

Coweta County School System
Middle School Agenda
Student Handbook 2017 - 2018

Arnall Middle School

Home of the Knights

770.254.2765

East Coweta Middle School

Home of the Indians

770.599.6607

Evans Middle School

Home of the Cougars

770.254.2780

Lee Middle School

Home of the Timberwolves

770.251.1547

Madras Middle School

Home of the Eagles

770.254.2744

Smokey Road Middle School

Home of the Wildcats

770.254.2840

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STUDENT HANDBOOK AND AGENDA

This handbook can benefit both students and parents.

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

2017-2018 School Calendar

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					20	

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					20	

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					20	

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					17	

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					13	90

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					19	

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
					15	

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					21	

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					16	

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				19	90	180

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Aug. 1-3 Teacher Work Days
- Aug. 4 First Day of School
- Sept. 4 Labor Day
- Oct. 6 Teacher Work Day
- Oct. 9 Student Holiday
- Nov. 20-24 Thanksgiving Break
- Dec. 19 Students Last Day first semester
- Dec. 20-Jan. 1 Christmas/Winter Break
- Jan. 2-3 Teacher Work Days
- Jan. 4 2nd Semester Begins
- Jan. 15 MLK Jr. Holiday
- Feb. 19-23 Mid Winter Break
- Feb. 23 Student Holiday but if needed Inclement Weather Option 1
- Feb. 22 Student Holiday but if needed Inclement Weather Option 2
- Mar. 9 Teacher Work Day
- April 2-6 Spring Break
- May 25 Last Day of School
- May 28 Memorial Day
- May 29-31 Teacher Work Days



Coweta County School System
Good Schools are a Great Investment

P.O. Box 280
Newnan, Georgia 30264

Office 770-254-2801
FAX: 770-254-2807

www.cowetaschools.org
Approved December 13, 2016

- Beginning Dates
- Students' Last Days
- Teacher Wk Days
- Holidays
- Inclement Weather Make-up Days if needed

Graduation Dates:
CEC—Wednesday, May 23
NGHS—Thursday, May 24
NHS—Friday, May 25
ECHS—Saturday, May 26

THIS AGENDA BELONGS TO:

Name: _____

Grade: _____ Homeroom: _____

Coweta County School System 2017 - 2018 School Calendars

Pre Planning Teachers (3 Days)

Tuesday – Wednesday - Thursday
August 1 - 3

First Day of School

Friday, August 4

Holiday (Labor Day)

Monday, September 4

Holiday (Student Holiday)

Monday, October 9

Thanksgiving Holidays

Monday - Friday
November 20 - 24

Christmas/Winter Break

Wednesday, December 20 -
Thursday, January 4

Teacher Workday (Student Holiday)

Tuesday - Wednesday
January 2 -3

Schools Reopen

Tuesday, January 5

Holiday (Martin Luther King's Birthday)

Monday, January 15

Mid-Winter Break

Monday - Friday
February 19 - 23

*Inclement weather option make-up days
Thursday and/or Friday February 22 & 23

Spring Break

Monday - Friday
April 2 - 6

Last Day of School

Friday, May 25

Post Planning Teachers (3 days)

Tuesday – Thursday

May 29 – May 31

Middle Schools Open House

To be Announced

2017-2018 Progress Reports, Report Card, and Nine Weeks Periods

NINE WEEKS/MID-TERM PERIODS

1st Nine Weeks – Tuesday, October 10, 2017
2nd Nine Weeks – Tuesday, December 19, 2017
3rd Nine Weeks – Friday, March 16, 2018
4th Nine Weeks - Friday, May 25, 2018

1st Mid Term – Wednesday, September 13, 2017
2nd Mid Term – Thursday, November 16, 2017
3rd Mid Term – Tuesday, February 13, 2018
4th Mid Term - Tuesday, May 1, 2018

EXAM SCHEDULE

Exams will be administered at the end of each 9 weeks. Please see your school's website for specific dates for all required state assessments (SGA's & EOG's.)

REPORT CARDS ISSUED

1st Nine Weeks – Tuesday, October 17, 2017
2nd Nine Weeks - Wednesday, January 10, 2018
3rd Nine Weeks – Friday, March 23, 2018
4th Nine Weeks – Friday, June 1, 2018

PROGRESS REPORTS ISSUED

1st Mid Term - Wednesday, September 13, 2017
2nd Mid Term - Thursday, November 16, 2017
3rd Mid Term – Tuesday, February 13, 2018
4th Mid Term - Tuesday, May 1, 2018

GRADING SCALE

A 90 - 100
B 80 - 89
C 71 - 79
D 70
F 69 or below (this is not passing)

GRADING WEIGHTS

Pre-tests of Standards 0%
Presentation of Standards 10%
Practice of Standards 40%
Post-tests of Standards 50%
Unit or Topic Tests 6th-40%, 7th-35%, 8th-30%
Nine Week Exams 6th-10%, 7th-15%, 8th-20%

ACADEMIC HONESTY

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

ARRIVAL AND DISMISSAL

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

ASSESSMENTS

STUDENTS TO BE TESTED ON GA MILESTONES REQUIREMENTS: GRADES 3-8

All students who are enrolled in grades 3 through 8, including students with disabilities and English Learners for whom English is a second language, must participate in the EOG assessment. Exceptions are made for students who qualify for the Georgia Alternate Assessment (GAA) or for those qualified English Learners (EL) whose EL Test Participation Committee determines that the student is eligible for a one-year deferment for English Language Arts and Social Studies as provided for in State Board Rule. Deferment for an EL student is based on the following criteria:

- 1) a student qualifies for English for Speakers of Other Languages (ESOL) service
- 2) the student is in his or her first year (12 months) of enrollment in a U.S. school
- 3) the student participated in the state-adopted English language proficiency assessment prior to the EOG administration.

Please refer to the *Student Assessment Handbook* for detailed information concerning GAA participation and deferment for EL students.

ATTENDANCE POLICY

Absenteeism

1. All absences will be evaluated on an excused/unexcused basis in accordance with state regulations. You must be in attendance one-half the instructional day (FOUR CLASSES) to be counted present for the day.

3.

