

**Elementary
Student/Parent
Handbook
2008-2009**



ELEMENTARY SCHOOLS

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

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Superintendent Mr. Blake Bass
Associate Superintendent Mr. Jerry Davis
Assistant Superintendent Mr. Wayne Outlaw
Curriculum & Instruction
Director, Admin. Services Dr. Steve Barker
Director, Elementary Dr. Karen Barker
Curriculum & Instruction
Director, Pre-K Dr. David Gregory
& Federal Programs
Director, Special Education . . . Mrs. Gina Murray
Coordinator, Testing Mrs. Christi Hildebrand
& School Improvement
Director, ESOL & REACH Mr. Rusty Knorr

Coweta County School System

VISION

We ensure the success of each student.

MISSION

Coweta Committed to Student Success

BELIEFS

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

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

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

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

OVERALL GOAL

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

SCHOOL BOARD MEMBERS and the Elementary Schools in their Districts

District 1

Steve Bedrosian

Eastside
Thomas Crossroads
Willis Road

District 2

Sue Brown

Grantville
Moreland
Poplar Road
Welch
Western

District 3

Harry Mullins

Arbor Springs
Arnco-Sargent
Elm Street
Northside

District 4

TBA

Canogate
White Oak

District 5

Winston Dowdell

Atkinson
Jefferson Parkway
Newnan Crossing
Ruth Hill

At Large

Mike Sumner
Frank Farmer

Coweta County School System 2008-2009 School Calendars

Pre Planning (3 Days)

Friday, Monday, Tuesday
August 1, 4, 5

First Day of School

Wednesday, August 6

Holiday (Labor Day)

Monday, September 1

Teacher Workday (Student Holiday)

Friday, October 10

Thanksgiving Holidays

Monday through Friday
November 24 - 28

End of First Semester

Thursday, December 18

Teacher Workday (Student Holiday)

Friday, December 19

Christmas/Winter Break

Friday, December 19 through
Tuesday, January 6

Teacher Workdays (Student Holidays)

Monday, Tuesday
January 5, 6

Schools Reopen

Wednesday, January 7

Holiday (Martin Luther King's Birthday)

Monday, January 19

Mid Winter Break

Monday through Friday
February 16 - 20

Teacher Workday (Student Holiday)

Friday, March 20

Spring Break (Inclement Weather Make-Up Days)

Monday through Friday
April 6 - 10

Holiday (Memorial Day)

Monday, May 25

Last Day of School

Friday, May 29

Post Planning (2 Days)

Monday, Tuesday
June 1, 2

2008-2009 ATTENDANCE, REPORT CARD, AND NINE WEEKS PERIODS

ATTENDANCE PERIODS

1st Attendance Period	Wednesday, September 3, 2008
2nd Attendance Period	Wednesday, October 1, 2008
3rd Attendance Period	Thursday, October 30, 2008
4th Attendance Period	Thursday, December 4, 2008
5th Attendance Period	Wednesday, January 21, 2009
6th Attendance Period	Thursday, February 26, 2009
7th Attendance Period	Thursday, March 26, 2009
8th Attendance Period	Thursday, April 30, 2009
9th Attendance Period	Friday, May 29, 2009

NINE WEEKS/MID-TERM PERIODS

1st Nine Weeks	Wednesday, October 8, 2008
2nd Nine Weeks	Thursday, December 18, 2008
3rd Nine Weeks	Wednesday, March 18, 2009
4th Nine Weeks	Friday, May 29, 2009
1st Mid Term	Wednesday, September 3, 2008
2nd Mid Term	Monday, November 10, 2008
3rd Mid Term	Monday, February 9, 2009
4th Mid Term	Tuesday, April 28, 2009

REPORT CARD ISSUED

ELEMENTARY

1st Nine Weeks	Thursday, October 16, 2008
2nd Nine Weeks	Thursday, January 15, 2009
3rd Nine Weeks	Thursday, March 26, 2009
4th Nine Weeks	Friday, May 29, 2009

MIDDLE AND HIGH

1st Nine Weeks	Thursday, October 16, 2008
2nd Nine Weeks	Thursday, January 15, 2009
3rd Nine Weeks	Thursday, March 26, 2009
4th Nine Weeks	Tuesday, June 2, 2009

PROGRESS REPORTS ISSUED

ELEMENTARY

1st Mid Term	Wednesday, September 10, 2008
2nd Mid Term	Monday, November 17, 2008
3rd Mid Term	Thursday, February 12, 2009
4th Mid Term	Tuesday, May 5, 2009

MIDDLE & HIGH

1st Mid Term	Wednesday, September 10, 2008
2nd Mid Term	Monday, November 17, 2008
3rd Mid Term	Thursday, February 12, 2009
4th Mid Term	Tuesday, May 5, 2009

Visitors

Visitors are welcome in Coweta County Elementary Schools. All visitors should enter through the front door and report to the school office. Visitors will be asked to sign in and receive a visitor's badge. This badge should be visible to school personnel at all times the visitor is on campus. Before leaving, the visitor should sign out at the school office and return the visitor's badge to the receptionist if it is a re-useable badge.

