

COOK MIDDLE SCHOOL

**A Place Where Students Work to Meet
Their Full Potential
and to Build
PRIDE**



**STUDENT HANDBOOK
2009- 2010**

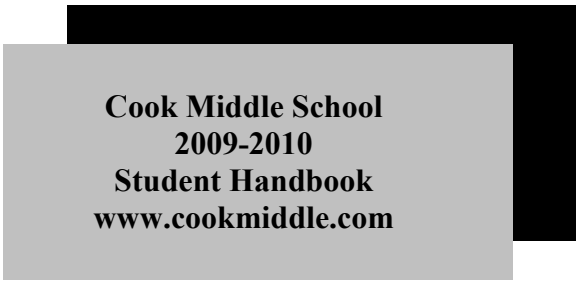


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Cook Middle School
“Continuing in Excellence”
Jeff Shealey, Ed.D., Principal
David Boland, Ph.D., Assistant Principal
Debbie Buckholts, Graduation Coach/AP

1601 North Elm Street - Sparks, Georgia 31647 - (229)549-5999 - Fax: (229)549-5986

Dear Students,

Welcome to Cook Middle School, the home of the **Stingers**. CMS is a place where students are work to meet their full potential. We challenge all students to build pride and achieve a solid foundation in preparation for high school.

Each new day brings new opportunities, successes, challenges and new ways to achieve goals. Determination to do your best on every assigned task is required to achieve your goals. Your success at the middle school prepares you for high school and sets the tone for your achievements in life. Do your best and reach your goals at **Cook Middle School by working to meet your full potential!**

We want your learning experience to be a productive one and this handbook serves as a guide. The procedures are designed to assist us in working together at our school. We look forward to your participation and contributions to the activities provided in the classroom and in the extracurricular activities.

Cook Middle School provides a solid foundation that allows all students to have a brighter future through hard work, commitment, cooperation, and opportunity. Have a great year at CMS!

Sincerely,

Jeff Shealey, Ed.D.
Principal

COOK MIDDLE SCHOOL
Faculty and Staff
2009-2010

PrincipalDr. Jeff Shealey
Assistant PrincipalDr. David Boland
Assistant Principal/GC.....Debbie Buckholts

Team 6 BLUE

Wanda Dobson
 Lisa Myers
 John Smith
 Delicia Folsom*
 Marti Turman

Team 6 GOLD

Robyn Mullican
 Tereima Winfield
 Violet Daugharty
 Clair Youngblood*
 Tracy Bornman

Team 7 BLUE

Ladie James*
 Olivia Hilliard
 Jessica Watson
 Ryane Canfield
 Diedra Krause

Team 7 GOLD

Brandie Nolan*
 Brittany Wiggins
 Portia Best
 Rachel Serrano
 Pam Brown

Team 8 BLUE

Teara Powell
 Deena Griffin*
 Jami Willis
 Matt Tindall
 Cristy Cox

Team 8 GOLD

Leif Purvis
 Peggy Fulghum*
 Joy Parker
 Georgia Futch
 Dawn Morris

Special Education

Rhonda Duggan*
 Annette Brown
 Mary Peterman
 Judy Lippincott
 April Crabill
 Jesse Lynch
 Susan McLaughlin
 Staci Howell

Connections

Art: Gina Prinkey
Computer Lab: Vickie Ashley
Exp. In Math: Iris Cannon
Life Skills: Pam Moore*
Exp. In Tech: Mike Huffstetler
Exp. In Ag: Jeff McLean
Exp. Reading: Phillip Davis and Darrell Denham

Health & Physical Education

Cleve Edwards
 Gabe Hammock
 Rusty Meadows
 Audrey Stacks

Network Administrator

Dennis Hicks

PACES

Heather McIntyre

Graduation Coach

Debbie Buckholts

Media Specialist

Margo Young

Counselor

Lyn Martin

In School Suspension

Bruce Shaw

Band

Frank Butenschon
 Woodrow Leonard

ESOL

Angie McClain

**Faculty & Staff continued
2009-2010**

Office Staff

Secretary
Betty Coleman
Tresa Rayfield

Bookkeeper
Jackie Moore

Curriculum and Instruction
Jan Folsom

Alternative School
Lynn Willis

Custodial Staff
Head Custodian
Johnny Redding

Staff

Edward Harley, Jr.
San Juana Gaona
Gloria Keeley
Ralph Thomas
Mickie Tucker

School Resource Officer
Deputy Terry Arnold

School Nurse
Angela Folsom

Lunchroom Staff

Manager
Shirley Purvis

Assistant Manager
Judy Stokes

Staff
Lucy Bennett
Gail Scott
Pearl Beauchamp
Emma Sorrell
Kerrie Webb
Pat Garvitte
Patsy Strickland

Paraprofessionals

Linda Collier
Carolyn Arnold Kaiser
Rochelle Pfeiffer
Sylvia Bryan
Joni Huffstetler
Linda Tennant
Jan Tucker
Melanie Gates
Patrice Johnson
Jennie Welch
Angie Woods
Nichole Harrison

COOK MIDDLE SCHOOL 2009-2010 Dates to Remember

July

30 Open House 4:00-6:00

August

3 First Day of School

14 Back to School Dance

20 Picture Day

September

7 Labor Day

4 Mid-Term Progress Reports Go Home

10 PTO Open House (7:00 PM)

26 Parent University

29 Students leave for Washington Trip

October

5 End of 1st 9 Weeks

8 TAPSS (Parent Conferences) 4:30-6:30

12-14 Fall Break

16 Report Cards Go Home

November

13 Mid-Term Progress Reports Go Home

23-27 Thanksgiving Holidays

December

3 PTO/ Band Concert (7:00 PM)

17 End of 1st Semester/

18 Report Cards Mailed Home/ Teacher In-Service

December 19 - January 5, 2010 Christmas Holidays

January

4 Teacher In-Service

5 Classes Resume

18 Martin Luther King, Jr. Holiday

20 8th Grade writing Test

22 CRCT Pep Rally

28 TAPSS (Parent Conferences) 4:30-6:30

February

5 Mid-Term Progress Reports Home

15 Presidents' Day Holiday

18 CRCT Popcorn Night

March

10 End of 3rd 9 Weeks

12 March Holiday

15 Professional Learning Day

19 Health Fair/ Report Cards Go Home

April

5-9 Spring Break

14-23 CRCT Testing

23 Mid-Term Progress Reports Home

30 Field Day

May

7 Reading Celebration Day/ 8th Grade Dance

18 Band Concert

10-21 CRCT Remediation

20 Stinger Pride Day/ 9:00 a.m.

21 Last Day of School/End of 4th 9 Weeks/End of Semester

SCHOOL DAY SCHEDULE
8:05-3:05
Cook Middle School
2009-2010

BLOCK 1	8:05-9:05	8th
BLOCK 2	9:05-10:05	
BLOCK 3	10:05 -11:05	
2 nd LUNCH	11:05 11:35	
BLOCK 4	11:35-12:35	
BLOCK 5	12:35-1:35	
1 ST CONNECTIONS	1:35-2:20	
2 ND CONNECTIONS	2:20– 3:05	

1 ST CONNECTIONS	8:05-8:50	6th
2 ND CONNECTIONS	8:50– 9:35	
BLOCK 1	9:35-10:35	
BLOCK 2	10:35-11:35	
3 RD LUNCH	11:35-12:05	
BLOCK 3	12:05-1:05	
BLOCK 4	1:05-2:05	
BLOCK 5	2:05-3:05	

BLOCK 1	8:05-9:05	7th
BLOCK 2	9:05-10:05	
1 ST CONNECTIONS	10:05-10:50	
1 ST LUNCH	10:50– 11:20	
2 ND CONNECTIONS	11:20– 12:05	
BLOCK 3	12:05-1:05	
BLOCK 4	1:05-2:05	
BLOCK 5	2:05-3:05	

MISSION

The Cook County School System will provide all students with an exemplary education, which will meet the diverse needs of individual students in a positive and safe environment while preparing them for academic success, productive citizenship, and lifelong learning.