2. Absences will be classified as excused or unexcused. Excused absences are those with written documentation from a parent/guardian or a health care provider that are due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are failures to attend school without proper documentation
3. Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student returning to school. Excuses will be kept on file in the attendance office. Principals will resolve any question in determining whether an absence is excused or unexcused
4. The school administration may require an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or twelve (12) excused absences related to health, except for mitigating circumstances such as a death in the family. According to Coweta juvenile authorities, truancy charges may be filed after five (5) unexcused absences unless there is documentation from a physician
5. It is the student's responsibility to contact the teacher concerning arrangements for make-up work. Excused and unexcused absences may result in the loss of full credit for class participation unless students arrange to make up the work within three (3) school days of returning to school. The student must complete all makeup work and tests within a reasonable amount of time. For each unexcused absence beyond five (5) days, the school administration must approve any make up work
6. When extended absenteeism is the result of major illness, injury, or other extenuating circumstances, the student may receive academic credit through use of the homebound services
7. Repeated absences affect a student's ability to obtain a Georgia driver's license and may also impact a student's ability to participate in extracurricular activities
8. Telephone calls to arrange for an early dismissal of a student will not be accepted. No student will be called out of class until the parent arrives to sign them out

9. Georgia Legislation and Board policy indicate that truancy charges will be filed in court on the sixth (6th) unexcused absence and on each unexcused absence from that point forward.

These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days

Tardiness

1. Tardiness to school will be evaluated as excused or unexcused for both attendance and academic purposes in accordance with the criteria established by Coweta County Board of Education policy
2. A student is tardy at 8:20 a.m. Disciplinary actions may be taken toward students who are continuously tardy to school or to a class
3. When a student is tardy, he or she must present a note from the parent/guardian, doctor, dentist, judge, etc. stating date and reason for the tardy
The note is subject to verification by school officials. Please report to the office upon entering the building.
4. Make-up work procedures will be the same as for absenteeism

Early Dismissals

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

Other Attendance Information

1. All notes for absences must be given to the attendance clerk each day. If a note is written in the agenda for an absence, the teacher must copy the note and take it to the attendance clerk
2. There is no prior approval for absences such as trips, vacations, etc. All absences of this nature are unexcused. On the 6th unexcused absence a complaint will be filed in court against the parent and the student
3. Students may be allowed to make up work when they are absent. However, allowing them to make up work does not make the absence excused

AUTHORITY OF THE PRINCIPAL

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

BOOK BAGS

Book bags are placed in lockers during school.

BROADCAST/MEDIA COVERAGE

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

BUS NOTES

If a student needs to ride a bus other than the assigned bus, the student must bring a note from the parent/guardian with a telephone number for verification. Transportation notes will be accepted in the form of a written letter, an e-mail, or by fax.

CELL PHONES

Students may possess cell phones, tablets or similar electronic devices. Students who use these devices during the instructional day for social reasons may forfeit their ability to have such devices. The use of electronic communications equipment/devices must be in accordance with Board Policy IFBG. Cell phone

use is defined as having the power turned on for any reason. The instructional day is the time period between a student's arrival on campus and the final 4:00 dismissal bell for all students. The instructional day includes lunch periods and class changes. School buses are extensions of the instructional day, and use of the devices mentioned above is prohibited while students are on buses. For more information regarding the student behavior code, see Board Policy JCDA. School phones are available for student use in emergency situations. Safe keeping and proper use of cell phones and other electronic devices is the responsibility of the student-owner.

CHECKING STUDENTS OUT OF SCHOOL

If a student is being checked out of school, a person

listed on the emergency consent card must come to the main office and present proper identification. There will be no early checkouts after 3:00 pm.

CHILD FIND

Children and youth who reside in Coweta County, and who are suspected of having a disability, may be referred for a special education evaluation. For further information, please contact your child’s school or the Special Education Department at 770-254-2810.

CODE OF CONDUCT

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

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.

5.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia’s Character Education Program. The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or counseling with a teacher, counselor, or administrator
- Loss of privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Parent notification
- Parent conference
- Detention
- Temporary placement in an alternative education program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to law enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense includes long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta County Board of Education policies. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy. Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which he/she is charged and allows the student to explain his/her behavior. If the student is suspended, the student’s parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is

reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student bookbags, 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. Major offenses, including, but not limited to drug and weapon offenses can lead to schools being named as an unsafe school according to provisions of State Board of Education Rule 160-4-8-16.

Behavior Which Will Result in Disciplinary Procedures

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. All due process procedures required by federal and state law will be followed.

- 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.
- Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions to include threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972:
Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function

- Physical assault, battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions. Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school related function
- Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including the use of vulgar or profane language
- Any behavior based on a student's race, national origin, sex, or disability that is unwelcomed, 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.
- Selling of any merchandise by students without permission is prohibited. Distribution of any materials requires permission from the principal. Self-adhesive stickers are not allowed for student campaigns or any other reason
- Possession or use of tobacco in any form
- Use and/or possession of an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) or any battery powered vaporizer which is used to simulate tobacco smoking
- Damaging or defacing real property, personal property or school property (vandalism) or damaging personal property of any person legitimately at the school
- 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
- Unauthorized use of electronic communication devices during the instructional day. Students observed using pocket pagers, cell phones or electronic communication devices during the instructional day, except for health or reasons approved by the Board of Education, will forfeit their ability to have such devices in their possession at school for the remainder of the year. The instructional day is defined as the time period between a student's arrival on campus and the final dismissal bell for all students. Electronic communication devices confiscated will only be released to parents. On the second offense, the student will be given three days of in-school suspension. On the third offense, the student will be referred to Student Support Services for disciplinary action. School buses are extensions of the instructional day and use of the devices mentioned above is prohibited while students are on school buses. The term use is defined as sending or receiving any form of communication during the instructional day
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials
- Cheating on school assignments
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission
- Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal
- Inciting, advising or counseling of others to engage in prohibited acts
- 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

Bullying: For all purposes hereunder, "bullying" shall mean: an act which occurs on school property, on school vehicles, at designated school bus stops, or related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or electronic technology of a local school system that is (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

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

Applicability and Enforcement: This policy shall apply to all students in the Coweta County School System. Upon a finding by the hearing officer, panel or tribunal that a student in grades six through twelve has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. In addition, a violation of this policy may result in implementation of any one or more of the disciplinary measures set forth in Board Policy JD. Students and parents of students shall be notified of the prohibition against bullying set forth in this policy by posting this policy at each school and by including a copy of this policy in student

and parent handbooks distributed at each school.