Parent-Teacher Conferences

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

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

Emergency Consent Cards

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

Cafeteria Procedures

A complete and well-balanced breakfast and lunch are served daily at Coweta County Schools. We believe that a hungry child is not prepared to learn. We highly encourage participation in these programs. Our cafeteria uses the "offer" as opposed to "serve" method of service which allows students the opportunity to refuse or take smaller portions of up to two of the five menu items offered for lunch and one of the four menu items offered for breakfast. Choices within the menu items are available.

We discourage foods brought in from outside sources such as fast food restaurants. Since soft drinks have no nutritional value, we ask that you not send soft drinks in your child's lunch. The cafeteria sells a variety of milk and juice during breakfast and lunch at a reasonable price. Free and reduced price meals are available to those students who make proper application and who qualify.

Students who ate free or reduced lunch or breakfast during the last school year may eat on last year's status for up to the first 20 days of school. Each student who qualifies for free or reduced meals must have a complete application on file in the Board of Education office with information regarding eligibility. These forms are available at the school office and will be sent out during the first few days of the school year.

Breakfast is served daily. Students who come to school in cars should arrive by 7:45 am, so that they will have time to eat breakfast and get to class by 8:00 am.

Lunches may be paid for by the day, week, or month. Please put lunch money in an envelope marked with the child's name, teacher's name, and amount. Students who bring lunch from home are expected to eat it. They will not be allowed to change their minds and charge a meal. Please understand that a means to warm food is not available to students. We recommend that students who bring lunch to school bring a nutritious beverage or purchase milk or juice at school. We highly discourage commercially prepared food being brought into the cafeteria.

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

Non-Sufficiently Funded Check Collection

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

Please include the following on your check:

- ✓ Drivers License #
- ✓ Full Name

- ✓ Street Address
- ✓ Phone Numbers

Right To Know

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

The law states that school districts must “notify the parents of each student” attending a Title 1 school of the parents’ right to request such information, and that merely posting this information on the internet does not suffice.

Guidance is available at:

www.ed.gov/offices/OESE/SIP/Title1guidance2002.doc

Entrance Requirements

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

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

Children must be four on or before September 1st to enroll in the Pre-Kindergarten Program.

Children must be five on or before September 1st to enroll in the Kindergarten Program.

Children must be six on or before September 1st to enroll in First Grade.

Student Assignment to School

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

1. **Affidavit Of Residence** - The parent, legal guardian, or other lawful custodian of every student seeking to enroll, or to continue enrollment, in the Coweta County School System shall sign under

oath and deliver to the Registrar of the school at which enrollment is sought an Affidavit of Residence in the form hereunto attached, marked Exhibit "A" (see JBCCA-E(1)), and made a part hereof.

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

- a. The property tax records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- b. Mortgage documents or deed records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- c. Apartment lease, home lease, or rent receipt indicating current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment (provided that, if a rent receipt is submitted, the next month’s rent receipt, including the required information, must be submitted within 30 days);
- d. Current utility bill or utility application showing the current 911 address (provided that, if a utility application is submitted, a current bill must be submitted within 30 days of the submission of the application); and
- e. Voter precinct identification card or other voter documentation indicating the current 911 address.

Notwithstanding the foregoing provisions, a post office box shall not be acceptable evidence of an address.

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

- a. The domicile of a student shall be the residence of the parents of the student with whom the student resides, where the parents are married to one another, and living together. Any parent seeking to enroll such student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- b. The domicile of a student shall be the residence of the parent of the student with whom the student resides where (i) the parents are married to one another but living apart; and (ii) no valid court order has been entered granting custody of the student to either parent. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the

- school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
- c. The domicile of a student shall be the residence of the surviving parent of a student with whom the student resides, where one of the parents of the student is deceased. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - d. The domicile of a student shall be the residence of the mother with whom the student resides, where the parents of the student have never married. Any mother seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - e. The domicile of a student shall be the residence of the parent having sole legal custody of the student and with whom the student resides, where such parent has sole legal custody of the student pursuant to a valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree (including any separation agreement incorporated therein) or other court order, granting such custody.
 - f. The domicile of a student shall be the residence of the parent having physical custody of the student and with whom the student resides, where: (i) the parents of a student have been granted joint custody of the student pursuant to a valid court order; and (ii) only one of the parents has been granted physical custody of the student pursuant to such valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree (including any separation agreement incorporated therein), or other valid court order, granting such physical custody.
 - g. The domicile of a student shall be the residence of the parent with whom the student resides, where: (i) the parents of a student have joint custody of the student pursuant to a valid

- court order which does not establish the physical custodian of the student; (ii) the parents of the student are separated pending the filing or the granting of a divorce and no valid court order establishes the physical custodian of the student; or (iii) a student of divorced parents is required to live with each parent for an equal period of time under a joint physical custody arrangement. In any such situation, the parents of the student shall designate which one of them shall be the custodian of the student for school purposes, and the student shall be deemed to reside in the attendance zone where such designated parent resides; such designation shall be in writing, signed by both parents in the presence of a notary public, and delivered to the Registrar of the school where the parents desire to enroll the student. Any parent seeking to enroll such a student, or to continue enrollment of such student, must provide to the Registrar the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; (ii) a filed copy of a valid court order establishing joint physical custody in the parents; and (iii) the written designation of the parents mentioned above.
- h. The domicile of a student shall be the residence of the student's legal custodian with whom the student resides or the student's legal guardian with whom the student resides, where: (i) a valid court order has been entered establishing such custody or guardianship; and (ii) the legal custodian or legal guardian of a student is not a parent of the student. Any legal custodian or guardian seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the court order or decree, or letters of guardianship, naming such person as the legal guardian or legal custodian of the student.
 - i. The domicile of a student shall be the residence of the parent, relative, guardian, foster parent, or other person with whom such student has been placed, where the student is in the lawful custody of either the Georgia Department of Human Resources or the Georgia Department of Juvenile Justice. In either instance, an authorized representative of the Georgia Department of Human Resources, or the Georgia Department of Juvenile Justice, as the case may be, shall certify in writing, in