VISION

The Cook County School System envisions a professional team of educators fostering community partnerships with the purpose of inspiring students to reach their individual potential. We envision a standards-based, inclusive, and challenging curriculum that stimulates learning and creativity in a positive and safe environment.

MIDDLE SCHOOL PHILOSOPHY

Cook Middle School is designed to meet the changing needs of students between the ages of 10-14. The middle school offers a program that helps students progress intellectually, socially, physically, and emotionally in ways which: a) enhance the individual's self-worth, b) provide opportunities for success, c) foster active learning, d) promote exploration, e) encourage students to be responsible for their own behavior and become responsible members of society.

Cook Middle School provides a unique learning experience and a gradual transition between the elementary and secondary educational programs. Emphasized in the educational process are provisions for assisting students to become independent learners, to acquire self-direction and motivation, and to apply mastery of basic skills to new areas of learning.

Motto

Cook Middle School: A place where students are working to meet their full potential and to build pride by becoming:

P= Productive

R=Respectful

I=Independent

D=Dependable

E=Ethical

CMS

SUMMARY OF SCHOOL IMPROVEMENT PLAN

This is a summary of the School Improvement plan and the entire plan can be seen on the school's website.

Action Plan 1

Understanding of Math Concepts and Real World Problems

Action Plan 2

Demonstrate Proficiency in Language Arts through Writing

Action Plan 3

Demonstrate Proficiency in Critical Thinking and Problem Solving

Action Plan 4

Collaborative Decision Making Among Faculty

Action Plan 5

Increase Parental Involvement

Action Plan 6

Provide a Safe and Positive Environment



CLUBS

Cook Middle School has a variety of clubs and organizations offering students an opportunity to build on personal and vocational interest and community service.

Yearbook Staff: The yearbook staff is in charge of producing the student's annual. Members must be capable and willing to perform a variety of jobs including promoting the yearbook; assisting the school photographer, cropping; identifying, and alphabetizing photographs, and selecting designs and layouts. The advisor is Mrs. Vickie Ashley.

Y-Clubs: The purpose of Y-Club is to create, maintain, and extend through the home, school, and community high standards of Christian character. They are dedicated to serving the school and community. Membership is open to any student. Local Y-clubs are sponsored by the State YMCA of Georgia.

6th grade advisors are Mr. John Smith, Mrs. Delicia Folsom, Mrs. Robyn Mullican

7th grade advisors are Mrs. Jessica Watson, Mrs. Rynne Canfield, and Mrs. Heather McIntyre

8th grade advisors are Ms. Georgia Futch and Mrs. Deena Griffin

4-H Club: The 4-H Club is open to all students and is sponsored by the Georgia Cooperative Extension Service. The club helps members learn more about themselves and the world. Cook Middle has two 4-H Clubs; one for 6th grade and one for 7th and 8th grades. The advisor is Ms. Brandy Wilkes.

Academic Bowl: This group was established to promote academic excellence. The bowl offers students an opportunity to demonstrate their academic knowledge and mental toughness in meets with peers from other schools. Participation builds confidence and encourages continued efforts in the quest for academic excellence. The advisor is Ms. Joy Parker.

Fellowship of Christian Athletes: This group is for 7th and 8th grade athletes who choose to participate in a Christian-oriented club. The advisor is Mrs. Wanda Dobson.

Future Farmers of America: This group is for 6th, 7th, and 8th graders. The FFA promotes agri-science with a strong knowledge and perspective of agricultural progress and productivity. Mr. Jeff McLean is the advisor.

Junior Beta: The purpose is to promote scholarship, leadership, and good citizenship. Membership is by invitation only and is for 7th and 8th grade students. Students must have all A's and a 93 average or above. The advisors are Mrs. Brandi Nolan and Mrs. Heather McIntyre.

Media Assistants: The media assistants work in the center on their own free time. Responsibilities include reshelving books and assisting with the book fair. The advisor is Mrs. Margo Young.

If a parent or guardian chooses not to allow their child to participate in a club at Cook Middle School, they must sign on the appropriate line in the letter that must be returned to the school.

CLUB SCHEDULE FOR 2009-2010

Club meetings will be announced by the advisors.

ORGANIZATIONS

Band: 6th, 7th, 8th grade beginning and performing groups. Approximately 160 members participate in the band program. The band directors are Frank Butenschon and Woodrow Leonard.

Sports activities offered: 7th and 8th graders may participate in all sports. 6th graders may participate with permission from the parent, coach, principal/A.D.

Softball, Cheerleading, Football, Basketball, Wrestling, Golf, Baseball, Track, Tennis

Student Extracurricular Activities

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

1. All athletes will follow the school conduct rules and will strive to be model students and good examples. It will be the responsibility of the entire coaching staff to make all athletes aware of their expectations and to see that rules are enforced and adhered to consistently.
2. In order to participate in any athletic activity, each student must meet all current Georgia High School Association eligibility requirements.
3. The coach of each respective sport will have the right and responsibility of selecting and supervising his/her athletes. All athletes will adhere to general rules set by the athletic department.
4. If an athlete violates a school rule or breaks the law, the team coach, athletic director, and principal will decide the proper action to be taken in regard to the athlete's participation in our athletic program. All athletes who are referred to the office for disciplinary action will be treated on the same basis as a non-athlete.
5. An athlete who elects to "quit" a team during that particular season will be required to "sit-out" the remainder of that regular season before he/she can begin participation in any other sport. All cases will be reviewed by the administration and the coach. Athletes must see that all equipment issued by the school is returned immediately upon his/her quitting.
6. An athlete who consistently does not attend practice or is dismissed from the team by the coach is considered quitting.
7. Athletes will be expected to be neat in appearance during the school year. Hair must be neat and well groomed year round. Athletes in violation of this rule will be suspended from participation until in compliance.
8. Athletes will be transported to out-of-town events by transportation provided by the school. If an athlete travels to an athletic event on a school bus, he/she will return on the bus unless the coach releases the athlete to a parent or legal guardian in writing. **Athletes will be released to their parents/guardians and no one else.**
9. Good sportsmanship conduct will be expected at all times from all athletes. Athletes are expected to exhibit good manners and good behavior at all times.
10. All athletic uniforms must be worn as they are designed to be worn. The coach will decide all uniform policies for his/her sport.
11. Missing practice is a serious violation of athletic conduct. Unexcused absences will not be tolerated. If there is a need to be absent from school athletic practice,

it is the responsibility of the athlete to clear this with his/her coach. Each coach will outline the rules for practice requirements.

12. All students participating in athletics, including practice sessions must be properly insured against accidents. Proof of insurance is required to participate. School insurance is available for purchase if needed. The Cook County Board of Education **DOES NOT** provide insurance coverage for athletic competition.
13. An athlete who is caught at “anytime” in violation of the rules below will be subject to proper disciplinary action as outlined in the Student Conduct Rules of the student handbook. All cases will be reviewed by the coach and administration.
 - **Tobacco/Alcohol**
The use of tobacco or alcohol will result in immediate suspension from the athletic program pending an investigation from the athletic program on the issue. Appropriate disciplinary action will be taken as warranted. Failure to complete the assessed punishment in any of the athletic rules within the given time limit will result in 180 consecutive days suspension from athletic participation. Re-entry into the athletic program will be determined by a hearing involving the athlete, his/her parents/guardians, athletic director, respective coach, and principal.
 - **Illegal Drugs**

1st Offense: If any athlete is caught on or off campus at any time with illicit drugs on his/her person, in his/her possession, or under the influence of any drug, the athlete will be suspended immediately from all athletic participation for a period of 4 weeks or 4 games, whichever ever is greater. If the student athlete successfully enrolls in a drug-counseling program, the suspension would be reduced by 50%. Should the athlete fail to successfully complete the drug-counseling program, he/she will be subject to additional disciplinary action. Prior to readmission to participate, the athlete, parents/guardians, athletic director, respective coach, and principal will meet to evaluate the readmission to the athletic program.