Weapons:

It is the policy of the Coweta County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

Definitions

Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any weapon which will or is designed to, or may readily be converted to, propel a missile of any kind (including a starter gun); any explosive compound, bomb or incendiary device.
2. Any dangerous weapon as defined in O.C.G.A. §16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or any other similar device.
3. Any hazardous object, including any machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, ice pick or box cutter, a spring stick, metal/brass or artificial knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any other martial arts device; any pistol or rifle designed to propel objects by air pressure or spring action; any stun gun, look-alike/toy firearm or non-lethal air gun; or taser; any weapon of like kind or any tool or instrument capable of inflicting bodily injury and which could reasonably be concluded as being a violation of the intent of this section (for example: chain, night stick, rings, pipe, studded or pointed bracelets, ax handle, seam ripper, metal nail file). Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Firearms and Dangerous Weapons:

Students who possess any weapon described in

8.

paragraphs 1 or 2 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority, either before or after the student is referred for a hearing, to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent on a case-by-case basis. The tribunal or hearing officer shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal or hearing officer considered a reduction and any rationale in denying such a reduction.

Hazardous Objects: Students who possess other weapons or hazardous objects as described in paragraph 3 will be subject to discipline based on the Code of Conduct.

Reporting Requirements: All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Students with Disabilities

Any child with a disability (as defined in the IDEA, 20 U.S.C.A. 1400, et. seq.), who is determined to have brought to school a weapon as defined above may be placed in an interim alternative educational setting for not more than forty-five days, as determined and ordered by a special education committee qualified to make special education decisions under 20 U.S.C.A.

1401(a) (20). If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise. Any student

with a disability whose behavior is unrelated to the disability shall be subject to all of the penalty provisions of this policy, the same as a student without such a disability, except to the extent that any expulsion is inconsistent with the Department of Education's final guidance concerning state and local responsibilities under the Gun-Free Schools Act of 1994, as amended.

Bus Conduct:

1. Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior; (2) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and (3) Student shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever: (a) a student is found to have engaged in bullying; or (b) a student is found to have engaged in physical assault or battery of another person on the school bus. The school bus contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. These provisions regarding use of a bus behavior contract as not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

REPORTING INSTANCES OF ALLEGED INAPPROPRIATE BEHAVIORS 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.

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.

DISCIPLINE

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

DISCIPLINARY PRACTICES

1. Lunch detention, before or after-school detention, time-out, out of school suspension, and referral to student services will be options for students who display continuous disruptions in the classroom.
2. Lunch detention or before or after-school detention may also be used for students who are continuously tardy to school or to a class.
3. Suspension from school may occur when a student displays extreme unacceptable behavior

that interferes with the welfare of another student(s) or with the right of another student(s) to learn.

Parents will be notified of the suspension. Suspended students must remain off any school campus during the period of suspension. Repeated suspensions will be brought to the attention of the superintendent's office. Students should return all work to the individual teacher upon returning to school.

BEHAVIOR

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

FIGHTING

The Coweta County Board of Education shall provide for a safe and healthy school environment for all students. Fighting, acts of violence, threats of violence, abusive and vulgar language which provokes violence or any behavior that could be considered to cause an assault, battery, or physical injury to a student, teacher, school official, staff member, or other persons will not be tolerated. Such acts will be

reported as required herein, investigated, and prosecuted under the policies of this board and/or the appropriate criminal codes of the State of Georgia. Violations of this policy could result in suspension or expulsion. All school grounds, school facilities (including school buses and motor vehicles), and other facilities where school events are held are public places and, therefore, subject to the governance of state laws protecting public order and safety. A student, while on school grounds or at school events, shall not commit any crime (felony or misdemeanor) as defined by the laws of the state of Georgia or by federal statute. Violation of such laws will result in referral to law enforcement officials subject to the discretionary authority of the school principal. When such referrals are made, the principal is authorized to file criminal charges. Reference: Coweta Co. School System Policies JC, JCD O.C.G.A. 16-5-20 Simple Assault O.C.G.A. 16-5-23 Simple Battery O.C.G.A. 16-11-32 Affray O.C.G.A. 16-11-39 Fighting words, obscene, vulgar, or profane language, harassing phone calls.

SEXUAL HARASSMENT

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

STUDENT SEARCHES AND INTERROGATIONS

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

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

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

- Gang related activity: A student shall not participate in any gang related activity, as defined by administration and law enforcement. This includes but is not limited to clothing, activity, slogans, writings, gestures, graffiti, and comments.
- Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, or alcoholic beverage or other intoxicant

- Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol
- Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug
- Possession or use of a weapon or dangerous instrument: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function
- Physical violence against a teacher, school bus driver, or other school personnel:
 - (1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Code Section 16-3-21; or, the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon recommendation of the tribunal may permit the student to reenroll in regular programs for grades nine through twelve. Contact which causes possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
 - (2) Expulsion, long-term suspension, or short-term suspension for students found by tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
- Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:

Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school related function..

 - Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions
 - Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature
 - Selling of any merchandise by students without permission is prohibited. Distribution of any materials requires permission from the principal. Self-adhesive stickers are not allowed for student campaigns or any reason.
 - Possession or use of tobacco in any form
 - Damaging or defacing personal property or school property (vandalism)
 - Theft
 - Extortion or attempted extortion
 - Possession and/or use of fireworks or any explosive
 - Activating a fire alarm under false pretenses or making a bomb threat
 - Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other staff
 - Classroom and school disturbances
 - Violation of school dress code
 - Use of profane, vulgar, or obscene words or indecent exposure
 - Inappropriate public display of affection
 - Gambling/possession of gambling devices
 - Moving/non-moving driving violations
 - Giving false information to school officials
 - Cheating on school assignments
 - Unexcused absences, chronic tardiness, skipping class, leaving campus without permission
 - Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in- school suspension, short-term suspension,

and referral to a disciplinary tribunal.

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

Procedures for Investigating Allegations of Student Bullying:

The Coweta County School District strives to maintain a safe and healthy school environment. All schools within the District will promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student, staff, or volunteer will not be tolerated. Students shall not bully, harass, or intimidate other students through words or actions on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the District. Bullying is: Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so;

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

The District's policy prohibiting bullying is included in the Student Code of Conduct for Coweta County Schools and includes but is not limited to the following: Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

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1. Students are expected to immediately report incidents of bullying to the principal or designee.
2. The principal or designee will promptly investigate each complaint of bullying in a thorough and confidential manner.
3. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
4. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
5. Any student who knowingly files a false report of bullying will be subject to disciplinary action. All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after the principal or designee has determined that bullying has occurred. Discipline for any act of bullying shall be within the discretion of the principal or designee and shall comply with guidelines established in the Student Code of Conduct for Coweta County Schools and may include but is not limited to the following:

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

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

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

1. All staff, students and their parents will receive a summary of this policy prohibiting bullying at

the beginning of the school year as part of the student code of conduct.