the presence of a notary public, that such student is in the lawful custody of such Department. Such certification shall be delivered to the school in which the Department desires to enroll such a student, or to continue enrollment of such a student, and shall be accompanied by the name, address, and other identifying information of the parent, relative, guardian, foster parent, or other person with whom such student has been placed by said Department. In addition, such Department seeking to enroll such a student, or to continue enrollment of such a student, shall provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above relating to the residence address of the parent, relative, guardian, foster parent, or other person with whom such student has been placed.

4. **Student Assignment To Schools**

- a. **General Rule.** As a general rule, each student shall attend the elementary, middle, or high school located in the attendance district where the student is domiciled. Geographic boundaries of attendance districts shall be designated by the Superintendent and approved by the Board of Education. In every instance in which the domicile of a student is the residence of his or her parent, parents, legal custodian, or legal guardian, then the student must actually dwell at such residence in order to attend the school located in the attendance district where the residence of such parent, parents, custodian, or guardian, as the case may be, is located.
- b. **Exceptions To The General Rule.** The only exceptions to the general rule that each student must attend the applicable school located in the attendance district where he or she is domiciled shall be as follows:
- i. A student (a) who is in the lawful custody of any county Department of Family and Children Services or other child welfare agency of the Georgia Department of Human Resources, or who has been lawfully committed to the Juvenile Justice Division of the State of Georgia; and (b) who has been placed in a foster home or other home placement by such department or division shall be allowed to attend the school in the attendance district in which such home placement is located.
 - ii. Any student transferred to a school outside of his or her attendance district pursuant to Board Policy JBCD shall be allowed to

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

Transfers and Withdrawals

A. Transfer of Students Within the Coweta County School System

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

- a. The School System may transfer a student from a school in one attendance district to a school in another attendance district when such transfer is deemed necessary for the safety, within the School System, of the student, or of other students, or of faculty or staff, as determined by the School System. At a minimum, documentation as to any such transfer shall include a letter from the Director of Administrative Services of the School System and a letter from the principal of the sending school, both outlining the potential harm for the student, to another student or students, or to faculty or staff.
- b. The School System may transfer a student from a school in one attendance district to an alternative school in the same or another attendance district when, based upon the conduct or academic performance of the student, such transfer is deemed to be in the best interests of the student, as determined by the School System.
- c. A student may be transferred from a school in one attendance district to a school in another attendance district when: (i) said student is in the lawful custody of the Georgia Department of Human Resources or said student has been lawfully committed to the custody of the Juvenile Justice Division of the State of Georgia; and (ii) said student has been placed in the home of a relative, in a foster home, or in some other home placement in said new attendance district by said Department or Division.
- d. Pursuant to the provisions of the No Child Left Behind Act, or other applicable federal law, the School System shall develop and maintain a public school choice plan for those schools receiving federal Title I funds. The general provisions of

such plan, as designed for Title I schools which have been in a “needs improvement” status for two or more years and have failed to make adequate yearly progress, shall be as follows:

- i. An explanation of the meaning of the designation of “needs improvement” and how any school having such status compares in terms of achievement to other elementary or secondary schools served by the School System shall be given to each parent, guardian, or custodian of a student enrolled in the school and to the public. In addition, the explanation shall state a reason for such identification and an explanation of what the school is doing to address the problem of low achievement.
- ii. All students in schools which have failed to make adequate yearly progress after two or more years of designation as a “needs improvement” school shall be given the opportunity to transfer to another public school within the School System, with transportation being provided by the System. The Superintendent will determine to which school or schools a student may transfer based upon transportation patterns and available space. Subject to the provisions of this policy requiring annual re-application or transfer, a student shall be allowed to continue at the school to which he or she has been transferred until he or she has completed the highest grade in that school. Transportation shall be provided at system expense for as long as the sending school is in a “needs improvement” status; however, once a school is removed from the list of “needs improvement” schools, then the School System will not be required to provide transportation to a student who has transferred from such sending school. If the number of students who may be transferred is limited, the students with the lowest standardized achievement scores (those students not meeting expectations on the appropriate grade level criterion reference competency tests) will be allowed to transfer first.
- iii. Each year the Superintendent and/or his designee will develop an administrative rule for the implementation of the plan required hereunder.