2nd Offense: The athlete will be barred from all athletic participation for 20 weeks or 20 games, whichever ever is greater. If the student athlete successfully enrolls in a drug-counseling program, the suspension would be reduced by 50%. Prior to readmission to participate, the athlete, parents/guardians, athletic director, respective coach, and principal will meet to evaluate the readmission to the athletic program.

3rd Offense: The athlete will be barred permanently from all athletic participation at Cook Middle School.
 - If a student elects not to seek full reinstatement to an athletic team after a violation, or the season concludes prior to the expiration of the suspension, the student is still required to serve the unexpired portion of the suspension before the student can be eligible for participation with another athletic team. A student serving a suspension for one sport may try out for a second sport, but must serve the unexpired suspension before being permitted to compete.
14. All students are encouraged to participate in as many extracurricular activities as desires. Students wishing to participate in activities, whose seasons coincide, must have written permission from the head coach of each respective sport as well as the athletic director in order to participate.
15. Before a player can be removed from the athletic program, the principal and the athletic director must approve the action.
16. Physical examinations are required by state law. Cook Middle School sets up one appointment during the spring of the school year for physicals. These are free of charge to the athletes and cheerleaders. Any other examination or referrals to specialists are the responsibility of the parents/guardians of the athlete or cheerleader and will not be paid for by Cook Middle School. All physicals taken after April 1st are valid until the end of the next school year.

GUIDANCE AND COUNSELING

The goal of the guidance and counseling program at Cook Middle School is to help you to realize your full potential as a unique, special individual and as a student. Your school counselor is a person who has special training to help you to develop personally, academically, and socially. She can work with students individually, in groups or in classroom guidance activities or special programs. Who does the school counselor work with?

students, parents, relatives, and friends

teachers, administrators, and other staff members
 anyone with problems or concerns
 anyone who cares about your well being

Your counselor can work with you to help you to:

do better in school
 solve personal problems with family, friends, and teachers
 develop positive feelings about self
 find answers to questions
 develop positive attitudes
 learn more about yourself and others
 discover your talents and abilities
 set goals
 explore alternatives
 make suitable decisions about your life
 cope realistically with everyday situations and problems

How can you contact your counselor?

student requests: ask your teacher or an administrator
 parent requests: call or visit the school counselor
 teacher requests: verbal or written referrals
 friend requests: call, come by, written referrals

Under normal circumstances, your counselor will keep confidential whatever you talk about. However, your counselor will always consider first your safety and well-being and those you come in contact with and will take whatever action is appropriate to protect individuals.

PROCEDURES AND CONDUCT EXPECTATIONS

I. ATTENDANCE

STUDENT ATTENDANCE PROTOCOL Cook County Schools

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

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

Cook County Superior Court
 Cook County Juvenile Court
 Cook County District Attorney's Office
 Georgia Department of Juvenile Justice
 Cook County Board of Education Representatives
 Cook County Board of Education Attorney
 Cook County Sheriff's Office
 Cook County Department of Family and Children Services

Cook County Health Department
 Cook County CCY (Family Connection)
 Cook County Chamber of Commerce
 Chief of Police from Adel, Lenox, and Sparks

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

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

Operational Authority

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

Tardies and Early Checkout

Definition of Terms

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

Tardy to Class: A student is “tardy to class” when he/she arrives to class late.

Excused Tardy: A tardy resulting from events beyond a student’s control, such as an accident, road closed due to an accident, area power outage, late bus, or other excuses determined by the Principal or designee as acceptable. Documentation is required to excuse a tardy.

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

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

- Excused: Early checkouts for emergency, illness, or other reasons that the Principal deems necessary or reasonable. Documentation is required to excuse an early dismissal. Records will be kept at each school to document the number of days a student misses due to early

checkouts. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.

- **Unexcused:** Early checkouts for reasons other than those approved by the Principal. Excessive incidents of unexcused early checkout may result in disciplinary action or referral to the SST as the Principal deems necessary.

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

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

Unexcused Tardies and Early Checkouts:

- Students accumulating three (3) days of unexcused tardies to school will receive a referral to the Principal or Principal's designee for violation of Board Policy JCDA: Student Code of Conduct.
- At the school system's discretion, students establishing a pattern of early checkouts may be referred to the Principal or Principal's designee for disciplinary or other appropriate action.
- Students leaving early or arriving late to class may be counted absent from the class or classes missed if they are not present more than 15 minutes of the entire instructional period.

Consequences and Penalties for Unexcused Tardies/Early Checkouts

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

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

Truant Students

Definition of Terms

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

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

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

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

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

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

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

Parental Notification: Statement of Receipt

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

Consequences and Penalties for Violation of Compulsory Attendance

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

Third Unexcused Absence in the School Calendar Year: Contact with the student's parent(s), guardian(s), or other person(s) who has control or charge of the student will be made and documented by the Principal or the Principal's designee.

Five Unexcused Absences in the School Calendar Year:

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

Notification

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

Six or More Unexcused Absences in an Academic Year

Six Unexcused Absences: Students accumulating six (6) days of unexcused absences in a semester will receive a referral to the Principal or administrative designee for violation of Board Policy JCDA: Student Code of Conduct. Upon a student's accumulation of six (6) or more unexcused absences in the school calendar year, a student's homeroom teacher will make a referral to the Principal or designee for Student Support Team (SST) intervention. Prior to the first SST meeting, a school social worker, school nurse or other appropriate staff member will attempt contact with the student and parent(s), guardian(s) or other person(s) who has control or charge of the student.

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

Ten Unexcused Absences: Upon a student's accumulation of ten (10) unexcused absences in the school calendar year, the school social worker will refer the student and parent to Cook County Truancy Education and Mediation (TEAM) for contracted participation in the TEAM

truancy diversion program. The school social worker will serve to coordinate efforts between the school SST and TEAM in monitoring attendance.

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

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

I. School System Procedures

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

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

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

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

After three (3) unexcused absences, the school principal or administrative designee will call parents.

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

After five (5) unexcused absences:

1. A referral will be made to the SST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in SST meetings, as deemed appropriate by the SST.
2. In addition to notice of the SST meeting, two (2) reasonable attempts will be made by the school to notify parents/ guardians, in writing, of attendance to date (absences, tardies, and early check-outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.
 - A. First attempts to meet this requirement shall be made in conjunction with the notice of an SST meeting and/or during an SST meeting when the Parent/guardian(s) are in attendance.
 - B. After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

At ten (10) unexcused absences, the SST will review the case again and make a referral to the School Social Worker, if a referral has not been made previously.

The School Social Worker will:

1. Review available information from the SST and parent contacts from school staff.
2. Meet with the student(s) and attempt a home visit within no more than two business days from the date of the receipt of the referral to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences. Examples of such assistance would include, but is not limited to:
 - Brief individual or group therapeutic intervention with students at school
 - Referral to public or private mental health or counseling services
 - Referral to public or private medical or dental services
 - Referral to public assistance programs
 - Referral to the school's Student Support Team
 - In-home support facilitated by the School Social Worker
 - Referral to outside social service or counseling providers for intensive in-home support
 - Referral to Department of Family and Children services if deemed necessary.
3. Upon further investigation, determine the need for immediate referral of:
 - Students ages ten (10) to sixteen (16) to Juvenile Court for truancy
 - Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the Magistrate Court for Deprivation, or to Superior Court for Failure to Comply with Compulsory Attendance
 - Refer to the Cook County Truancy Reduction Program in Appendix 1

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

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

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

II. Criminal Prosecution for Violation of School Attendance Law

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

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

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

A. Filing Juvenile Complaints

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

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

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

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

B. Juvenile Justice Procedures

1. Intake Process for Juvenile Complaints

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

2. Adjudication and Disposition

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

B. Prosecution in Superior Court

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

1. The child is under the age of 13 years.
2. The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper

medical attention.

