

Maggie Brown School

Coweta County Middle School Alternative Program



Student Handbook

REVISED JUNE 2008

Maggie Brown School
Coweta County School System
Middle School Alternative Placement Program

Derek Pitts, Principal

32 Clark Street, Newnan, Georgia 30263 Phone: 770-304-5930

“Coweta Committed to Student Success”

Mission Statement

The Coweta County School System’s goal is to provide high level, engaging work for all learners and leaders to meet the needs of all stakeholders.

Vision

Our vision is to ensure the success of each student.

Message from the Principal

Decide. Commit. Succeed.
 Only *YOU* have the power to change yourself.

Alternative Program Administration

Derek Pitts

Faculty

Ona Alford	Language Arts	Angela Luckey	Guidance Counselor
Jennifer Bailey	Mathematics		
Gordon Callaway	Special Education/Resource		
Melissa Houghton	Social Studies/History		
Bruce Humphrey	Science		

Staff

Rozetta Martin	Bookkeeper and Secretary		
Julia Ware	Custodian		

To access teacher e-mail addresses visit the Coweta County School System web-site at www.cowetaschools.org

DRESS CODE REQUIREMENTS:

It is the responsibility of the parent that the student follows the school dress code everyday on campus and bus.

STUDENTS MUST BE PREPARED AND IN UNIFORM EACH DAY. THE SCHOOL MUST HAVE A VALID PHONE NUMBER ON FILE AT ALL TIMES.

Dress code violation will require a parent conference for each occurrence.

1. **WHITE (polo/golf type) SHIRT:** collar and buttons. Cannot be oversized or too short to stay tucked in. Shirts cannot be worn open or low-cut. Female shirts should not be tight enough to make the bra visible.
2. **SHIRT MUST BE TUCKED IN AT ALL TIMES.**
3. **Undershirts must be solid white with no lettering or design.** Undershirts cannot be oversized or long.
4. **PANTS/SLACKS: Black. Must fit. They cannot be too tight or too loose.**
 - No hip huggers,
 - No stretch pants,
 - No cargo pants with side pockets
 - No corduroys,
 - No jean-like designed khaki pants,
 - No shorts or skirts.
5. **Pants MUST BE worn at the natural waistline (male and female). Pants must be hemmed to the appropriate length.**
6. **Clothes must be clean at all times.**
7. **BELT (black):** Must be correct length, no decorative buckles or design in the belt buckle.
8. **SHOES:** Shoelaces are required. No flip flops, slippers, house shoes or sandals.
9. **JACKETS (gray only):** Zippered jackets/sweaters must be solid gray. No logos
10. **Pullover sweatshirts/sweaters ARE NOT ALLOWED.**

DRESS CODE REQUIREMENTS (continued)

11. **COATS:** No logos. Over coats will not be worn in the school classroom.
12. **NO** grills, no hairbrushes, or picks.
13. **NO** doo-rags, hats, caps, or headbands.
14. **NO** unnatural hair color (blue, green, purple, orange, etc).
15. **NO** purses, book bags, gym bags, etc.
16. **NO** change of clothing or extra clothing worn under the uniform.
17. **NO** oversized jewelry (such as earrings); **NO** necklaces; **NO** facial jewelry (example: nose, lip, eyelid piercing).

SAGGING and/or TOO-TIGHT PANTS: Student may be placed in the ISS and/or suspended. Parent conferences are required before student returns to class.

UNTUCKED SHIRT: Student may be placed in ISS and/or suspended. Parent conferences are required before student returns to class.

Parent will be required to bring student to school on the first day for a uniform inspection before he/she is allowed in class.

Parent will be required to return for parent/student/principal meeting for each dress code violation.