Notwithstanding the foregoing provisions of this Paragraph 4 of Section A of this Policy, the School System shall consider its desegregation obligations when selecting the school options which it offers to students for transfers under the No Child Left Behind Act (“NCLB”). A child may be transferred pursuant to

the NCLB only so long as the transfer would not have a negative impact on desegregation. As used herein, the phrase “would not have a negative impact on desegregation” means the transfer would not cause the percentage of students at either the receiving or the sending school to deviate from the district-wide percentage of students of the same race at that grade level (elementary, middle, or high school) by more than twenty (20) percentage points. If after applying the foregoing standard the School System finds a need to resolve a conflict between the NCLB and any existing court order, the School System shall seek the permission of the court for such transfer.

- e. A student may be transferred from another local unit of administration to an attendance district within the Coweta County School System, or the School System may transfer a student from a school in one attendance district to a school in another attendance district, or to a school in another local unit of administration pursuant to a contract between the School System and such other local unit, when such transfer is deemed necessary to provide an appropriate education to a student with a disability affecting such student’s education, as determined by the School System.
- f. The School System may transfer a student from a school in one attendance district to a school in another attendance district when such transfer is necessary to comply with existing school assignment policy (that is, when a student’s domicile changes or when the School System adopts new attendance lines).
- g. To the extent the same is considered a transfer, children or legal wards of full-time faculty, administrators, or other employees of the School System who are verified as actually living with such employee pursuant to the residency provisions set forth in Board Policy JBCCA may attend either: (i) the school in which his or her parent, guardian, or lawful custodian has been assigned or is a full-time teacher, administrator, or other employee; (ii) the grade-appropriate school located closest to the school described in (i) above; or (iii) the school located in the attendance district where the student resides. Provided, however, as to each such transfer, the School System shall make a finding that such transfer would not have a negative impact on desegregation. As used herein, the phrase “would not have a negative impact on desegregation” means that the transfer would not cause the percentage of African-American students at either the receiving or the sending school to deviate from the district-wide percentage of African-American students at that grade level (elementary, middle school, or high school) by

more than 20 percentage points. If after applying the foregoing standard, the district needs to resolve a conflict between the proposed action and any existing court order affecting the School System, then the School System shall seek the permission of the Court for the transfer. Furthermore, upon the finding that the transfer would have a negative impact on desegregation, the School System shall not allow the transfer unless the same is expressly permitted by the Court.

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

B. Enrollment of Non-Resident Students

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

C. Transfer of Resident Students to Schools in Other Counties

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

D. Transfer Application

The parent, legal guardian, or other lawful custodian of any student seeking a transfer from one school to another within the Coweta County School System, or

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

E. Transfers Valid Only For Year In Which Granted

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

F. Record Retention

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

G. Duties of Director of Administrative Services

All transfer requests, including transfer applications and supporting documentation, shall be submitted to the Director of Administrative Services, who shall have sole discretion to approve or deny such requests. As to each request, the Director of Administrative Services shall make a good faith inquiry into the merits of the request and the supporting circumstances. If the Director of Administrative Services finds the request to be in compliance with the provisions of this policy and Board Policy JBCDA, as the case may be, and in compliance with the terms of any court order affecting the School System, then the Director of Administrative Services shall approve the request. All decisions of the Director of Administrative Services approving or denying a transfer request shall be final.

Majority-to-Minority Transfers

Descriptor Code: JBCDA

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

1. The School System shall encourage and permit any student (either African-American or White) enrolled in a school in which the majority of the students are members of his or her race (hereinafter, the "Resident School") to transfer to another school in which his or her race is in the minority (hereinafter, the "New School"). Students of other races (that is, races which are neither White nor African-American) shall not be considered candidates for majority-to-minority transfers.
2. Transfers pursuant to this policy shall be made upon application of the parent, guardian, or other legal custodian of the student pursuant to Board Policy JBCD.
3. The School System shall provide transportation to any student who has been granted a majority-to-minority transfer pursuant to this policy.
4. Commencing with the 2007-2008 school year, and continuing thereafter, the School System shall use each school's end-of-school-year student enrollment data, broken down by race (African-American, White, and other) to determine which schools qualify for majority-to-minority transfers for the upcoming new school year.
5. Once granted, a majority-to-minority transfer will be renewed automatically each year until the student has graduated to the next school level (that is, either to a middle school or high school). However, after a student has transferred to the new school pursuant to this policy, the student may elect to be transferred back to his or her resident school.
6. Applications for transfer under this policy may be denied by the School System based upon: (i) the need for continued placement of a student at an alternative school; (ii) the need for continued placement at another school of a student with a disability affecting such student's education, in order to provide a free and appropriate education to such student; or (iii) the need for continued placement of a student at another school for the safety, within the School System, of the student, of other students, or of faculty or staff.
7. The Director of Administrative Services shall prepare a written notice of the provisions of this majority-to-minority transfer policy, including a complete description of the policy and details as to how to apply for a transfer under the policy. As soon as any school within the School System has

an African-American student population which is in the majority, or a White student population which is in the minority, the aforesaid written notice shall be amended to include the name of such school. Commencing with the 2007-2008 school year, the aforesaid written notice shall be published in the student handbook of each school, and, when any new student enrolls in the School System, such student shall be given a copy of the student handbook containing the aforesaid written notice relating to the majority-to-minority policy.

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

Transfer form is available at:

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

Attendance

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance and to provide consistency throughout the school system, the following guidelines will be used.