3. The parent has not actively sought assistance from community social services and resources to assist in getting the child to school.
4. The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
5. The child is a deprived child.

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

C. Notification to Parent(s)

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

“Decisions as to appropriate action recommendations will be made at an SST

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

III. Community Support

A. Law Enforcement

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

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

B. Public Health

Each school in Cook County has licensed staff available to serve students via on-site school “clinics.” These personnel are hired by the Cook County Board of Education but operate annually under the protocol of Dr. Feldman with the South Health District 8-1. The School Health Nurses shall:

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

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

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

C. Mental Health

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

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

D. Department of Family and Children Services

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

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

5. Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance. Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.

IV. Monitoring the Protocol

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

V. Steps to Prevent Truancy

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

- A. The Department of Juvenile Justice in conjunction with the Cook County Juvenile Court, The Cook County Mental Health, and Cook County Schools are working together to develop a plan to work on preventing truancy. Cook County Schools implementation of the Student Transition And Recovery Program (S.T.A.R.) is one way to work on this problem. S.T.A.R. is an innovative program which combines military style discipline efforts and academic instruction to improve the overall quality of the learning environment. The S.T.A.R. officer works directly with those students who have committed offenses that warrant suspension from school or detention in a juvenile facility. It also works with students who have been identified as potential behavior problems. The Cook County Commission on Children and Youth (CCCY) is a collaborative partnership working to address the educational, social and physical needs of local children and youth. The Commission serves as the local Family Connection collaborative with dedicated members representing a cross-section of the community. The specific goals of the Commission for Children and Youth are to increase the number of students who graduate from high school on time, to decrease the number of teen pregnancies and to decrease the school drop out rate.
- B. Local businesses, clubs, and civic organizations will be asked to consider developing incentive or even scholarship programs for those students whose grades and attendance exhibit significant improvement.
- C. Drivers Licenses Denial
The Cook County Board of Education requires the local school superintendent or the superintendent's designee to use his or her best efforts including certified mail, to notify students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to

O.C.G.A. 40-5-22 regarding the denial of driver's permits and licenses. Cook County Schools will be responsible for certifying that students enrolled in public schools and in home schools in its district satisfy the attendance requirements. They will do this by using the *Certificate of Attendance* form. Cook County Schools will be responsible for making this form available to private schools in Georgia in which students living in the public school district are enrolled. The private schools will complete the forms.

D. The Central Office of Cook County Schools is required by this law to report information regarding non-compliance to the Department of Motor and Vehicle Safety through a process developed jointly with the Department of Education. Cook County Schools must report this information from the public schools in its district, from private schools attended by students who reside in the public school district, and from home schools in the public school district. A non-compliant student is one who:

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

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II. GRADES

1. REPORT CARDS

- a. Students will receive report cards at the end of each nine weeks.
- b. The passing grade is 70. Numerical grades will be given in all courses. The following is a breakdown of how letter grades correspond to numerical grades:
 - A – 90 to 100**
 - B – 80 to 89**
 - C – 70 to 79**
 - Below 70 is failing**
- c. The determination for retention or promotion is the responsibility of the teaching team. Administrators, counselor, connection, P.E., and band teachers will have advisory input.
- d. Conduct Grades:
 - S – satisfactory**
 - N – needs improvement**
 - U – unsatisfactory**

Any student who has been in ISS will receive a U in conduct in Homeroom.

2. MID-TERM PROGRESS REPORTS:

In the middle of the nine weeks grading period, progress reports will be sent home to the parents with the students.

3. HONOR ROLL

Honor roll will be announced at the end of each grading period. Requirements for honor roll are as follows:

Principal's Honor Roll – all subjects have a 90 or above.

Stinger Honor Roll – all subjects have an 80 or above.

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

Promotion Criteria

The Promotion Criteria for Cook Middle School, grades 6 through 8, is listed below to determine if a student will be promoted to the next grade level:

1. Georgia Criterion Reference Competency Tests (CRCT): The student must achieve the "Meet" or "Exceed" level on the Reading and Language Arts sections.
2. CRCT: The student must achieve the "Meet" or "Exceed" level on the Math section.
3. Report Card: The student must achieve a Yearly Average of 70 or above in all Reading/Language Arts and Math academic areas.
4. Obtain one of the following criteria for academic subjects:
 - The student must achieve the "Meet" or "Exceed" level on the Science section. (OR) The student must achieve a report card average of 70 or above.
 - The student must achieve the "Meet" or "Exceed" level on the Social Studies section. (OR) The student must achieve a report card average of 70 or above.
5. The student must achieve a report card average of 70 or above in 75% of Connections/P.E. classes for the school year.

Each of the five items listed above must be met in order for a student to be promoted to the next grade level. If a student does not achieve all five criteria, there is an appeals process that can be followed.

PARENT INVOLVEMENT POLICY

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

1. Notify each child's parent of the results of the annual school review of adequate yearly progress (AYP) for parental input opportunities on the school improvement plan.
2. Notify parents if the school has been identified for school improvement, corrective action, or restructuring. The notification must include the following elements:
 - An explanation of what identification means, and how the school compares to other schools of the same size;
 - The reason for the identification;
 - What the Cook County Board of Education and Georgia State Department of Education is doing to help the school address the problem of low achievement;
 - The parent's options regarding their right to seek a transfer of their children or to seek supplemental educational services.
3. Report Cards and Mid-Term Progress Reports – Report cards are issued every nine weeks. Mid-term reports will be issued four weeks into the nine weeks. The dates these reports are sent home are listed in the Student Handbook.
4. Graduation Coach Monitoring- A graduation coach identifies, monitors, and provides assistance to students who are identified at risk. Drop-out prevention and career exploration are two main components of this position. Home visits are utilized to stress the importance of education and the support of the parents.
5. Teachers and Parents Supporting Students (TAPSS)- Parent-teacher conferences are held during the school for the students who are not passing and meeting the standards. These are scheduled either during planning times or in the evening.
6. Parent-Teacher conferences at PTO meetings and/or open house - We will have at least two per year. Explanation of the Georgia Performance Standards and the CRCT will be provided.
7. After School Tutoring Program – Students are placed in the program based on test scores and teacher referrals. The focus of the program is to accelerate student progress in reading and math. Parents are encouraged to support the students' and teachers' efforts to promote success.
8. School Council Meetings – Four meetings are held per year. These meetings are open to the public so that parents and community members may come together with teachers and administrators to reach a better understanding of what is needed for school improvement.
9. Mentoring Program- This program features parents and community members coming into the school to mentor students who are at risk.
10. Cook Middle School Website – This web site enables parents to access their students' grades, special activities, and teachers' e-mail addresses.
11. **Be There** – a multimedia campaign that inspires parents to become more involved in their children's education.

III. GENERAL CONDUCT

1. Students will be expected to obey all reasonable directions and instructions from all faculty members, at any time during the school day, any school activity, at any place on or near the campus.
2. ARRIVAL AT SCHOOL
School begins at 8:10 a.m. and ends at 3:05p.m.
 - a. When students arrive at school they should report to the cafeteria.
 - b. The faculty parking lots are off-limits to students.
 - c. Students arriving after 8:05 should be dropped off at the front door and sign in at the office.
3. STUDENT CHECK-OUTS
 - a. A parent/guardian must come to the office and sign out his/her student before the office sends for the student.
 - b. On reporting to school in the morning, students are not to leave the campus until the end of the day.
 - c. No student will be allowed to checkout past 2:45 unless previous arrangements have been made with the main office.
 - d. Students will not be released to any individual without the specific request of the person having the lawful custody of the child with the following exceptions: a subpoena, an order of the court, or when a student has been arrested for a criminal offense.
4. RELEASING STUDENTS AT THE END OF THE DAY
 - a. At 3:05 p.m. the parent pick-up students and walkers are released.
 - b. All bus students are released and should report to the covered walk beside the cafeteria, when their buses are called.
 - c. Students with a media center pass and band students who ride early buses are released at 3:00 and will be held in the media center or band room until the tone sounds.
 - d. When a bus student gets picked up by a parent or rides a different bus, they must have a note from a parent notifying the teacher and the driver of the change.
5. RAINY DAY SCHEDULE AT END OF DAY
 - a. Parent drop off/pick-up students will use the gym lobby entrance on rainy days.
 - b. Students will enter the lunchroom through the hall on rainy days.
6. ENTRY INTO COOK MIDDLE SCHOOL
 - a. The following documentation is required for entrance: proof of residency, parent/guardian documentation, withdrawal from previous school, transcript of grades, discipline records
 - b. Students requesting entry from home school in addition to the above list, will be required to take academic competency tests for the grade level requested. These tests are provided by the school.
6. WITHDRAWAL FROM SCHOOL
 - a. When a student is withdrawing from school, a withdrawal form will be secured from the counselor.

