



# 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          |  |  |
| Jennifer Bailey  | Mathematics            |  |  |
| Gordon Callaway  | Literature             |  |  |
| Melissa Houghton | Social Studies/History |  |  |
| Bruce Humphrey   | Science                |  |  |
| Cherry Stanard   | Special Education      |  |  |

**Staff**

|                |                          |  |  |
|----------------|--------------------------|--|--|
| Rozetta Martin | Bookkeeper and Secretary |  |  |
| Susan Waller   | School Nurse, WDA/MB     |  |  |
|                |                          |  |  |
|                |                          |  |  |
|                |                          |  |  |

To access teacher e-mail addresses, visit the Coweta County School System web-site at [www.cowetaschools.org](http://www.cowetaschools.org)

## **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.

### **2013-2014 SCHOOL CALENDAR**

|                       |                           |
|-----------------------|---------------------------|
| August 6              | First Day of School       |
| September 2           | Labor Day                 |
| October 11, 14        | Holidays                  |
| November 25-29        | Thanksgiving Break        |
| December 23-January 3 | Winter Break              |
| January 6             | First Day Second Semester |
| January 20            | MLK, Jr. Holiday          |
| February 17-21        | Mid-Winter Break          |
| April 7-11            | Spring Break              |
| May 23                | Last Day of School        |

### **ATTENDANCE PERIODS**

|                   |   |
|-------------------|---|
| 1 <sup>st</sup>   | Attendance Period Ends - Tuesday, September 3, 2013 |
| 2 <sup>nd</sup>   | Attendance Period Ends – Tuesday, October 1, 2013   |
| 3 <sup>rd</sup>   | Attendance Period Ends- Thursday, October 31, 2013  |
| 4 <sup>th</sup>   | Attendance Period Ends- Thursday, December 5, 2013  |
| 5 <sup>th</sup>   | Attendance Period Ends -Thursday, January 16, 2014  |
| 6 <sup>th</sup>   | Attendance Period Ends - Friday, February 14, 2014  |
| 7 <sup>th</sup>   | Attendance Period Ends - Friday, March 21, 2014     |
| 8 <sup>th</sup>   | Attendance Period Ends- Friday, April 25, 2014      |
| 9 <sup>th</sup>   | Attendance Period Ends- Friday, May 23, 2014        |
| 100 <sup>th</sup> | Day of School – Thursday, January 16, 2014          |

### **MID-TERM/TERM END DATES**

|            |                            |
|------------|----------------------------|
| Mid-Term 1 | Friday, September 13, 2013 |
| Term 1     | Friday, October 18, 2013   |

|            |                              |
|------------|------------------------------|
| Mid-Term 2 | Wednesday, November 20, 2013 |
| Term 2     | Friday, January 10, 2014     |

|            |                             |
|------------|-----------------------------|
| Mid-Term 3 | Thursday, February 13, 2014 |
| Term 3     | Wednesday, March 26, 2014   |

|            |                       |
|------------|-----------------------|
| Mid-Term 4 | Thursday, May 1, 2014 |
| Term 4     | Friday, May 23, 2014  |

### **PROGRESS REPORTS ISSUED**

|                              |
|------------------------------|
| Friday, September 13, 2013   |
| Wednesday, November 20, 2013 |
| Thursday, February 13, 2014  |
| Thursday, May 1, 2014        |

## **EXAM SCHEDULE**

|                            |                           |
|----------------------------|---------------------------|
| 1 <sup>st</sup> Nine Weeks | October 4, 7, 8, 2013     |
| 2 <sup>nd</sup> Nine Weeks | December 18, 19, 20, 2013 |
| 3 <sup>rd</sup> Nine Weeks | March 13, 14, 17, 2014    |
| 4 <sup>th</sup> Nine Weeks | May 21, 22, 23, 2014      |

## **END OF NINE WEEKS GRADING PERIODS**

|                            |                           |
|----------------------------|---------------------------|
| 1 <sup>st</sup> Nine Weeks | Tuesday, October 8, 2013  |
| 2 <sup>nd</sup> Nine Weeks | Friday, December 20, 2013 |
| 3 <sup>rd</sup> Nine Weeks | Monday, March 17, 2014    |
| 4 <sup>th</sup> Nine Weeks | Friday, May 23, 2014      |

## **REPORT CARDS ISSUED**

|                           |
|---------------------------|
| Friday, October 18, 2013  |
| Friday, January 10, 2014  |
| Wednesday, March 26, 2014 |
| Thursday, May 29, 2014    |

## **GRADING SCALE**

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

\* Cheating may result in a Zero (“0”) for that assignment, test, project, etc. Parents will be notified.