2. The school shall keep a report of bullying and the results of an investigation confidential.
3. Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying
4. People witnessing or experiencing bullying are encouraged to report the incident to the school principal or designee.

The following actions will be taken when bullying is reported:

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

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

Discipline: Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence at the discretion of the principal or designee, including but not limited to loss of privilege; reassignment of seat if feasible; reassignment of class if feasible, in-school suspension; out-of-school suspension, detention, expulsion, assignment to an alternative school, and counseling if appropriate. Students in grades six (6) through twelve (12) found to have committed the offense of bullying for the third (3rd) time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary tribunal. Coweta County Schools reserve the right to send a student to a disciplinary hearing for a single act of bullying if the student's misconduct under the Student Code of Conduct requires the student to be sent to a disciplinary hearing. Coweta County Schools prohibit retaliation following a report of bullying. "Retaliation" is defined as bullying, harassment, or intimidation toward a

person in response to previously reported bullying, harassment, or intimidation. Such retaliation shall be considered a serious violation of District policies and independent of whether a complaint is substantiated. Any student who knowingly files a false report of bullying is guilty of violating the Student Code of Conduct of Coweta County Schools and will be punished under the provisions of the Code of Conduct.

Follow Up: At an appropriate time after the conclusion of the investigation, the principal or designee will follow-up with the student found to be a victim of bullying.

DEFINITION OF TERMS

- **Assault:** Any threat or attempt to physically harm another person or any act that reasonably places another person in fear of physical harm (Example: threatening language or swinging at someone in an attempt to strike)
- **Battery:** Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person (Example: fighting)
- **Chronic Disciplinary Problem Student:** A student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and which are likely to recur
- **Detention:** A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians
- **Disciplinary Tribunal:** School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters
- **Dress Code:** The current dress code is explained in the student handbook.
- **Drug:** The term drug does not include prescriptions issued to the individual, aspirin or similar medications, and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs. (JCD-E Student Behavior Code)
- **Expulsion:** Suspension of a student from a public school beyond the current school quarter or semester.

Such action may be taken only by a disciplinary tribunal:

- Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority
- Fireworks: Any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or inflammable compound and tablets and other devices containing an explosive substance
- Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill and in which a participant stands to win or lose something of value
- Time Out: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers in the regular school building
- Suspension: Removal of a student from the regular School program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, competitive events, and/or activities sponsored by the school or its employees.
- Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated
- Waiver: An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal
- Weapons: Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following things may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife,

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- ballistic knife, any other knife, straight-edge razor or razor blade, spring stick, metal knucks, chains, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

COMPUTER USE

Coweta County Board Policy IFAA states that:

“Students are not to use or ‘load’ their privately owned computer software in school computers without the permission of the classroom or supervising teacher. Under no circumstances shall students, employees, or anyone else exhibit or disseminate obscene materials on school property using school computers or by other means.”

Board Policy JDC: Standard 2 states that:

“A student shall not damage, alter, or steal school property or possess or distribute school property without appropriate authorization.”

DRESS CODE

In the interest of having a safe, orderly school, which minimizes distractions and maximizes the learning environment, a dress code has been established for all middle school students in the Coweta County School System. Every middle school student is expected to dress and be groomed in accordance with acceptable standards of cleanliness and modesty.

1. If a student chooses to wear shorts or a skirt, the shorts or skirt must be of appropriate length. The appropriate measurement will be determined when the student is standing erect, hands by his/her side; fingertips should not extend below the hem of the clothing, maintaining modesty at all times.
2. Jeggings, leggings, and/or other form-fitting pants can be worn provided the shirt is fingertip length.
3. Low-cut tops and/or blouses are also not allowed.
4. All shirts, blouses, and dresses must have sleeves. Clothes should not expose areas of stomach, sides, or back.
5. Holes on clothing above the fingertips should not expose skin. No items of clothing are allowed that may be affiliated with gang activity, as defined by administration and law enforcement.
6. No “hardware chains” may be worn as belts, wallet chains, or jewelry. No chains of this type are allowed on school campus or at any school function. No hats, or bandanas may be worn or displayed during the instructional day.
7. No items may be worn with inappropriate

pictures, symbols, or lettering. This includes, but is not limited to, depictions of alcohol, drugs, or weapons. Statements that might be deemed offensive to others are prohibited.

8. Pajamas, lounge pants, and/or house shoes or slippers may not be worn to school unless approved by the administration during special occasions.
9. Shoes with wheels may not be worn to school. Other shoes that may present a safety hazard are not allowed.

If a student is in violation of the dress code, he/she will be given the opportunity to correct the violation. If the student fails to correct the violation, he/she may be asked to call home for appropriate clothing and/or may receive disciplinary consequences as determined by the administrative staff.

EMERGENCY CONSENT CARDS

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

END OF NINE WEEKS GRADING PERIODS

- 1st Nine Weeks Tuesday, October 10, 2017
- 2nd Nine Weeks Tuesday, December 19, 2017
- 3rd Nine Weeks Friday, March 16, 2018
- 4th Nine Weeks Friday, May 25, 2018

Schedule changes will be limited and overseen by the principal.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in the extracurricular activities provided. Most of these will meet after school. Students will be informed of how they can become involved in the various activities available to them. Any after-school activities at school or any Coweta County school (such as football games, dances, and the like) demand a student's best behavior. Students should act at these activities in the same acceptable manner that they do at school. To attend after-school activities, a student must be present that day and in good standing (not suspended). Each school will provide a list of extracurricular activities offered.

GIFTED EDUCATION PROGRAM

Coweta County students in grades kindergarten through twelve who demonstrate a high degree of intellectual and/or creative abilities, exhibit an

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

HEALTH OF STUDENTS

MEDICATION

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

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

IMMUNIZATION REQUIREMENTS

Georgia's immunization requirements for children attending child care and school facilities have been amended to align with the current recommendations

of the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. The Georgia Department of Human Resources Board approved the new requirements on February 21, 2007. The requirements may be implemented immediately to ensure that children entering school, childcare, Head Start, or Pre-K on or after July 1, 2007 meet these new requirements.

Summary of Rule Changes:

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

The Georgia Department of Human Resources, Certificate of Immunization, Form 3231, has been revised to reflect the new requirements. The revised form now contains two sections for documenting vaccinations. The top section documents administration dates of vaccination, serologic immunity or disease histories, which are required for entry. The top section must be completed. A child must have either a Georgia immunization certificate marked "Complete For School Attendance," a Georgia immunization certificate marked with a current date of expiration, a current written waiver granted by a school official, or an appropriate religious waiver to attend school in Coweta County Schools. The bottom section lists vaccinations that are recommended but not required.