- b. The withdrawal form will be carried to each of the student's teachers. When student's book and debts have been cleared, the teacher will write the current grades and initial the form.
- c. The media specialist will initial the form to show the student has cleared the media center.
- d. When the student has completed this procedure, the form will be turned in at the office.

Any unemancipated minor over 16 who wishes to withdraw from school shall have the written permission of a parent or legal guardian prior to withdrawing. Within two days of the request and prior to accepting the withdrawal, the principal or designee shall convene a conference with the student and parent / guardian.

7. GENERAL RULES

- a. At no time should students block doors or gates into the building or campus by gathering in groups at these doors or gates.
- b. Keep all doors and intersections cleared so that traffic may flow freely.
- c. Keep to the right when moving in the halls and on the catwalks.
- d. Any student in the halls during class time must have a pass.
- e. Students should not enter a classroom if a teacher is not present.
- f. Students are not allowed in the teachers' workrooms.
- g. Cards or any activity related to gambling are not allowed. There will be no participation in games of chance for the purpose of exchanging money.

8. SCHOOL SALES

- a. Students are not allowed to sell food items or other items at school except through school-sponsored activities as set by the organizations/clubs.
- b. Unauthorized goods will be confiscated.

9. LUNCH

Students are expected to exhibit good table manners and to respect the rights of others in the lunchroom. At any lunch period, there are many students in the cafeteria and even minor problems must be avoided. Keep voices in quiet, conversational tone.

- a. Students will eat lunch in the lunchroom.
- b. Students should take care not to leave napkins, paper cups, plates, or food on or under the table.
- c. Each student is responsible for cleaning up after himself/herself, and helping to maintain the lunchroom in a clean and attractive manner.
- d. Follow directions given by the lunchroom staff and teachers.
- e. You are not allowed to take food, drinks, or lunchroom supplies out of the lunchroom.
- f. Students must key in their lunch number and press enter when they go through the line.
- g. Do not ask for special selections of food.
- h. Prices are as follows:
 - Breakfast - Free
 - Lunch - .1.25
 - Reduced - .30
- i. Students may prepay for the week/month on the first day of each week.

10. RUNNING ON CAMPUS

Students are not to run on campus except as a part of instruction in physical education classes.

11. LOST AND DAMAGED BOOKS

Parents and students are responsible for all textbooks or media center books issued to them. All lost or damaged books must be paid for. If a lost book is found, money will be refunded when the receipt is presented. All money is recorded and paid to the proper fund for replacement purposes.

12. BOOK BAG POLICY

The school system continues to strongly recommend the purchase of book bags or backpacks that are constructed from materials that allow the contents of the book bag to be visible, but students will also be allowed to possess those made of canvas, leather, and similar materials. Rolling book bags are not permitted as they pose a hazard in hallways and classrooms.

In classrooms, teachers may develop specific policies regarding book bags. After students arrive in class and remove any needed items from their book bags, teachers may require students to place their book bags in designated areas of the classroom, and they may prohibit students from going to their book bags without permission. On school buses, book bags should always be held securely or placed under the student's seat.

Students are urged to never leave book bags or backpacks unattended. All book bags, backpacks, gym bags, etc. should be clearly marked with the student's name so that the owner of the item can be identified immediately. Students should never carry large amounts of money to school and should not place anything of value in the exterior pockets of book bags or backpacks or in bags that are open at the top.

Student property, including but not limited to backpacks, book bags, athletic bags, and purses, may be searched by school administrators when reasonable suspicion exists. Any search of a student shall be conducted in a manner designed to preserve the privacy and dignity of the student to the extent possible according to the circumstances of the situation.

IV. DRESS

Students at CMS should dress neatly and safely and in keeping with the following guidelines:

1. You should wear clothing in a manner which would not be disruptive to the school or classroom climate.
2. Clothing should be buttoned, zipped, and fastened, and should not sag or be worn backwards. Pants should be worn at the waist.
3. All belts and straps should be fastened and secured
4. Students must wear shoes while at school.
5. Shorts, skirts, and dresses must **come near the knee**. Umbros, boxers, bicycle or athletic shorts are not allowed.
6. Clothing that exposes the torso is not allowed. (Short tops must have a shirt underneath them).
7. Caps, hats, dew rags, and bandanas may be worn only on designated occasions.
8. No clothing or jewelry related to drug uses, alcohol, pro wrestling, gangs, or suggestive language may be worn.

9. Any student wearing clothing not acceptable and in keeping with the above guidelines will be referred to the office and dress code procedures followed.
10. Administrators will determine if the student meets the dress code guidelines. The following items are not permissible:
 - a. blouses or shirts that do not meet the top of slacks or skirts when bending over or seated
 - b. tank tops, pajamas/lounge-wear, bedroom slippers
 - c. pants with holes in inappropriate places
 - d. halters; spaghetti straps, low-cut tops
 - e. section cut-out garments
 - f. offensive arm bands, painted or printed words, signs or symbols on clothes or hats
 - g. hair curlers, combs, or picks
 - h. head coverings, sunglasses

All of these guidelines are subject to the interpretation of the administration. Any other type of dress/garment that is distracting, immodest, or interferes with learning will not be permitted.

V. Media Center

1. The media center exists to serve the faculty, staff, and students.
2. The media staff is here to support and help you on your adventure in education by providing opportunities in such areas as: reference and research work, listening, viewing, and recreational reading.
3. There are a few guidelines that will help our cooperative adventure.
 - a. The center will be open for student use from 7:30–3:30 (including lunch time).
 - b. Books may be checked out for two weeks, except for reference books.
 - c. Reference books, materials, and magazines may be checked out overnight. They must be turned in before school.
 - d. Students will be assessed a fine of 5 cents per day on overdue materials. Weekends do not count. Gold slips may be used to pay fines, at the rate of one gold slip equals 5 cents. Damage fees will be charged.
 - e. Replacement price will be charged for all lost and excessively damaged books and magazines. Any book no longer in print will be \$10.00.
 - f. Teachers will hold report cards of those students who owe fines, until the debt is cleared. Students who do not clear fines will not be allowed to participate in activities such as Field Day.
 - g. Media center behavior
 1. When students are with a class, the rules of the teacher apply.
 2. Students may not chew gum or have candy or other food items in the media center.
 3. Students are to keep their hands and feet to themselves.
 4. Students who are disruptive will be asked to leave the center; severe infractions will be sent to the office.

VII. Classroom Discipline

1. A classroom management plan is posted in each teacher's classroom. Every student should have a clear understanding of the rules in the classroom.
2. Procedures for the classroom: Each teacher will submit management steps for minor infractions in the classroom.
3. Teachers will log all conferences with parents. Students with chronic discipline problems will meet with the team teachers for a possible Response to Intervention (RTI).
4. Administration/Head Coach will decide if a student in ISS may participate in any school activities/sports.