## **PROMOTION POLICY**

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.

## **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.

### **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 students and the school, provided any such action does not violate school board policy or procedures. (JCD-E Student Behavior Code).

### **MAKE-UPWORK**

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.

### **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 the teacher can work out a day that suits both of them.

### **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.

### **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

### **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.

### **IN CASE OF BAD WEATHER**

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

### **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.

### **BREAKFAST AND LUNCH**

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

### **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.

### **PARENTAL RIGHTS REGARDING STUDENT INFORMATION**

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).**

FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to a student who is 18 years old or an emancipated minor under Georgia law. These rights are:

- *The right to inspect and review the student's education records* within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- *The right to request the amendment of the student's education records* that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- *The right to consent to disclosures of personally identifiable information contained in the student's education records*, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interest;

other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law. Upon request, our schools disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

*Schools may also disclose*, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The Media Permission form sent home at the beginning of each school year gives parents an opportunity to instruct the school not to share any directory information about their child, or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents and eligible students annually of their rights under FERPA. In Coweta County, we notify you of these issues in our student handbooks. For more information on the federal **Family Educational Rights and Privacy Act (FERPA)**, visit the U. S. Department of Education's website at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

**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, 2013.

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.

### **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.

### **STUDENT 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.

### **MEDICATION POLICY**

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 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. 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.

### **NEW 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).

1. **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.
2. **Hepatitis A Vaccine** or proof of serologic immunity is required for **all children born or after January 1, 2006** and who are attending child care facilities or programs, or school.
3. Additional doses to existing vaccine requirements for children entering Kindergarten, 6th grade or new entrant in any grade (Kindergarten through 12th grade).
4. **Mumps 2nd dose** required or proof of serologic immunity
5. **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.

## **BEHAVIOR/DISCIPLINE**

- Students are not allowed to move about the building without adult supervision. Students

leaving a classroom without permission may be suspended.

- NO profanity and/or vulgarity.
- NO sleeping in class.
- Fighting: Student may be arrested and charges filed.
- Disruptions may 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.
- A Progressive Discipline Policy will be administered, with each office referral resulting in degree-of-consequence increase (ex.: 1<sup>st</sup> offense=warning; 2<sup>nd</sup> offense= in class isolation; 3<sup>rd</sup> offense = out of class isolation; etc.).

## **ATTENDANCE**

Student cannot be dropped off earlier than **8:30 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 Isolation 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.**

### **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 and take the note to the front office in the morning before homeroom for verification. The only way transportation notes will be accepted is by a written request from the parent, either in the form of a written letter, an e-mail, or by fax.

### **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.
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.

### **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,
- 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 may be assigned.

**Pick-up of prohibited items (by a parent/guardian only) will be on Tuesdays from 2:00 – 3:30 (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.**

**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.***

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.
  - a. No hip huggers,
  - b. No stretch pants,
  - c. No cargo pants with side pockets
  - d. No corduroys,
  - e. No jean-like designed khaki pants,
  - f. No shorts or skirts.
  - g. No gym shorts under pants.
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 or brown): Must be correct length, no decorative buckles or design in the belt buckle.
8. SHOES: Shoelaces are required. No flip flops, slippers, boots, house shoes, or sandals.
9. JACKETS (gray or black only): Zippered jackets/sweaters must be solid gray or solid black. No logos!
10. Pullover sweatshirts/sweaters ARE NOT ALLOWED.
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 bringing clothes to spend the night with another person.
18. NO jewelry of any kind; NO facial jewelry (example: nose, lip, eyelid piercing, etc.).
19. SAGGING PANTS: Student will be expected to wear pants in the proper way, with a belt. Failure to do so may result in Isolation. A parent conference may be required to correct this problem.
20. UNTUCKED SHIRT: Student will be expected to correct this at once. Failure to do so may result in Isolation. A parent conference may be required to correct this problem.

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

**MATERIAL REQUIRED EACH DAY**

1. BRING FIVE PACKS OF PENCILS, FIVE PACKS OF PAPER TO SCHOOL THE FIRST DAY. AFTER THE FIRST DAY, NOTHING

ELSE SHOULD BE BROUGHT TO SCHOOL.