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

1. Each student must have a signed attendance/truancy sheet on file by September 1st.
2. Letters will be sent home to parents of students with 5 unexcused absences during the school year.
3. A social worker/administrator/SRO will contact parents of students who have 8 unexcused absences without medical documentation to determine whether medical documentation should

be required for all further absences. Charges may be filed at this point.

4. If appropriate, social worker/administrator /SRO will file complaint for continued excused absences without medical documentation when the number of excused absences reaches 12.

Attendance/Truancy Policy

CCSS Board Policy JB

Compulsory Attendance Ages

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

Student Attendance

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

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

State Attendance Requirements

School attendance is compulsory in Georgia for children between their sixth and sixteenth birthdays. Children enrolled in the public schools prior to their seventh birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance even though they have not attained seven years of age.

To receive credit for a day of attendance a student must be present for a minimum of three hours of instruction. Hours of instruction are defined as all portions of the day when school is in session with the exception of recesses and the lunch period.

Coweta Attendance Requirements

1. Students must attend school/class on a regular basis each semester in order to receive academic credit. The Coweta County Attendance Policy allows for a reasonable number of excused/ unexcused absences during each semester, provided acceptable written excuses are submitted. Excessive absences from any course/class will result in the loss of credit for the course or class. All excuses for state attendance purposes will be excused as defined by state attendance requirements.
2. When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through use of the homebound services or other administratively approved procedures.
3. To be counted present for a period/ block a student must be in attendance for half or more of the period/block.

Tardiness and Early Dismissal from School

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

Absences and Excuses

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

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

1. Who are personally ill and whose attendance in

school would endanger their health or the health of others.

2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.
3. On special and recognized religious holidays observed by their faith.
4. When the absence is mandated by another governmental agency (i.e. armed services).
5. When conditions render such attendance impossible or hazardous to their health and safety.
6. For service as pages of the General Assembly or Georgia (such time missed shall be credited as being present in their school).
7. One day for students attaining the age of 18 to register as an elector.
8. For an administratively approved school function; the Coweta County Board of Education establishes the following criteria concerning administrative approved functions:
 - a. Administrative approved functions can not exceed three (3) days per class for each term or semester.
 - b. Students that request additional days other than the three (3) allowed per semester or term must:
 - Maintain an average of at least a 70 in each class that will be missed.
 - Have no suspensions and the principal's permission based on appropriate overall conduct.
 - Have no absences for administrative approved functions that exceed six (6) days per semester or term.
 - c. In all cases, the total number of days per class allowed as an excused absence for an administrative approved function shall not exceed (10) days per school year.
9. Students arriving at school after their scheduled reporting time will submit a written explanation for tardiness from their parents.
10. Students must have written permission from parents to leave the school campus at any time between their arrival at school and the time of their normal dismissal from school each day.
11. School principals will ensure that specific safeguards consistent with this policy and procedure are established for the release of students to parents and/or guardians and to individuals other than the custodial parent or guardian.

Pledge of Allegiance

Students in the Coweta County School System shall be afforded the opportunity to recite the Pledge of

Allegiance to the flag of the United States of America each day.

Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the recitation of the pledge may (a) stand and refrain from reciting the pledge, or (b) remain seated.

Moment of Reflection

1. In compliance with Georgia Law, at the opening of school on every school day in each classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all the pupils.
2. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.
3. Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer.
4. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.
5. Teachers should simply state: "We will now have a moment of silence."

Character Education

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

Helpful Information for Parents

Mark Clothing & Belongings

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

Only bring items needed for class

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

School Insurance

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

Textbooks/Media Materials

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

Sending Money

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

Physical Education

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

School Supplies

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

Medication Procedure

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

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

1. All medicine shall be in its original LABELED container or prescription bottle.
2. Written instructions for prescription medication must be from a doctor or a physician's assistant

authorized to prescribe medicine as how to administer, amount, time, etc., must be shown.

3. A written request by the parent or guardian must be made to the school nurse or school designee to administer any medication.
4. The school nurse or school designee shall keep a written report of medication administered.

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

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

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

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

Hospital Homebound

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

Grading Procedures

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

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

Testing Schedule

September 9-11, 2008	CogAT (Grades 2 & 4)
October 13-24, 2008	ITBS
March 4, 2009	Grade 5 Writing
March 5, 2009	Grade 5 Writing (Make-up)
March 16-27, 2009	Grade 3 Writing
April 20-30, 2009	CRCT
June 18 -19, 2009	CRCT Re-Test (Grades 3 & 5)

Academic Honor Roll

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

Pyramid of Interventions

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

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

Can the SST refer students for evaluation for special education consideration? Yes, but ONLY after several important decision criteria are met: 1) that reasonable classroom interventions of sufficient duration have been carefully attempted, without success; and 2) that the cause of the problem is suspected to be a disability that cannot be resolved without special education services.

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

Promotion and Retention Procedures

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

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

The school principal and staff have the responsibility for determining the quality of student progress and eligibility for promotion or retention as herein defined.

Student success in achieving the following promotion criteria is dependent upon regular school attendance and hard work. Please refer to Coweta Board of Education Attendance Policy JB. The principal is responsible for submitting the "Students for Placement" report by June 15 each year.