VIII. School Wide Discipline

The purpose of the following is to ensure that all students are aware of the actions that violate school rules and the consequences of these actions. The list that follows is not all-inclusive and any act of misbehavior is subject to consequences. In extreme cases, more severe punishment may be necessary and, in some cases, administrators may notify the proper law enforcement officials.

1. Dress code violation (see dress code)

- Severe dress code violations may result in the student being sent home to change clothes or being placed in ISS.

2. Electronic Devices

Electronic devices that cause a disruption in academic instruction are not appropriate for possession or use while at school. The definition of electronic devices includes but is not limited to cell phones, pagers, Ipods, MP3 players, cameras, and video games.

The regulations of electronic devices include the following:

1. All electronic devices must be kept out of sight in the student's pocket, purse, or bookbag at all times throughout the school day (7:30 a.m. – 3:10 p.m.). This includes hallways, lunchroom, and gym.
2. All electronic devices must be turned off at all times throughout the school day. (Strict prohibitions on ringing and vibrating).
3. They must be out of sight and turned off at all times while riding a school bus to and from school.

Emergency phone calls can always be made in the main office or nurse's station thus eliminating the need for cell phones at school. **If parents must contact their child, they should call the school's main office.** The school's office staff is excellent at relaying emergency messages from parents to students.

Consequences:

1st Offense :Students whose electronic devices are seen or in use on campus between the hours of 7:30 a.m. and 3:10 p.m. will have them confiscated for five (5) school days **OR** pay a \$10.00 fine. All confiscated electronic devices will be logged in and locked up in the principal's office. If a student refuses to surrender his/her phone, he/she will receive two days ISS for insubordination.

2nd Offense and Subsequent Offenses: Students will have their electronic device confiscated for three weeks (15 school days) **OR** pay a \$30.00 fine, no exceptions.

A student is considered "USING" a cell phone if the phone rings, vibrates, or the student is looking at and/or touching the electronic device.

We understand that many of the electronic devices are very important to our students; however, they are a huge distraction to the educational process and in some cases can be a safety issue. Texting has become a major distraction and is can not be tolerated at school.

Note: Cell phones used by students after 3:10 p.m. must be outside of all school buildings.

3. **Tardy to school (arrival after 8:05)**
Two tardies in one week/after school detention
4. **Skipping class (late without a pass or complete absence)**
1 day ISS/parent contact
5. **Truancy (skipping school)**
Up to 2 days ISS/parent contact/possible juvenile complaint filed
6. **Possession or use of tobacco**
Up to 2 days ISS/parent contact
7. **Disregarding directions (Refusal to obey directions of school personnel while on school property or at any school activities.)**
Up to 2 days ISS/parent contact
8. **Rude or disrespectful behavior**
Up to 2 days ISS/parent contact
9. **Threatening, harassment, or intimidating another student, extortion**
Up to 2 days ISS/parent contact/ Possible juvenile complaint filed
10. **Fighting**
1st referral: 5 days ISS/ parent contact/ possible juvenile complaint filed
2nd referral: 5 days OSS/ parent contact/ possible juvenile complaint filed
3rd referral: 10 days OSS/ tribunal/ juvenile complaint filed
11. **Near Fight**
Up to 2 days ISS/parent contact
Instigators will get consequences equal to participant's consequences.
12. **Use of profanity, vulgar language (this may include verbal harassment), or obscene gestures or other actions (written or oral) that disrupts.**

Up to 2 days ISS/parent contact

13. Damaged or destruction of property

Up to 2 days ISS and/or restitution/parent contact

Referral to the police may be necessary/possible juvenile complaint

14. Theft

2 days ISS and/or restitution / parent contact/ possible tribunal

Referral to the police may be necessary / possible juvenile complaint

15. Gambling

Up to 2 days ISS and/or confiscation of items / parent contact/possible juvenile complaint

16. Selling or buying unauthorized items

Up to 2 days ISS and/or confiscation of items / parent contact / possible juvenile complaint

17. Inappropriate display of affection (examples but not limited to: hugging, kissing, inappropriate touching), both consensual and non-consensual

Up to 2 days ISS

18. Sexual misconduct (examples of but not limited to: molesting another student, indecent exposure)

1st referral: 10 days at-home suspension / parent conference / Tribunal

Referral to the proper authorities will be made.

19. Assault or battery of a school employee

1st referral: 10 days at-home suspension / parent conference / Tribunal

Referral to the proper authorities will be made.

20. Possession of a dangerous instrument

Depending on the circumstances, an offense could result in ISS, at-home suspension, or recommendation for expulsion. Notification of proper authorities can be made.

21. Possession or use of illegal drugs/alcohol

1st referral: 10 days at-home suspension; notification to the proper authorities and tribunal

22. Cheating on Accelerated Reader

1st referral: Opportunity to attend Reading Celebration Day revoked

2nd referral & subsequent referrals: 1 day ISS

23. Misuse of technology (example of but not limited to: surfing the net or playing games without permission)

Up to 2 days ISS/parent contact

24. Classroom misconduct

Lunch Detention and Afterschool Detention as determined by teacher

25. Failure to Time-Out and Office Step

After School Detention

26. Cumulative offenses

Offenses that total 6 days ISS: tribunal, or 3 days suspension at home

Offenses that total 6 additional days: tribunal, or 10 days at home suspension.

27. Cheating

Handled by team/teacher

28. Forgery (notes, report cards, papers, etc.)

Handled by team/teacher

29. Falsely reporting misconduct by a teacher – automatic tribunal for serious accusations.

STUDENTS UNDER AT-HOME SUSPENSION ARE NOT ALLOWED ON CAMPUS NOR ARE THEY ALLOWED TO PARTICIPATE IN ANY SCHOOL FUNCTION OR ACTIVITY.

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

In accordance with HB 1190, section 20-2-751.2; the Student Code of Conduct applies to all on campus and off campus school-related activities.

Interrogations and Searches

1. CMS endeavors to provide a safe and secure environment for all students.
2. The principal and /or an authorized representative possess the authority to conduct reasonable interrogations of students in order to properly investigate and punish student misconduct.
3. To maintain order and discipline in the schools and to protect the safety of welfare of students and school personnel, school authorities may search a student, student lockers or student belongings based on reasonable suspicion.
4. In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material of which is prohibited by federal, state, or local law enforcement, authorities shall be notified so that they may take appropriate action.

Schoolwide Guidelines

1. In addition to classroom rules, there are rules that relate to students when they are not in classrooms, such as in the hall, restrooms, lunchroom, on campus, or in the gym for special events.
2. Schoolwide expectations:
 - a. walk on campus and in the halls (walk on the right side of the hall)
 - b. keep the campus clean
 - c. talk quietly in the lunchroom and in the halls
 - d. keep your hands, feet, and objects to yourself
3. Rules for After School detention

The after school detention teacher should read the rules to the student.

 - a. After school detention is held from 3:05-4:05 and tardiness is not permitted. After 3:10 absences will be submitted.
 - b. The student is to bring pencil, paper, and enough work to keep him/her busy for the entire after school detention time. Reading a book is allowed. Comic books and magazines are not allowed. Drawing, other than for a class, is not permitted. If a student does not have materials he/she will be sent out.
 - c. Students should be facing forward and on task the entire hour.

- d. No talking or making unnecessary noise is permitted. A violation of any of these rules (1 warning allowed) will result in the student being sent out of after school detention and assigned 1 day of ISS.
- e. Skipping after school detention will result in the student being assigned ISS. The following are exceptions:
 - 1. Student absent from school – requires parent note.
 - 2. Checkouts for doctor's appointment requires a doctor's office giving the student a note verifying the appointment. The note must be brought to school the day the student returns.
- 4. Checkouts for family emergency requires notification by parent prior to the time after school detention was due to be served.

AFTER SCHOOL DETENTION IS HELD ON TUESDAY AND THURSDAY OF EACH WEEK in room 130 from 3:05-4:05.

XI. OTHER INFORMATION

1. Visitors

All visitors must report to the main office, sign in, and obtain permission to be on campus. There will be no visitors in the classrooms or instructional areas without permission from the office. Visitors without a pass will be asked to report to the office.