A "Date of Expiration" indicated on the certificate reflects the date the next immunization or evaluation of a medical exemption is due. All dates of immunization should be entered appropriately on the form, regardless of the child's age. Children attending more than one facility or school, must have a copy of the valid Certificate of Immunization (Form 3231) filed at each facility. Photocopies are acceptable.

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

Heat & Humidity: Middle School Practice Procedures

The Coweta County School System and middle schools are concerned about the health and safety of all student athletes. In accordance with GHSA regulations, Coweta County Schools and middle schools have developed High Heat and Humidity Practice Procedures. These procedures follow GHSA and American College of Sports Medicine recommendations. All coaches and athletic trainers are required to follow all procedures and mandates in order to insure the health and safety of all student athletes.

The safety of student athletes is a top priority of coaches, trainers and administrators at all middle schools. By adhering to standard heat related procedures and with proper nutrition, hydration and conditioning of athletes, the risk of heat related injuries can be minimized.

HOMEWORK

Homework is designed to help students review what has been learned in class and prepare for future lessons; therefore, it is important that all homework be completed on time. Since learning to be responsible is one of the most important lessons for young adults, students are required to complete and return homework.

INJURIES

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

INTERNET ACCESS FOR STUDENTS

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

It is the policy of the Coweta County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent

unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

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

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

Unacceptable Usage

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

1. Accessing materials or communications that are:
 - a. Damaging to another person(s) reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person's gender or race
 - f. Contrary to the school's policy on harassment
 - g. Harassing
 - h. Illegal.
2. Sending, creating, or posting materials or communications that are
 - a. Damaging to another person's reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person's gender or race
 - f. Contrary to the school's policy on harassment
 - g. Harassing
 - h. Illegal
3. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws
4. Making copies of software on any school's computer or computer system.
5. Copying or downloading copyrighted software for one's own personal use

17.

6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
9. Gaining unauthorized access to network resources.
10. Attempting to bypass Internet filtering devices.
11. Invading or attempting to use another person's user name or password.
12. Posting or plagiarizing work created by another person without their consent.
13. Posting anonymous messages.
14. Using the network for commercial or private advertising.
15. Forging electronic mail messages.
16. Attempting to read, alter, delete, or copy the electronic mail of other system users.
17. Using the school's computer hardware, network, or Internet link while access privileges are suspended. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
18. Attempting to alter the configuration of a computer or any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.
19. World Wide Web- Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
20. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America
21. Every student of the Coweta County School System will be given a unique user name and

password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

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

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

Cyber bullying

Cyber bullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet. Some examples of cyber bullying are:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others

- Tricking people into revealing personal information
- Sending or forwarding mean text messages
- Posting pictures of people without their consent

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

Some ways to stay cyber-safe are:

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

Parent Notification of Online Options:

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. Here are the key components of each piece of legislation and how to find online learning opportunities for your student.

Compliance with Senate Bill 289:

- Districts must notify students and parents of online options beginning in the 2013-2014 school year
- Districts must allow students to take an online course even if the course is offered in the local district
- Online Coweta County courses can be accessed through the Georgia Virtual School. Interested parents or students should see a guidance counselor for more information
- If the Georgia Virtual School online course is taken in lieu of any of the regular school day instructional periods, then the school will pay for the course. If a Georgia Virtual School online course is chosen in addition to the regular school day instructional periods, the parent will pay for the course and additional quality points will not be awarded

- Requests for courses through other online vendors must be evaluated on an individual basis. See your guidance counselor prior to registering for consideration of credit

Courses taken through vendors other than Georgia Virtual School will not be funded by Coweta County.

Overview of House Bill 175:

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses

Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to:

<http://www.gadoe.org/layouts/GADOEPublic.SPApp/Clearinghouse.aspx>

INTERNET FILTERING

Coweta County Schools incorporate internal and external filtering of all web content. Internally, Technical Support Services screens all web pages published by all teachers, staff, and students for inappropriate material. This includes only web sites that are hosted on Coweta County School System web servers. Externally, Coweta County Schools have a filtering appliance that blocks inappropriate web sites from being seen by teachers, staff, and students.

While no system is 100% foolproof, Coweta County Schools can block up to 98% of the content inappropriate for educational purposes.

INTERSCHOLASTIC ATHLETICS

These interscholastic sports are open to 7th and 8th grade students: girls' volleyball, football, girls' and boys' soccer, girls' and boys' basketball, girls' and boys' track, and 8th grade pep squad. In order to participate in athletics, as well as any extra-curricular activity, participants may not have more than one (1) failing grade the semester previous to the proposed semester of participation. Each subject must be passed with a minimum grade of 70. The connections grades of the previous semester will be averaged as one of the subjects. Members of any team or club will not be allowed to participate during any time that a suspension has been assigned. To participate in athletics, a student must have an athletic physical, a

heat and humidity practice procedures form, and a concussion awareness form signed by the parent and student athlete on file at school. Students must also have proof of medical/hospitalization insurance. These are requirements of the Coweta County School System.

Concussion Awareness

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion.

Once considered little more than a minor "ding" to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Common signs and symptoms of concussion: headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness, nausea or vomiting, blurred vision, sensitivity to light and sounds, fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments, unexplained changes in behavior and personality and possibly loss of consciousness

(NOTE: This does not occur in all concussion episodes.)

By-law 2.68: GHSA Concussion Policy: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any

future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years - beginning with the 2013-2014 school year. Parent resources are also available at this site.

d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

LOCKERS

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

LUNCH-BREAKFAST-CAFETERIA

The cafeteria uses a computerized sales system for all students. This is a big advantage for parents and students who wish to pay ahead and not be concerned with daily or weekly lunch money. Breakfast will be served before school and lunches can be paid in cash at the lunch line. However, if a parent wishes to pay a weekly, monthly, or even yearly amount, the amount paid is entered into the student's computer account on Monday or Tuesday of each week. All lunch transactions are to be taken care of before homeroom. Any money that is left over at the end of the year will be refunded. Each time a child eats a school lunch, it is subtracted from his/her account as the student ID number is entered into the lunchroom computer. If a child is absent or desires not to eat lunch, the money is left intact in his/her account. If a student pays by check, be sure to put the student's full name on the check so that the money is entered into the proper account. Students who eat free/reduced lunches will use the same student ID system as the students who pay. If a student does not have lunch money or prepayment on his or her account, a lunch charge is issued. A credit limit will be established by each school and food services. Failure to pay the lunch charge on time or accruing a number of lunch charges will result in denial of future lunch charge privileges until all lunch charges are cleared. Students must use their own Student ID number. They are never to borrow another student's number. Using another student's ID number will result in disciplinary action. The cafeteria uses the "Offer versus Serve" method of meal service, which allows students the opportunity to refuse or take smaller portions of up to three of the five menu items offered for lunch and one of the four menu items offered for breakfast.