BEHAVIOR/DISCIPLINE

- ✓ Students are **not allowed** to move about the building without adult supervision. Students leaving a classroom or cafeteria without supervision may be suspended for *skipping class*.
- ✓ **NO profanity and/or vulgarity.**
- ✓ **NO sleeping in class.**
- ✓ **Fighting: Student will be arrested and charges filed.**
- ✓ **Disruptions will result in suspensions and charges filed.**
- ✓ **All students will be required to be inspected each morning by metal detectors for unauthorized items and dress code violation before being allowed into the building.**
- ✓ **Students assigned to alternative school are not allowed on any school campus, any sports events, dances, and/or extracurricular events (day or night). Violations may result in arrest for trespassing.**
- ✓ **In an effort to provide all students with a safe learning environment these rules and regulation may be modified and amended dependent upon behavioral conditions.**

**THE KEY TO SUCCESS IN THE
ALTERNATIVE SCHOOL IS
COOPERATION AND RESPECT.**

PROHIBITED ITEMS

Students assigned to the alternative school are **NOT** allowed to bring the following items into the school or on the bus:

- ✓ Cell phones (cannot be left in the office or with a staff member),
- ✓ IPODS, MP3s, CDs, electronic games, toys (items cannot be left in the office or with staff member),
- ✓ Excessive amounts of money (\$10.00 limit on money),
- ✓ Candy, gum, food, bottles/cans/open containers,
- ✓ Drugs, alcohol, tobacco, cigarettes, lighters, matches,
- ✓ Firearms, knives, or
- ✓ Any item that the principal considers unnecessary for the school day which could be a distraction and/or a hazard. Suspension will be assigned.

Pick-up of prohibited items (by a parent/guardian only) will be on Tuesdays from 2:00 – 2:30 (Example: taken up on Wednesday cannot be picked up until the follow Tuesday). **Phone calls will not be accepted. The school assumes NO RESPONSIBILITY for loss of any prohibited item which is lost or stolen while on the property of the school.**

THE SCHOOL ASSUMES NO RESPONSIBILITY FOR LOSS OF PROHIBITED ITEMS.

REGISTRATION

- ✓ In fulfillment of the requirements of a court order affecting the Coweta County School System, all parents, legal guardians, or other lawful custodians of students attending the Coweta County School System must sign under oath and deliver to the school his/her student is attending:
 1. *An Affidavit of Residence AND*
 2. *Two items from the following list for address verification:*
 - a. Property tax records which indicate the location of the residence;
 - b. Mortgage documents or a security deed which indicates the location of the residence;
 - c. Apartment or home lease or rent receipt indicating the current address;
 - d. Current utility bill for electricity or utility application for electricity showing the current address;
 - e. Voter precinct identification card or other voter documentation indicating the current address.

ATTENDANCE

- ✓ Student cannot be dropped off earlier than 8:00 AM. Picked up no later than 1:15 PM.
- ✓ **Parents/guardians ARE REQUIRED** to sign a student in for each **tardy**. Students who are not signed in by a parent/guardian will remain in ISS until the parent/guardian returns.
- ✓ Students arriving after 10:00 AM will be considered an unexcused absence for the day, unless approved by the principal.
- ✓ If a student is **absent** a call must be made to the Transportation Department (770-254-2820) and Maggie Brown (770-304-5930).
- ✓ Excuses are **REQUIRED** for all absences.
- ✓ It is the student's responsibility to contact teachers within three days of the absence for make-up work.

TRANSPORTATION

- ✓ **Students will follow the dismissal method that the parent has indicated at registration and may only be picked up or dropped off at established bus stops.**
- ✓ **As per transportation regulations all students are required and will be assigned a seat on the bus every day.**
- ✓ **Students must be at their bus stop upon arrival of the bus. Buses will not wait or make unapproved stops.**
- ✓ **Written notification, including a contact phone number, is required for a change of student's transportation at dismissal. Student will not be allowed to change transportation without the parent/guardian submitting written notification no later than the morning of requested change.**
- ✓ **Violation of transportation regulations will result in suspension from the bus.**