Kindergarten

1. The Coweta County Kindergarten Report Card will reflect developmental growth as the student is assessed each nine weeks on the skills and concepts listed.
2. Professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

3. For those in question, the Metropolitan Readiness Test, Level II may be administered. A score of stanine 4 or above must be achieved.

First Grade

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

Second Grade

1. In order for students to be successful in third grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, and math skills. The 70% will reflect an average of grades from each 9 weeks throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to third grade, a rating of "meets expectations" or "exceeds expectations" is recommended on the reading and math portions of the second grade Criterion-Referenced Competency Test.
3. In all subject areas, professional assessment, written documentation, and portfolio assessment of the student's performance shall carry great weight in the final decision for promotion and retention.

Third Grade

1. In order for students to be successful in fourth grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, and math skills and three of the four following subjects: science, social studies, language, and spelling. The 70% will reflect an average of grades from each 9 weeks throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to fourth grade a rating of meets expectations or above is required on the reading portion of the third grade Criterion-Referenced Competency Test. The student should

also meet promotion standards and criteria established by the local board of education.

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

Fourth Grade

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

Fifth Grade

1. In order for students to be successful in sixth grade, each student will exhibit at least 70% mastery of reading, vocabulary skills, math skills, and three of the four following subjects: science, social studies, language, and spelling. The 70% will reflect an average of grades from each 9 week period throughout the school year. Grades will be based on daily grades, end of selection tests, and authentic assessments.
2. For a student to be promoted to sixth grade a rating of meets expectation or above is required on the reading and math portion of the fifth grade Criterion- Referenced Competency Test. A rating of meets expectations or above is recommended on the science and social studies sections of the Criterion-Referenced Competency Test. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level (meets expectations) on the Criterion-Referenced Competency Test in reading and mathematics. The student should also meet promotion standards and criteria established by the local board of education.
3. In all subject areas, professional assessment, written documentation and portfolio assessment of

the student's performance shall carry great weight in the final decision for promotion and retention.

Special Education

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

ELL (English Language Learners)

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

Homework

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

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

Approval of Curriculum Materials

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

Emergency Plans

In compliance with the state law, each school in Coweta County has developed specific plans for situations such as fire, tornado, and other emergency situations. These plans are specific to the nature of the occurrences and provide measures to account for all students and secure the facility. Drills are conducted

throughout the year to prepare the staff and students for these situations. In the event that we are conducting an emergency drill and you wish to check your child out of school, we will request that you wait until the drill has ended before we locate your child. These drills are very important and should not be interrupted if at all possible. In the event of a potential or real crisis, the school will be placed in a LOCKDOWN. All entrance doors will be locked and normal procedures for checking students in or out will be suspended until the LOCKDOWN is over. If you have any questions concerning specific guidelines and procedures for emergency situations, please contact your principal.

Inclement Weather Procedures

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

Radio Stations	Channel
WNEA (AM)	1300
WCOH (AM)	1400
WMKJ (FM)	96.7

Television Stations	Channel
WSB	WAGA Channel 46
WXIA	Cable-Channel 10

After School Program

The Coweta County School System offers the service of the After School Program to Pre K – 5th grade students in each elementary school. It is in operation from 2:30 – 6:00 p.m. when school is in session. A non-refundable \$20.00 registration fee is required upon enrollment. The cost per student is \$12.00 per day. Tuition payments made by Friday prior to the week of attendance are \$9.00 per day reserved. In order to maintain a child's space in the After School Program, he must pay for one designated day per week. Emergency drop-in after school care is charged at the rate of \$15.00 per day and is limited to 2 drop-ins per school year. However, students taking part in ongoing school activities are eligible to attend the After School Program as a drop-in provided that space is available, the arrangements are coordinated with school personnel, and the child is picked up at the designated

time. Students who are transported by car will be sent to the After School Program if they have not been picked up by 3:00 p.m. and will be charged the drop-in fee of \$15.00. For additional information, you may contact the After School Program Site Coordinator in the cafeteria at the school between the hours of 1:00 – 6:00 p.m. or call the After School Program Administrative Office at (770) 252-3016.

Guidance/Counseling Services

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

Gifted Program

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

For a summary of eligibility criteria or for further information about Coweta County's **REACH** Program for Gifted Students, please contact the **REACH** Program teacher at your child's school.

Solicitations

The Coweta County Board of Education accepts the premise that funding of educational programs shall be in keeping with taxation powers vested in the Board by State constitutional and statutory provisions. These provisions do not include the solicitation of school operating funds from students, faculties, or other citizens.

Fund raising projects may be conducted for activities deemed by the Board not to be in conflict with this

policy. Such projects must always receive prior approval of the Superintendent.

School participation in all charity drives must be approved by the Superintendent.

Student Transportation

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so. Remember, bus transportation is a privilege provided to all students who can cooperate and abide by the rules. Problems on a school bus are a ROAD HAZARD. Reasonable behavior ensures a safe ride for students.

General Bus Rules:

1. Remain seated.
2. Avoid excessive noise.
3. Do not inflict injury on other students.
4. Do not extend arms, legs, or head from bus windows.
5. Do not litter...keep the bus clean!
6. Do not harass other students.
7. Do not eat or drink on the bus.
8. Boys and girls will be seated on opposite sides of the aisle.
9. Be respectful to your driver.
10. Animals, balloons, glass items, or large projects that may obscure the driver's vision are not allowed on the school bus.
11. Students are to have a note from their parents that has been approved through the school office to get off the bus at a stop other than their own.