20.

Choices within the menu items are available. Students are only able to purchase extra food items (ice cream, cookies, etc.) after eating a lunch from school or home. Only school served lunches or lunches brought from home are allowed during lunch hours; no commercial foods are allowed. Students who have lunch charges may lose the privilege of purchasing additional items such as ice cream until the charge has been cleared. Middle school lunch is \$3.00. Breakfast is \$1.00.

MAKE-UP WORK

It is the student's responsibility to make arrangements to make up work missed when absent from school. If an assignment is not made up within 3 days, a zero may be recorded.

MEDIA CENTER

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

MOMENT OF REFLECTION

1. In Compliance with Georgia Law (SB 396, amending OCGA 20-2-1050), at the opening of school on every school day in each classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all of the pupils.
2. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.
3. Teachers and administrators shall not suggest or imply that students should or should not use the quiet time for prayer.
4. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singularly, or in unison.

NON-DISCRIMINATION

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 and the Americans with Disabilities Act ("ADA")) of programs or activities receiving federal

financial assistance. To access coordinators for the above statutes and appropriate complaint procedures, please refer to Title IX Compliance below:

Title IX, VI, 504 and ADA Compliance

It shall be the policy of the Coweta County Board of Education that no person (student or employee) shall on the basis of sex, race, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in recruitment for employment, and related benefits.

The Assistant Superintendent of Administrative Services will be the employee responsible for coordination of efforts to assure compliance with Title IX, VI, 504 and ADA mandates with regard to employed personnel. The principal of each school has been designated as the official responsible for coordination of efforts in his/her school to comply with requirements of Title IX, VI, 504 and ADA with regard to students.

OPEN RECORDS REQUEST

Please make all open records requests to Patricia Wilson, Records Retention Specialist at 167 Werz Industrial Drive, Newnan, Georgia 30263.

PARENT PORTAL IN INFINITE CAMPUS

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

PARENT NOTIFICATION OF ONLINE OPTIONS

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. Here are the key components of each piece of legislation and how to find online learning opportunities for your student.

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Compliance with Senate Bill 289: • Districts must notify students and parents of online options beginning in the 2013-2014 school year. • Districts must allow students to take an online course even if the course is offered in the local district. • Online Coweta County courses can be accessed through the Georgia Virtual School. Interested parents or students should see a guidance counselor for more information. • If the Georgia Virtual School online course is taken in lieu of any of the regular school day instructional periods, then the school will pay for the course. If a Georgia Virtual School online course is chosen in addition to the regular school day instructional periods, the parent will pay for the course and additional quality points will not be awarded. • Requests for courses through other online vendors must be evaluated on an individual basis. See your guidance counselor prior to registering for consideration of credit. Courses taken through vendors other than Georgia Virtual School will not be funded by Coweta County. Overview of House Bill 175: • This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses. Accessing Georgia's Online Clearinghouse: The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

PARENTAL RIGHTS REGARDING STUDENT INFORMATION (FERPA)

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

Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

22.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202.

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

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

material used as part of the educational curriculum.

As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal **Protection of Pupil Rights Amendment (PPRA)**, visit the U.S. Department of Education's website at <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>.

The Coweta County School System does very little that might apply to the PPRA. One survey that applies is the annual Georgia Student Health Survey II (GSHS II), which will be administered to students in grades 6, 8, 10 and 12 between in October and November of each year. This anonymous survey consists of approximately 100 questions on a variety of health- related and school-safety related issues and takes less than 20 minutes to complete. Under PPRA, copies of the middle and high school surveys will be available for your review upon request. Parents may opt their child out of the Georgia Student Health Survey if they so desire. If you wish for your child to opt out of this survey, please contact your child's principal before October 1, 2012. Parents who believe their rights have been violated regarding FERPA or PPRA may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

PROGRESS REPORTS

Each student will receive a progress report at the midpoint of each nine-week grading period. Students should take this progress report home, have it signed, and return it to their homeroom teacher. We encourage parents to check the agenda on a daily basis.

If a student has been seriously working in class and is not making satisfactory progress, feel free to contact the classroom teacher for additional help after school. The student and teacher can work out a day that suits both of them.

PROGRESS REPORTS ISSUED

Wednesday, September 13, 2017

Thursday, November 16, 2017

Tuesday, February 13, 2018

Tuesday, May 1, 2018

PROMOTION

Students may not have more than one (1) failing grade in order to earn promotion to the next grade level.

Each subject must be passed with a minimum grade of 70. The connections grades will be averaged as one of the subjects. Any student who fails two or three of the subjects will be retained, with the possible option of attending summer school for possible placement to the next grade. In all grade levels and in all subject areas, professional assessment and written documentation of the student's performance shall earn great weight in the final decision for promotion and retention.

REPORT CARDS

Parents will be notified of student progress each nine week grading period when report cards are issued. The parent/guardian should sign the report card jacket and have it returned the next day. Replacement jackets for report cards will cost 50 cents and can be purchased in the front office. At the end of the school year, a self-addressed, stamped envelope should be brought in so that report cards can be mailed home.

REPORT CARDS ISSUED

Tuesday, October 17, 2017

Wednesday, January 10, 2018

Friday, March 23, 2018

Friday, June 1, 2018

REPORTING INSTANCES OF ALLEGED INAPPROPRIATE BEHAVIORS 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.)

RESPONSE TO INTERVENTION (RTI)

RTI is found within the framework developed by the *Georgia Department of Education* entitled the *Student Achievement Pyramid of Interventions (POI)*. Georgia's Pyramid of Interventions is a four-tiered approach to providing services and interventions to students. The tiers increase in program intensity

based on data analysis. The student's rate of progress is used to make important educational decisions, including possible determination of eligibility for exceptional education services such as gifted education or special education. One can consider the Pyramid as the process/framework and RTI as the action that brings the Pyramid to life.