2. Telephone

The clinic telephones are business telephones and will be used as such. In the event of sickness or emergency, students may obtain a pass from the teacher to come to the clinic. Such items as calling for permission to go home with a friend or to bring forgotten materials should be taken care of before coming to school.

3. Severe Weather and Fire Drills

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

4. Change of Address/Phone Number

Anytime a student has a change of address and/or phone number, the new information should be given to the office.

5. Medicine Procedure

All medicine should be turned into the nurse in the clinic. A school nurse or other assigned staff member shall provide emergency services in case of injury or sudden illness of a child or staff member.

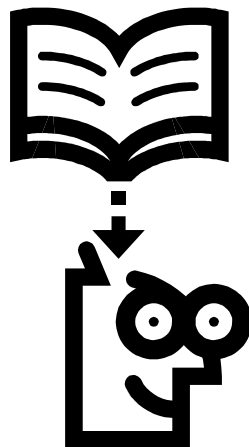
PACES
Program to Accelerate, Challenge, and Enrich Success

GIFTED EDUCATION
COOK COUNTY SCHOOLS
2009-2010

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

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

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



Bus Conduct

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

General Rules

1. Bus drivers may assign seats to students.
2. Students may transport band instruments on the bus if space is available.
3. Students who fail to respond to correction by bus drivers shall be reported to the school principal who may deny the students bus transportation. Improper bus conduct may result in suspension or expulsion from school.
4. Students are expected to cooperate with the bus driver in any manner which will increase the safety or operation of the bus.
5. Any student can be put off the bus by the driver if the student is threatening life or safety
6. A student removed from one bus MAY NOT ride another bus.

Minor Infractions

1. The use of obscene language or gestures is prohibited.
2. Food or drink must not be consumed on the bus
3. A student will keep his/her arms and head inside the bus at all times.
4. Nothing is to be thrown from inside the bus.
5. Students are to be at the bus stop at the scheduled time and are to wait in an orderly manner.
6. Students will not operate the door or stop arm of the bus.
7. Students must be behind the front seat before the bus is placed in motion.
8. Objectionable objects are not permitted.
9. Use or possession of tobacco products are not permitted.

For general misbehavior and minor infractions the following punishment will apply:

For students 9-12

- 1st Offense – letter sent to parent
- 2nd Offense – 2 days detention
- 3rd Offense – removed from bus for one week
- 4th Offense – removed from bus for one week
- 5th Offense – removed from the bus for remainder of school term

For students K-8

- 1st Offense – letter sent to parents
- 2nd Offense – 2 days detention
- 3rd Offense – removed from the bus for one week
- 4th Offense – removed from the bus for one week
- 5th Offense – removed from the bus for two weeks
- 6th Offense – removed from the bus for the remainder of school term

Severe Infraction

1. Willful destruction or defacing the school bus is prohibited. Parents will be financially responsible for damages.
2. Weapons and other dangerous objects are not permitted.
3. Use or possession of drugs or alcohol is prohibited.
4. The emergency door is to be used only at the discretion of the bus driver.
5. When crossing a street or road is necessary, students will immediately cross in front of the bus in full view of the driver.
6. Fighting is strictly prohibited.
1. Physical and verbal abuse of the driver is prohibited.

For severe infractions the following punishment will apply:

For students 9-12

- 1st Offense – removed from bus for one week
- 2nd Offense – removed from bus for one week
- 3rd Offense – removed from bus for remainder of school term

For students K-8

- 1st Offense – removed from bus for one week
- 2nd Offense – removed from bus for one week
- 3rd Offense – removed from bus for two weeks
- 4th Offense – removed from bus for remainder of school term

ILLEGAL DRUG POSSESSION, USE, OR DISTRIBUTION

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

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

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

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES

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

be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private except that any hearing before the Board shall be public unless the grievant declares the subject matter to be private and the Board chooses to go into executive session.

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

LEVEL ONE

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

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

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

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

LEVEL TWO

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

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

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

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

LEVEL THREE

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

DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, national origin (Title VI), sex (Title II & Title IX), or disability (Section 504) in educational programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Cook County School System does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscriminatory policy:

Title II Coordinator: Vocational Director

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

Title VI Coordinator: Superintendent

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

Title I Coordinator: Special Ed. Director

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

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

GENDER EQUITY IN SPORTS (NONDISCRIMINATION NOTICE)

State law prohibits discrimination based on gender in athletic programs of local school systems. Equity in Sports equity coordinator for Cook Middle School is Coach Meadows. Inquiries or complaints concerning sports equity at Cook Middle School may be submitted to the school sports equity coordinator.

Provisions of the No Child Left Behind Act

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

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

If a parent wishes to request information concerning his/her child's teacher's certification, he/she should contact the principal at 229-549-5999.

[Section 1111(h)(6)]

Cook County Board of Education

WELLNESS PLAN (Policy EEE)

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

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

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

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

We will eliminate carbonated drinks, sugary candies, high-fat candy bars, chewing gum, and other non-nutritional food items. We will promote bottled water, milk, fruit juices, sport drinks, pretzels, nutritional granola bars, light popcorn, and additional healthy choices. All students will benefit through this important change in their lifestyles. These healthy food choices will promote a calmer, more productive classroom environment. (Refer to page 7 on restricted food items).

Attached is the new policy for Cook County Board of Education.

Thank you for helping us lead this charge to benefit the health and well-being of our students. If you have any questions, contact the Cook County Board of Education.

PHYSICAL EDUCATION

The Board recognizes that all students in grades pre-K-12 shall have opportunities, support and encouragement to be physically active on a regular basis. The district will provide physical education consistent with federal and state requirements and engage in promotion of physical activities aimed at attainment of the following goals:

- Students are given opportunities for physical activity during the school day through daily recess periods, physical education (PE) classes, walking programs, and the integration of physical activity into the academic curriculum. Primary and Elementary schools will have a minimum of 15 minutes for daily recess.
- Students are given opportunities for physical activity through a range of after school interscholastic athletic school programs and before school physical activities. The high school faculty is encouraged to include the walking trail as a part of the student and faculty daily physical activities.
- Schools work with the community to create ways for students to walk or bike safely to and from school.
- Schools encourage parents and guardians to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools provide training to enable teachers, and other schools and community staff to promote enjoyable, lifelong physical activity among students.

NUTRITION STANDARDS FOR ALL FOODS AVAILABLE ON SCHOOL CAMPUS DURING THE SCHOOL DAY

The Cook Co. Board requires all our campuses to eliminate unhealthy foods-which the United States Department of Agriculture (USDA) calls “foods of minimal nutritional value (FMNV).” Campuses not in compliance with state regulations will be subject to severe state penalties, including reimbursement for food service accounts.

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

- The school district sets guidelines for foods and beverages in a la carte sales in the food service programs at Cook Middle School and Cook High School.
- The school district sets guidelines for foods and beverages sold in vending machines, snack bars, and concession stands on school campuses during school hours. No carbonated drinks are allowed and all vending machines must meet the guidelines for minimal nutritional values.
- The school district sets guidelines for foods and beverages sold as part of school-sponsored fundraising activities. We will still allow the sales of candy, cookie dough, etc. However, these items must be delivered after school hours.

- The school district sets guidelines for refreshments served at parties, celebrations, and meetings during the school day. Principals will encourage parents to bring in healthy choices for school parties. No carbonated beverages will be allowed at these parties. We suggest fruits be readily available at parties. Refer to page 6, paragraph 3 related to parties.
- The school district makes decisions on these guidelines based on nutrition goals, not on profit making.

NUTRITION EDUCATION

It is the intent of the Cook Co. Board that the district shall teach, encourage and support healthy eating by students. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attainment of the following goals:

- Students in grades pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the foodservice staff and teachers.
- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
- District health education curriculum standards and guidelines include both nutrition and physical education.
- Nutrition is integrated into the health education curricula or core curriculum (e.g., math, science, language arts).
- Schools link nutrition education activities with the coordinated school health program.
- Staffs that provide nutrition education have appropriate training.
- Schools are enrolled as Team Nutrition Schools, and they conduct nutrition education activities and promotions that involve parents, students, and the community.