NOTE: Parents should closely supervise children at bus stops to ensure their safety as they wait and properly board the bus.

Transportation Changes

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

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

Elementary Dress Code

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

The following are not to be worn at school:

1. Halter-tops, tank tops, fishnet tops & midriff blouses
2. Excessively large or baggy clothing
3. Tops and dresses with spaghetti straps
4. Muscle shirts
5. Shirts that advertise alcohol, tobacco, or drugs
6. Short shorts and skirts (Your index finger should touch the hem of the shorts).
7. Shorts covered by a full-length shirt
8. Bicycle pants or shorts
9. Clothing with open holes above the knee
10. Clothing that is suggestive, advocates disobedience to society or causes a possible disruption to the school
11. Clothing or attire with statements or symbols which might be deemed offensive to others, violent or of a threatening nature
12. Shoes with cleats and/or wheels (heely's)
13. Hardware chains
14. Caps, hats, visors, any other headgear, and sunglasses

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

Student Behavior Code

Board Policy Descriptive Code: JCD-E Code of Conduct

It is the purpose of the Coweta County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in a manner which facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student

behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

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

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

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

Authority of the Principal

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

Progressive Discipline Procedures

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help

them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of the Code of Conduct:

1. Warning and/or counseling with a school administrator or counselor
2. Loss of privileges
3. Isolation or time out
4. Temporary removal from class or activity
5. Notification of parents
6. Parent conference
7. Temporary placement in an alternative education program
8. Short-term suspension
9. Referral to a tribunal for long-term suspension or expulsion
10. Suspension or expulsion from the school bus
11. Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when a circumstance surrounding a situation associates their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student

vehicles brought on campus; student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Behaviors Which Will Result In Disciplinary Procedures

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

Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student: Students shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student.

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

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug

Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an

assault upon another student or a person attending a school-related function.

Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel, possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school related function.

Disrespectful conduct toward teachers, administrators, other school personnel, other students, or person attending school- related functions.

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

Possession or use of tobacco in any form

Damaging or defacing personal property or school property (vandalism)

Theft

Extortion or attempted extortion

Possession and/or use of fireworks or any explosive

Activating a fire alarm under false pretenses or making a bomb threat

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff

Classroom and school disturbances

Violation of school dress code

Use of profane, vulgar, or obscene words or indecent exposure

Inappropriate public displays of affection

Gambling or possession of gambling devices

Moving or non-moving driving violations

Giving false information to school officials

Cheating on school assignments

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission

Bullying: Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

Weapon Policy

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

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

PUNISHMENT: Violation may result in suspension, expulsion and/or criminal prosecution.

Guidelines for Conducting Interrogations and Searches

1. Before a student is searched, the school official must have a reason to believe that the student has in his or her possession an article or substance which is illegal, prohibited by school rules, or dangerous. This reason may be something the school official has seen, heard from the student involved, heard from another student, or observed about the student. School officials should not base their search on a hunch or belief unless the reason for that belief can be articulated and supported.
2. All student searches must be witnessed by another professional employee of the school system. This is primarily for the protection of the employees involved, but also may provide additional testimony and evidence if such is ever needed in a board proceeding or otherwise.
3. Students must be searched in as unobtrusive a place and manner as possible under the circumstances. Generally, searches should be in private and reasonable efforts should be made to avoid humiliating or embarrassing the student involved.
4. Before any action is taken by the school officials to physically search a student, the school official must explain to the student his suspicion. (For example, "I believe you have contraband in your possession.")
5. The student must be given an opportunity to voluntarily empty his or her pockets, pocketbook, or otherwise produce the item sought.
6. If a physical search of the student is to be conducted, it should be conducted by a school official of the same sex, and generally, the witness should be of the same sex as well.
7. Pocketbooks, satchels, and other such items can be searched most easily and with the least restriction. Pat-down searches of students are certainly acceptable if conducted by an official of the same sex.
8. Strip searches of a student should never be allowed. Asking students to remove certain articles of clothing, such as jackets, shoes, socks, vest, or other such apparel, is acceptable if done in connection with a pat-down search.
9. If the school official believes that the item is contained within the student's clothing and the student refuses to produce it, the school official should give the student several choices all of which are designed to produce the item. (For example, "You can either let me have the marijuana, prove to me that you do not have it on

you, or I will call your parents (or if appropriate, law enforcement officials).") It should be made clear to the student that he will not leave the office until the issue is resolved and the school official should be willing to follow through on whatever action he proposes to the student.

Guidelines for Conducting Searches of School Property

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

- d. School officials will take action to notify by phone parents or legal guardians of student(s). A letter giving formal notice of the findings and proposed action will be forwarded as soon as practical.
7. In all search procedures, every effort will be made to preserve the teaching and learning environment with minimum disruption to the total program.

Reporting instances of alleged inappropriate behavior by Teachers, Administrators or Other School Employees towards students

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission.** This shall not prohibit students from reporting the incident to law enforcement authorities.

