19. World Wide Web- Students do not have permission to create “home pages” or directories. Student work will be published only under the direction of the supervising teacher.

20. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.
21. Every student of the Coweta County School System will be given a unique user name and password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information.

Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Coweta County School System online computer network when using electronic mail and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Education, Supervision and Monitoring

It shall be the responsibility of all members of the Coweta County School System staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Education for minors shall include: appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response

#### Cyber bullying

Cyber bullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet.

Some examples of cyber bullying are:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others
- Tricking people into revealing personal information
- Sending or forwarding mean text messages
- Posting pictures of people without their consent

You can prevent cyber bullying if you "take 5" before responding to something you encounter online. You can stop communication with cyber bullies; and you can also report cyber bullying to your teachers.

Some ways to stay cyber-safe are:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names or Social Security number).
- Never share your passwords with anyone, except your parents.
- Never meet anyone face to face whom you only know online.