The Facts you should know:

- RTI is a regular education function.
- The intervention tiers are on a continuum that is fluid which means that students can move up and down the tiers throughout their educational careers. The student's level of need dictates the level of support

Tier 1 - Primary interventions of general education in the standards-based classroom (good teaching for all students)

Tier 2 - Data-driven interventions of more intensity that can be addressed to a group of students

Tier 3 - Specific data from individualized interventions

Tier 4 - Specialized services that require an eligibility component

- The actual length of time that an intervention is implemented depends on the student's response to the intervention and realistic time periods required for the target skills to develop
- RTI represents a systematic method for meeting the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions. It is a process of observing and evaluating students and implementing high-quality, research-based instructional practices based on student needs. It includes monitoring student progress and adjusting instruction based on the student's response. RTI is designed to ensure sound instruction in regular education; however, it could also provide meaningful data to assist schools in identifying students who may require more intensive instructional services.
- RTI should include the following:
 - High quality instructional and behavioral supports

- Scientifically, research-based interventions delivered by qualified personnel with expertise in the intervention used and in the area(s) of student difficulty
- Various interventions addressing individual student needs with the support of needed resources and personnel
- Student progress continuously monitored, documented, and maintained on each student
- Systematic documentation verifying that interventions are implemented with fidelity, integrity, and the intended intensity
- Collaborative decisions after review of intervention data; and
- Parent/Guardian communication.
- Within each school a team to specifically address the Pyramids of Interventions and Response to Intervention should exist to support teachers and assist in the decision-making process.
- **Key Terms:**
 - *Progress Monitoring* - a scientifically-based practice that is used to assess students' academic/behavioral performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class. To implement progress monitoring, the student's current levels of performance are determined and goals are identified that will take place over time. The student's academic/behavioral performance is measured on a regular basis (weekly or monthly). Progress toward meeting the student's goals is measured by comparing expected and actual rates of learning. Based on these measurements, teaching is adjusted as needed. Thus, the student's progression of achievement is monitored and instructional techniques are adjusted to meet the individual student's needs.

Pyramid of Interventions (POI) - the framework adopted by the Georgia Department of Education that has 4 Tiers.

Each Tier builds on intensity of instruction and data collection to assure that student's needs are being met. The Pyramid of Interventions is the structure that houses Response to Intervention.

Response to Intervention (RTI) - the change in a student's behavior or performance as a function of an intervention.

Research-Based Interventions (used interchangeably with Evidenced-Based Interventions) – interventions that have been proven to give desired results based on research demonstrating that the results can be replicated and have been validated in educational research.

Section 504

The main purpose of the Rehabilitation Act of 1973 (Section 504) is to prohibit discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 applies to all institutions receiving federal financial assistance, including public schools.

The law places an obligation on public schools to provide a "free, appropriate public education" to children with disabilities.

Within the public school setting, a student is considered to be disabled under Section 504 if he or she has a physical impairment or a mental impairment and that impairment substantially limits one or more of the major life activities.

A physical impairment is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the major body systems. Examples of physical impairments include asthma, diabetes, heart disease, epilepsy, sickle cell anemia, and cerebral palsy.

A mental impairment is any mental or psychological disorder such as organic brain syndrome, emotional or mental illness. Examples of mental impairments include Tourette syndrome, clinical depression, Attention Deficit Hyperactivity Disorder (ADHD). Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, 25.

bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Section 504 requires school districts to offer accommodations to some children who might not qualify for special education services under the Individuals with Disabilities Act (IDEA). These accommodations must be based on a child's educational needs and may include curricular, classroom, school, and/ or grading modifications. Section 504 is not part of "special education," but the responsibility of the general public education system. Section 504 Accommodation Plans are based on eligibility criteria. There are also associated Parental Rights and Procedural Safeguards which can be found under the Coweta County Website Quick Links.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 District Contact at the following address:

Lead Psychologist 167 Werz Industrial Drive, Newnan, GA 30263 or P.O. Box 280, Newnan, GA 30263; Phone: 770-254-2810; Email maria.carroll@cowetaschools.net

RESTRAINT AND SECLUSION

The Coweta County School System supports a positive approach to behavior that uses proactive strategies to create a safe school climate that is conducive to learning. Unfortunately, students sometimes exhibit behaviors which place themselves or others in danger. To protect the safety of students and staff, the Georgia State Board of Education adopted Rule 160-5-1-.35: SECLUSION AND RESTRAINT FOR ALL STUDENTS, which prohibits the use of seclusion and limits the use of restraint to those situations in which students are a danger to themselves or others.

Employees who work with students, specifically those students who may exhibit severe behavior challenges, are trained in crisis management and de-escalation strategies, as well as in the use of physical restraint, which may be used only if the student is an immediate danger to himself or others and is not responsive to less intensive interventions. If the use of physical restraint is required, the situation will be closely monitored and the restraint will be discontinued when the student is no longer a threat to self or others. Follow-up procedures, including parent notification, will be implemented as soon as practical.

Documentation of incidents will be maintained and the practices.

Nothing in this rule shall be construed to interfere with an employee's authority to use time-out or any other classroom management technique, including a student's removal from the classroom, that is not specifically addressed in this rule; prohibit an employee from taking appropriate action to diffuse a student fight; restrict the ability of an employee to use his or her discretion in the use of physical restraint to protect students or others from imminent harm; impose ministerial duties on an individual employee when acting to protect students or others from imminent harm; or interfere with the duties of law enforcement or emergency medical personnel. For more detailed information, contact the principal at your school (see the front of the agenda for contact information).

Right to Know Professional Qualifications of Teachers and Paraprofessionals 2017-2018

In compliance with the requirements of the Every Students Succeeds Act, the **Coweta County School System** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact your child's principal.

SCHOOL CLOSINGS

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

STUDENT ASSIGNMENT TO SCHOOLS: BOARD POLICY JBCCA

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

A. Affidavit of Residence: The parent, legal guardian, or other lawful custodian of every student seeking to enroll, or to continue enrollment, in the Coweta County School System shall sign under oath and deliver to the Registrar of the school at which enrollment is sought an Affidavit of Residence in the form hereunto attached, marked Exhibit "A"

(see JBCCA-E(1)), and made a part hereof.

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

- (1) The property tax records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- (2) Mortgage documents or deed records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
- (3) Apartment lease, home lease, or rent receipt indicating current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment (provided that, if a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within 30 days);
- (4) Current utility bill or utility application showing the current 911 address (provided that, if a utility application is submitted, a current bill must be submitted within 30 days of the submission of the application); and
- (5) Voter precinct identification card or other voter documentation indicating the current 911 address. Notwithstanding the foregoing provisions, a post office box shall not be acceptable evidence of an address.

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

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

either parent. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.

(3) The domicile of a student shall be the residence of the surviving parent of a student with whom the student resides, where one of the parents of the student is deceased. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.