2. NO NOTEBOOKS.
3. NO BOOKBAGS!
4. NO BREAKFAST OR LUNCH CHARGES.
5. STUDENTS SHOULD BE DRESS CODE APPROPRIATE.

### **BULLYING**

The Board of Education of Coweta County endeavors to provide a non-threatening and non-violent environment for all students attending schools in the Coweta County School System. Of particular concern to the Board is the bullying of one student by another. To that end, the Board establishes this policy as an Addendum to Board policy JCD, Student Conduct.

For all purposes hereunder, “bullying” shall mean: An act which occurs 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 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

Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

1. 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;
2. Has the effect of substantially interfering with a student’s education;

3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
4. 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 office, 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.

### **BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES**

- **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**
- **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.

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 parent of the student should contact the 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, 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.

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Coweta County School System inspects all buildings containing asbestos every six (6) months to ensure that any asbestos in those buildings does not pose a danger to the public. The AHERA Reinspection Report and Management Plan Update is available to the public and can be reviewed anytime during normal school hours.

### **OPEN RECORDS REQUESTS**

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

### **CODE OF CONDUCT**

It is the purpose of the Coweta County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to adopt codes of conduct that require students to conduct themselves at all times in order to facilitate a learning environment for themselves to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established at each school within the district. The school's primary goal is to Educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies,

regulations, and rules set forth in this Code of Conduct. The Code of Conduct is effective during the following times and places:

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

Also, students may be disciplined for conduct off campus which is felonious or which may pose a threat to the schools 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.

### **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.

### **GUIDELINES FOR COMPUTER AND INTERNET 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."

## **INTERNET FILTERING**

Coweta County Schools incorporates 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 has 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.

## **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.

6. Using the network for private financial or commercial gain.

7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.

8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.

9. Gaining unauthorized access to network resources.

10. Attempting to bypass Internet filtering devices.

11. Invading or attempting to use another person's user name or password.

12. Posting or plagiarizing work created by another person without their consent.

13. Posting anonymous messages.

14. Using the network for commercial or private advertising.

15. Forging electronic mail messages.

16. Attempting to read, alter, delete, or copy the electronic mail of other system users.

17. Using the school's computer hardware, network, or Internet link while access privileges are suspended. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

18. Attempting to alter the configuration of a computer of any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.

19. World Wide Web- Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.

20. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.

21. Every student of the Coweta County School System will be given a unique user name and password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy.

### **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

### **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 SEXUAL HARASSMENT**

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

### **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 data will be periodically reviewed to improve 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 student 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).

### **Reporting Instances of Alleged Inappropriate Behavior by Teachers, Administrators, or Other School Employees Towards Students**

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission. This shall not prohibit students from reporting the incident to law enforcement authorities. (The Georgia General Assembly in its 2008 session adopted this requirement for the Georgia Professional Standards



Commission as amendment to O.C.G.A. § 20-2-751.7. That same legislation requires school systems to implement and follow the process so established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.)

### **NOTICE 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. The term “weapon” means and includes any: pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edged razor, spring stick, metal knucks, 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 nun chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind, any stun gun or taser, any bat, club, or other bludgeon-type weapon; or any other weapon as such term is defined in Board Policy JCDAE.

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

[O.C.G.A. 16-11-127.1; O.C.G.A. 15-11-37; 33 USC 3351 (A); Coweta County School System Board Policy JCDAE}.

**If a student knows of someone who has something at school that is dangerous to others, this must be reported to an adult immediately. Threats regarding dangerous activities should be reported.** As defined in Board Policy JCDAE. Violation may result in suspension, expulsion, and /or criminal prosecution. (O.C.G.A. 16-11-127.1; O.C.G.A. 15-11-37; 33 USC 3351 (A))

### **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 six (6) unexcused absences. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.**

**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 to be counted present for the day.
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 six (6) consecutive absences, or ten (10) 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 filled after six (6) unexpected 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 make up work and tests within a reasonable amount of time. For each unexcused absence beyond six (6) days, the school administration must approve any make up work.
6. When extended absenteeism is the result of major illness, injury, or extenuation 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 extra curricular 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 may be filed in court after six (6) unexcused absences. These charges can result in fines of \$25 to \$100 per unexcused absence and/or imprisonment of up to 30 days.

### **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 the day will count as an absence for that day.
4. Make-up work procedure is the same as it is for absenteeism.

### **ABSENCES WITH PRIOR APPROVAL**

Absences from school can be officially excused only for legal reasons. Each request for clearance of an unexpected absence, such as family trips, will be evaluated on its merits. The steps must be followed:

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

6<sup>th</sup> 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.