** (The Georgia General Assembly in its 2008 session adopted this requirement for the Georgia Professional Standards Commission as amendment to O.C.G.A. § 20-2-751.7. That same legislation requires school systems to implement and follow the process so established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.)

Notice of Nondiscrimination

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

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

The Associate Superintendent has been designated as the administrator responsible for coordinating the board's effort to implement this non-discriminatory policy. Inquiries concerning the application of the Perkins Act, Gender Equity in Sports, Title VI, Title IX or Section 504 and ADA to the policies and practices of the Coweta County Board of Education may be addressed to the Associate Superintendent at the Coweta County Board of Education, 237 Jackson Street, P.O. Box 280, Newnan, Ga., 30263; to the

Regional Office for Civil Rights, Atlanta, GA., 30323; or the Director, Office for Civil Rights, Education Department, Washington, D.C., 20201.

Sexual Harassment

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

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

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

Sexual harassment, as defined above, may include but is not limited to the following:

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

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

The right to confidentiality, both of the complainant

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

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

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

Notice for Student Records

Under the Family Educational Rights and Privacy Act, parents/guardians have the right to inspect and review education records of their student, to request any amendment of records to ensure accuracy, to consent to disclosures of information contained in records, to file complaint with the United States Department of Education concerning failure of Coweta County Board of Education to comply with this Act, and to obtain a copy of the Board of Education policy with regard to access to student records (policy may be obtained at 237 Jackson Street, Newnan, GA.)

Directory Information

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

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

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

Coweta County School System

Internet Access - Students

Terms and Conditions for Use of the Internet

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

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

Unacceptable Usage

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

1. Accessing materials or communications that are
 - a. Damaging to another persons reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person's gender or race
 - f. Contrary to the school's policy on harassment
 - g. Harassing
 - h. Illegal.
2. Sending, creating, or posting materials or communications that are
 - a. Damaging to another person's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person's gender or race
 - f. Contrary to the school's policy on harassment
 - g. Harassing
 - h. Illegal
3. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
4. Making copies of software on any school's computer or computer system.
5. Copying or downloading copyrighted software for one's own personal use.
6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
9. Gaining unauthorized access to network resources.
10. Invading or attempting to use another person's user name or password.
11. Posting or plagiarizing work created by another person without their consent.
12. Posting anonymous messages.
13. Using the network for commercial or private advertising.
14. Forging electronic mail messages.
15. Attempting to read, alter, delete, or copy the electronic mail of other system users.
16. Using the school's computer hardware, network, or Internet link while access privileges are suspended. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
17. Attempting to alter the configuration of a computer of any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.
18. World Wide Web- Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
19. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.
20. Every student (based on age appropriateness) of the Coweta County School System will be given a unique user name and password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual to use to hide that person's identity on the Coweta County Network is a direct violation of Coweta County Board policy.

Coweta County School System Internet Access – Students

I understand and will abide by the Terms and Conditions for Internet. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be initiated.

Student Signature

Student Name (Please Print)

Home Phone

Date

Home Address

City/Zip Code:

_____ **Yes**, I give permission for my child to have Internet access.

_____ **No**, I do not give permission for my child to have Internet access.

Parent or Legal Guardian Signature

Date

School

Teacher Use Only:

Student Number

This signed form must be returned to the school.

Please sign and return this page to your child's teacher.

1. I have read the policies and procedures contained in the Parent/Student Handbook and have shared appropriate portions with my child.

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

2. The Coweta County School System

_____ has permission

_____ does not have permission

to use my child's photograph, honor roll information, or interview in a positive fashion to publicize news or information concerning the Coweta County School System in print media, on TV or radio, or on the CCSS website.

Comments:

Parent/Guardian Signature: _____

Date: _____

Attendance/Truancy Information Sheet

Per new state legislation and local laws, Coweta County School System will follow these attendance policies beginning in August 2005:

- **Georgia Legislation and Board policy indicate that truancy charges may be filed in court after five(5) unexcused absences. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.**
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are all failures to attend school without proper documentation.
- **Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student’s return to school. At each school the attendance clerk will receive and file excuses. The principal will resolve any question in determining whether an absence is excused or unexcused.**
- The school administration will require an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or twelve(12) excused absences related to health, except for mitigating circumstances such as a death in the family. Truancy charges may be filed after 12 excused absences unless there is documentation from a doctor.
- **Skipping 4 high school blocks or 6 middle school periods shall be considered equal to one unexcused day whether the absences are in the same or different blocks or periods.**
- A student must be enrolled a minimum of 80 days per semester (including days transferred from other schools) to receive Carnegie unit credit for a course. A student must be present every day except for excused absences. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within (3) school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time.
- **Repeated absences affect a student’s ability to obtain a Georgia Drivers license and may result in the license being revoked.**
- School driving privileges may be revoked for 5 unexcused absences or 10 unexcused tardies.
- **Telephone calls to arrange for an early dismissal of a student will not be accepted. No student will be called out of class until the parent arrives to sign them out.**
- The Coweta County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students with more than 10 tardies and/or early dismissals MAY NOT be eligible for the Perfect Attendance Awards at the end of the school year. Students may be required to serve in before or after school detention or lunch detention for excessive tardies.

Student Name _____

Signature of students 10 years of age or older _____ Date _____

Parent/Guardian Signature _____

Date _____