MATERIAL REQUIRED EACH DAY

- 1. Paper and pencil everyday (school does not supply materials).**
- 2. Notebooks: Black or White (3-ring binder, No Velcro, No Zippers, No excessive pockets).**
- 3. NO BOOKBAGS**
- 4. NO BREAKFAST OR LUNCH CHARGES.**
- 5. Students are NOT ALLOWED to purchase soft drinks and/or ice cream until after a meal has been purchased.**

PLACEMENT IN ALTERNATIVE PROGRAM

Students are placed into the alternative program through the Office of Student Support Services. Procedures for enrollment in alternative school:

- Withdrawal process from the base school.
- Registration at the alternative school.
- Intake conferences, for parents and students, are **REQUIRED** before students attend class.

EXIT FROM ALTERNATIVE PROGRAM

- Directors of Office of Student Support Services determines when students return to a base school.

STUDENT SEARCHES

A student may be searched; if a school official has reason to believe that the student has in his/her possession an item which is illegal, dangerous, or prohibited by school rules

EMERGENCY CONSENT CARDS

All students must have their parents/guardians complete an emergency consent card upon registration. Only those listed on the emergency consent card will be allowed to pick up a student. Consent cards must be kept up to date.

MEDICATION POLICY (all medication should be given to the school nurse)

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

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

TELEPHONE USE

Students may only use the office telephones with permission from the principal or staff member. The nurse or office staff will contact parent/guardian for student illnesses.

BREAKFAST AND LUNCH

Applications for free/reduced lunches are available in the office.

GUIDELINES FOR COMPUTER AND INTERNET USE

- ✓ Students are not to use or "load" privately owned computer software in school computers.
- ✓ Students may not exhibit or distribute obscene materials on school property using school computers/ other means.
- ✓ A student shall not damage, altar, steal school property, possess or distribute school property without appropriate authorization.
- ✓ Internet access shall only be limited to appropriate sites for **EDUCATIONAL PURPOSES ONLY**. Access will only be allowed under the supervision/approval of the teacher and/or administration.
- ✓ Accessing inappropriate sites is a violation and may constitute a criminal offense.

NOTICE ON FIGHTING

Coweta County Board of Education's Policy on Fighting and/or Acts of Violence: **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, investigated and prosecuted under the policies of this board and/or the appropriate criminal codes of the State of Georgia.

NOTICE ON WEAPONS

It is unlawful for any person to carry/possess/have under control any weapon on school property, a school building, school function, school bus, or any transportation furnished by the school. As defined in Board Policy JCDAE.

ATTENDANCE POLICY

Per state legislation and local laws:

- **Georgia Legislation and Coweta County School System Board policy specify that truancy charges may be filed in court after five (5) unexcused absences. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.**

NON-SUFFICIENTLY FUNDED CHECK COLLECTION

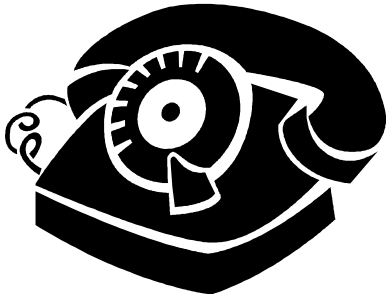
Coweta County School System has contracted with Federal Automated Recovery Systems (FARS) for the electronic collection of checks returned for insufficient funds (NSF). The district will accept your checks; however, in the event your check is returned, your account will be debited electronically for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

The following information must be included on all checks:

- Drivers License #
- Full Name
- Street Address
- Phone Numbers
- Student Name

NOTICE ON NON-DISCRIMINATION

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



**THE NUMBER TO CALL IF
YOU WILL NOT BE RIDING A
MORNING BUS:**

**COWETA COUNTY SCHOOLS
DEPARTMENT OF
TRANSPORTATION:**

770-254-2820

Give your:

NAME _____

SCHOOL: _____, and

BUS DRIVER _____ OR

BUS NUMBER _____