OTHER SCHOOL-BASED ACTIVITIES

The superintendent or designee shall develop procedures that promote attainment of the following goals related to other school-based activities to promote wellness:

- School district will provide a clean, safe, enjoyable meal environment for students.
- School district will schedule lunch time as near the middle of the school day as possible.

- School district will prohibit the use of food as a reward or punishment in schools. Withholding physical activity or recess as punishment is strongly discouraged.
- School district will make efforts to keep school or district-owned physical activity facilities open for use by students outside school hours.

Student Health Services Vending Machine Policy

How the Healthy Foods for Beverage and Snack Machines policy affects Parents, PTA's, Booster Clubs, and School Organizations

Recently, the CCBOE, Superintendent, took the initiative to support the health and academic excellence of every child in the district by changing the content of school meals and vending machines to offer more nutritious choices to students.

Under their Initiative for Healthy Children, CCBOE also prohibited the sale or distribution of "Foods of Minimal Nutritional Value," (FMNV'S) during the school day, at all grade levels. The items on this USDA list are limited to: carbonated beverages, water ices not made with 10% fruit juice, chewing gum products, hard candies, jellies and gums, candy coated popcorn, marshmallow candies, licorice, and cotton candy.

Foods of Minimal Nutritional Value cannot be sold or distributed to students during the school day. This rule does not apply to after school events like carnivals. It does apply to school parties, but cupcakes, cookies, Kool-Aid, and a host of other "fun" party foods are not considered by the USDA to be FMNV's. Pizza parties are not affected, nor are fundraising efforts, so long as they do not include the sale of Foods of Minimal Nutritional Value until after the end of the school day. Your child can bring a Food of Minimal Nutritional Value, but they are not able to share or give away to another student(s) or class.

You can support the District Initiative for Healthy Children by choosing healthier foods or non-food items for fundraising efforts. It is important to educate our children about the importance of good nutrition both at home and at school. To access additional information and resources on foods of minimal nutritional values go to: Team Nutrition at <http://www.fns.usda.gov/tn>.

Restricted Food Policy

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice area during meal periods.

Restricted Foods

The foods that are restricted from sale to students are classified in these four categories:

- ***Soda Water*** -any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals, and protein.

- **Water Ices** -any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- **Chewing Gum** -any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- **Certain Candies** -any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - **Hard Candy**-A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops.
 - **Jellies and Gums**-A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - **Marshmallow Candies**-An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
 - **Fondant**-A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
 - **Licorice**-A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
 - **Spun Candy**-A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
 - **Candy Coated Popcorn**-Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

Department of Agriculture Food and Nutrition Division Suggestions for Nutritious Snacks

Beverages

- Fruit juices
- Fruit smoothies
- Milk, non-fat or low-fat, plain or flavored
- Approved sparkling or plain water

Low-fat Grain Foods

- Mini-bagel bread sticks
- Animal crackers
- Graham crackers
- Soft pretzel, plain or flavored
- English muffin
- Hard Pretzels
- Mini rice cakes, flavored
- Low-fat sports bars
- Fig Newton's
- Baked tortilla chips with salsa
- Low-fat fruit or grain muffin (3 oz)
- Vanilla wafers
- Dry cereal, individual servings

Fresh Fruits and Vegetables

- In-season, fresh fruit
- Carrots, broccoli, cauliflower with low-fat dip or salad dressing

Additional Treats

- 100% fruit snacks
- Fruit bars
- Frozen low-fat yogurt
- Frozen fruit bars
- Low-fat pudding, plain
- Fat free popcorn or as a parfait
- Beef jerky - 95% fat free
- Yogurt splits (yogurt, banana, peanut butter, and crackers with toppings) or parfaits
- Low-fat string cheese
- Low-fat sandwich cookies

- Fruit, nut and/or grain trail mixes
- (chocolate or vanilla)

Entrée Suggestions for School Parties

- Salads made with pasta, meat,
- Bean burrito and/or vegetables
- Grilled or baked vegetable or cheese quesadilla
- Pasta with marinara sauce
- Sub sandwiches
- Pizza bagels (or English muffins)
- Tortilla wraps filled with meat and/or vegetables
- Baked potato with vegetable or chili topping

Non-Food Reward Ideas

- Pencils, Erasers, Stars
- Stickers, Certificates
- Coupons for extra computer time, Rulers
- Free time, reading time, etc.
- Movie coupons

Summary of District Regulations

- All CCBOE schools may not serve or provide access for students to Foods of Minimal Nutritional Value (FMNV) or carbonated beverages at any time anywhere on school premises during the school day.
- FMNV and carbonated beverages may not be sold or given away on school premises by the school or non-school organizations (PTO groups, fundraisers, booster clubs, etc.), teachers, parents, or any other person or group during the school day.
- Vending machines do not have to be removed or relocated if they are stocked with appropriate healthy choices.
- A student may bring FMNV or beverages from home as long as the student is not selling, or providing the items to other students.

- FMNV and beverages may not be made available to students on field trips.
- The policy does not include sports drinks, tea, or juices. The policy only covers prohibited carbonated beverages and foods of minimal nutritional value.

The Wellness Plan will be revised according to State Department of Education requirements as needed.



VIDEO/PHOTOGRAPHY NOTIFICATION

At various times during the school year, your student might be photographed or videotaped participating in activities at Cook Middle School such as yearbook pictures, club activities, and award presentations. These pictures may be published in both the school newspaper and the Adel News Tribune. CMS news, which is broadcast over closed circuit television, may also highlight various students participating in class activities or team sport activities.

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

INTERNET USE WHILE AT SCHOOL

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

At Cook Middle School, the privilege of use of the internet is provided under the direct supervision of the teachers. Students' access without supervision is not allowed. A student's misuse or abuse of this privilege will result in two days in ISS under the Code of Conduct as stated in the CMS Agenda and/or loss of the privilege to be determined by the CMS administration.

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

Thank you,

**The Administration and Faculty
Cook Middle School**

Cook County Middle School

"Continuing in Excellence"

August 3, 2009

Dear Parent/Guardian:

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

The Student Code of Conduct for the 2007-2008 school term is a major part of the handbook. Please review the Code of Conduct with your son or daughter, sign the acknowledgement below, and return this letter to the school. Failure to return this letter will not relieve a student or the parent/guardian from the responsibility to know the contents of the Cook Middle School Code of Conduct and will not excuse the student's non-compliance with the Code of Conduct.

The Promotion Criteria for Cook Middle School, grades 6 through 8, is also included in the handbook. The five items listed must be met in order for a student to be promoted to the next grade level. If a student does not achieve all five criteria, there is an appeals process that can be followed.

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

It is our mission at Cook Middle School to ensure each student's academic, social, and emotional success. If you have any questions concerning the information contained in the Cook Middle School Handbook, please call 549-5999. Our faculty and staff are eager to answer your questions and address your concerns.

Sincerely,

Jeff Shealey, Ed.D.
Principal

I have received a copy of the Cook Middle School Handbook that includes the Student Code of Conduct and the Attendance and Promotion/Retention Policies and have reviewed the contents with my child. If I have further questions or concerns, I can make an appointment for a parent conference and/or call the school at 549-5999 for more information.

Parent/Guardian Signature

Student Signature

Date

Parent/Guardian Signature

I **do not** give permission for my child to be videotaped or photographed.

Parent/Guardian Signature

I **do not** give permission for my child to have supervised use of the Internet.

Parent/Guardian Signature

I **do not** give permission for my child to join any club or organization at Cook Middle school.

Parent/Guardian Signature

I **do not** give permission for my child to be videotaped or photographed during sports events for the purpose of posting on the school website.