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

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

(7) The domicile of a student shall be the residence of the parent with whom the student resides, where: (i) the parents of a student have joint custody of the student pursuant to a valid court order which does not establish the physical custodian of the student; (ii) the parents of the student are separated pending

the filing or the granting of a divorce and no valid court order establishes the physical custodian of the student; or (iii) a student of divorced parents is required to live with each parent for an equal period of time under a joint physical custody arrangement. In any such situation, the parents of the student shall designate which one of them shall be the custodian of the student for school purposes, and the student shall be deemed to reside in the attendance zone where such designated parent resides; such designation shall be in writing, signed by both parents in the presence of a notary public, and delivered to the Registrar of the school where the parents desire to enroll the student. Any parent seeking to enroll such a student, or to continue enrollment of such student, must provide to the Registrar the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; (ii) a filed copy of a valid court order establishing joint physical custody in the parents; and (iii) the written designation of the parents mentioned above.

(8) The domicile of a student shall be the residence of the student's legal custodian with whom the student resides or the student's legal guardian with whom the student resides, where: (i) a valid court order has been entered establishing such custody or guardianship; and (ii) the legal custodian or legal guardian of a student is not a parent of the student. Any legal custodian or guardian seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the court order or decree, or letters of guardianship, naming such person as the legal guardian or legal custodian of the student.

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

enrollment of such a student, shall provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above relating to the residence address of the parent, relative, guardian, foster parent, or other person with whom such student has been placed.

D. Student Assignment to Schools

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

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

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

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

involuntarily transferred to a school pursuant to Board Policy JBCD shall attend the school to which he or she has been transferred.

STUDENT SCHEDULES

Students receive 300 minutes of academic and 90 minutes of connections instruction each day. Students may select certain year-long connections classes such as band or chorus and must remain in the class for the entire year. Students are randomly assigned to nine weeks connections classes such as art, computer keyboarding, foreign cultures, music keyboarding, and technology. Some connections classes may be altered to provide additional remediation in an academic area.

STUDENT SUPPORT PROCESSES

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

TELEPHONES

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

TEXTBOOKS

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

TRANSFERS AND WITHDRAWALS BOARD POLICY JBCD

Transfer of Students Within the Coweta County School System:

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

1. The School System may transfer a student from a school in one attendance district to a school in another attendance district when

such transfer is deemed necessary for the safety, within the School System, of the student, or of other students, or of faculty or staff, as determined by the School System. At a minimum, documentation as to any such transfer shall include a letter from the Associate Superintendent of the School System and a letter from the principal of the sending school, both outlining the potential harm for the student, to another student or students, or to faculty or staff

2. The School System may transfer a student

- from a school in one attendance district to an alternative school in the same or another attendance district when, based upon the conduct or academic performance of the student, such transfer is deemed to be in the best interests of the student, as determined by the School System. 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
3. 4. 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
 4. 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)
 5. 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
 6. (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.
 7. If after applying the foregoing standard, the district needs to resolve a conflict between the proposed action and any existing court order affecting the School System, then the School System shall seek the permission of the Court for the transfer. Furthermore, upon the finding that the transfer would have a negative impact on desegregation, the School System shall not allow the transfer unless the same is expressly permitted by the Court
 8. The School System may transfer a student from a school in one attendance district to a school in another attendance district pursuant to the majority-to-minority provisions of Board Policy JBCDA

Enrollment of Non-Resident Students: Except as specifically permitted under the provisions of this Policy JBCE, 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

- A. 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:
 - a. the Associate Superintendent shall review all such transfer requests, including those received through a request by the superintendent of the sending district;
 - b. the Associate Superintendent shall analyze the effect of such transfer on the sending and receiving schools and districts and shall determine whether the proposed transfer impedes desegregation in either the sending or receiving schools or

districts;

- c. if the Associate Superintendent finds that the proposed transfer does not impede desegregation in either the sending or receiving schools and district, then the records of the transferring student shall be forwarded as request; and
 - d. if the Associate Superintendent finds that the proposed transfer would reduce desegregation in either the sending or receiving schools or districts, then the student population which is in the minority, the aforesaid written notice shall be amended to include the name of such school.
- B. 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.
- C. 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
- E. 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.
- F. 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
- G. 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
- H. Duties of Associate Superintendent: All transfer requests, including transfer applications and supporting documentation, shall be submitted to the Associate Superintendent, who shall have sole discretion to approve or deny such requests. As to each request, the Associate Superintendent shall make a good faith inquiry into the merits of request and supporting circumstances. If the Associate Superintendent finds request to be in compliance with provisions of this policy and Board Policy JBCDA, as the case may be, and in compliance with the terms of any court order affecting the School System, then the Associate Superintendent shall approve the request. All decisions of Associate
- I. Superintendent approving or denying a transfer request shall be final
- J. 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

- K. A school aged child of a military service member who lives on a military base or off-base in military housing is eligible to attend any public school within the school system where the military student resides. The parent shall assume all responsibility and cost of transportation of the student to and from school. Military parents should complete an application for student transfer and submit to the assistant superintendent at 237 Jackson Street, Newnan, GA 30263.

TRANSPORTATION

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

General Bus Rules

1. Observe classroom conduct
2. Co-operate with the driver
3. Remain seated
4. Do not make excessive noise
5. Sit in your assigned seat
6. Do not eat, drink, or chew gum on the bus.
7. Keep the bus clean
8. Do not damage/tamper with bus or equipment
9. Keep head, hands, and feet inside the bus
10. Be courteous and respectful
11. Do not harass or bully anyone

12. Do not use profanity
13. Do not fight, push, or shove
14. Do not bring animals – dead or alive
15. Do not bring any tobacco products, including vaping devices
16. Do not bring any flammable materials
17. Do not throw any objects out the bus window
18. Do not bring balloons, water, or glass items
19. Do not bring objects larger than can fit in lap
20. Do not use any type of electronic device
21. Boys and girls do not sit together
22. No weapons or items resembling weapons
23. Students are to have a note from parent/guardian approved by school to ride a different bus and/or get off at a different stop

VISITORS

Visitors must sign in at the main office and wear an Identification Badge while on campus.

WHAT TO LEAVE AT HOME

- Anything not needed for class
- Anything that could be an annoyance or a hazard
- Large amounts of money or items of value.
- Alcohol, drugs, tobacco, cigarettes, vaping devices, firearms, firecrackers, laser pointers
- knives, razors, explosives, water pistols, pornography material and the like (these items at school will result in suspension.) The possession of these items may result in suspension, expulsion and/or prosecution.
- Inappropriate items will be collected for parents to pick up at school