### **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.

### **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 Mr. Jerry Davis, Title IX Coordinator, Coweta County School System, or the Director, Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

### **STATEMENT OF NONDISCRIMINATION**

The Coweta County Board of Education does not discriminate on the basis of sex, race, color, religion, creed, national origin, age, or disability. The Coweta County Board of Education prohibits discrimination based on gender in its elementary and secondary school athletic programs. Grievance procedures for equity in sports issues are listed in Coweta County Board of Education Policy IDFA. This policy is contained in the school board policy manual available at each school. Non-Discrimination, Title IX, and Equity in Sports Compliance Coordinator: Jerry Davis, Associate Superintendent, Coweta County Schools, 237 Jackson St., Newnan, GA 30263

## Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

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

Address 1 167 Werz Industrial Drive  
Address 2 P.O. Box 280  
City, GA Zip Newnan, GA 30263  
Phone 770-254-2810  
Email maria.carroll@cowetaschools.net

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

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8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of

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## Section 504 Procedural Safeguards

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the

procedures for conducting an impartial hearing without an additional Request for Hearing.

### 4. Hearing Procedures:

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

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b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

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j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the

impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

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

**JB-E(1)**  
**Attendance/Truancy Information Sheet**

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

The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor. Each days' absence from school in violation of said law, after the child's school notifies the parent, guardian or other person who has control or charge of a child of 5 unexcused days of absence for such child shall constitute a separate offense. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. *See Code Section 20-2-690.1(c).* **A complaint will be filed in the appropriate court on the sixth (6<sup>th</sup>) unexcused absence and on each unexcused absence from that point forward.**

A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned. *See Code Section 15-11-67.*

Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are all failures to attend school without proper documentation.

**Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school. At each school the attendance clerk will receive and file excuses. The principal will resolve any question in determining whether an absence is excused or unexcused.**

The school administration 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.

For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level (grades 1-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330).

A student must be enrolled a minimum of 80 days per semester (including days transferred from other schools) to receive Carnegie unit credit for a course. A student who misses one-half or more of a class period will be counted absent for that class.

Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time.

**Repeated absences affect a student's ability to obtain a Georgia Drivers license and may result in the license being revoked.**

School driving privileges may be revoked for 5 unexcused absences or 10 unexcused tardies. Students with more than 10 tardies and/or early dismissals MAY NOT be eligible for the Perfect Attendance Awards at the end of the school year. Students may be required to serve before or after school detention or lunch detention for excessive tardies.

**Student Name** \_\_\_\_\_

**Signature of students 10 years of age or older** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Revised 6-3-13**

# *Maggie Brown Middle School Alternative Program*

## *Rules and Regulations*

*We have been made aware, by the principal or designee, and understand the rules and procedures as set forth by Maggie Brown Middle School Alternative. We also understand that there will be consequences for any violations of these rules and regulations.*

### **DRESS CODE:**

- Parents and students are responsible for following the dress code (as outlined in the student handbook) everyday with no excuses accepted
  1. White shirt (white undershirt)
  2. Shirts must be tucked in at all times
  3. Black pants/slacks (no jeans)
  4. Black belt/ Brown belt
  5. Gray or black zippered jacket
  6. Tie-up shoes, with shoe laces (no flip flops, slippers, sandals, or house shoes)
  7. No jewelry of any kind

### **BEHAVIOR:**

- Students are not allowed to move about the building without adult supervision;
- No profanity and/or vulgarity;
- No cell phones;
- No book bags, purses;
- No candy, gum, soft drinks, etc.;
- No alcohol, drugs, tobacco, cigarettes, lighters, firecrackers

### **RESTRICTIONS:**

- 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.

All prohibited items, including dress code violation items, will be taken up and the parent/guardian will have to come pick them up. Pick up is on Tuesdays, from 2:00pm – 3:30pm **ONLY**.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

How do you wish to be contacted?

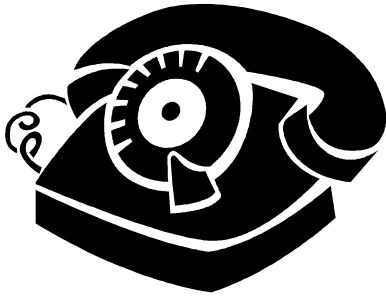
E-mail:

\_\_\_\_\_  
E-mail Address

Phone:

\_\_\_\_\_  
Phone Number

Copy of Referral



**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 \_\_\_\_\_**



## PUBLIC NOTICE

Be it known that all schools in the Coweta County School System have been duly inspected for Asbestos according to EPA regulations and an Asbestos Management Plan is available at each school.