



WINSTON DOWDELL ACADEMY

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Committed to Student Success

STUDENT HANDBOOK ON RIGHTS, RESPONSIBILITIES, & DISCIPLINE

2017-2018

**Winston Dowdell Academy
High School Alternative Program
Coweta County School System**

“Coweta Committed to Student Success”

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COWETA COUNTY 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

Dear Students, Parents, and Guardians,

This handbook is designed to provide specific information regarding guidelines, rules, and expectations while you are assigned to WDA. Please keep it as a reference throughout the year.

WDA is an alternative placement that provides a structured learning environment for students who are unable to be successful in a traditional learning environment. WDA provides effective instruction and the opportunity for credit recovery, social and behavioral development, and emphasizes positive student management. To remain in the program, students must adhere to strict behavior, academic and attendance guidelines.

We welcome the opportunity to work with both students and parents in a unified effort to make all students successful and productive citizens.

Kevin Jones, Ed.S.
Principal

SECTION I: SCHOOL INFORMATION

WDA PERSONNEL

Administration

Kevin Jones Principal
Dr. Priscilla Lee..... Guidance Counselor
Evan Horton..... Student Support Services
John Boren Student Support Services

Faculty

Nick Tinkey Learning Support/ISC
Ellen Thomas..... English/Language Arts
Dr. Nekada Lewis Media Specialist
Dr. Beverly McCray..... Reading Specialist
Leo Miele Business Education & Electives
Donald Parker..... Science
Dr. Jaquana Johnson..... Math
Lisa Ottavio..... Math
Jill Thompson Social Studies
Amy Leonard English/Language Arts

Staff

Myrtle Blanchard..... Bookkeeper/Secretary/Registrar
Angel Padro..... School Resource Officer
..... School Nurse
Valarie Render..... Cafeteria Manager
Mary Bates Food Service
Candy Bishop Food Service
Opal Gray Food Service
Tracy Dixon Food Service
Beth Belcher Paraprofessional
Bernita London Paraprofessional
Ernestine Compton-Mitchell..... Permanent Substitute
Hazel Ferrell Custodian

VISITOR ENTRY PROCEDURES

Education first; safety always.

Visitors are welcome at Winston Dowdell Academy.

WDA asks that all visitors:

1. Use the designated main entrance.
2. Report immediately to the front office.
3. Show some form of identification.
4. Sign in on the WDA visitor log sheet.
5. Be escorted to the requested location.
6. Sign out on the log sheet when leaving.

DAILY SCHEDULE

8:30 – 9:15 Buses Arrive
9:05 – 10:15 Breakfast Periods
9:00 – 1:00 Class
11:00 – 12:40 Lunch Periods
1:00 Dismissal

TARDY

A student is considered tardy if arriving **after 9:30 a.m.** A student may sign in without a note until 10 a.m. **After 10 a.m. the student is required to have a note from any of the following:**

- Doctor
- Medical
- Court
- Probation
- Dental

GRADE REPORTS

Term 1 (August 5 - October 7)

Mid-Term 1 Ends - Friday, September 6

Progress Reports Issued - Friday, September 16

Term 1 Ends - Wednesday, October 7

Report Cards Issued - Friday, October 18

Term 3 (January 5 - March 16)

Mid-Term 3 Ends - Wednesday, February 5

Progress Reports Issued - Thursday, February 14

Term 3 Ends - Monday, March 16

Report Cards Issued - Tuesday, March 24

Term 2 (October 11 - December 20)

Mid-Term 2 Ends - Tuesday, November 10

Progress Reports Issued - Wednesday, November 17

Term 2 Ends - Friday, December 20

Report Cards Issued - Wednesday, January 12

Term 4 (March 20 - May 26)

Mid-Term 4 Ends - Wednesday, April 25

Progress Reports Issued - Thursday, May 3

Term 4 Ends - Friday, May 27

Report Cards Issued - Thursday, June 1 (HS)

GRADE DETERMINATION

Computing Credit

Coweta County operates on a 2-term system with two nine-week grading periods per term. One unit is awarded for successfully passing each course. Students must enroll in at least four classes first term and at least four classes second term.

Promotion Requirements

9th grade --promotion from 8th grade

10th grade -- 6 units (8 possible)

✓ must have passed English I and earned 1 Math unit

11th grade --13 units (16 possible)

✓ must have passed English I & II, and earned 2 Math and 2 Science units

12th grade -- 20 units (24 possible)

✓ must have passed English I, II, & III, and earned 3 Math and 2 Science units

Graduation --28 units (32 possible)

Grading Scale

A= 90 – 100 B=80 – 89 C=71 – 79 D=70 F=Below 70

LIBRARY/MEDIA CENTER

Goals

The goal of the media center is to support teachers in their instruction and help students “**acquire the skills, understanding, and attitudes which will promote sound character, responsible citizenship, intellectual sufficiency and personal fulfillment in our ever-changing technological society.**” (School Board Policies LBOF, IFBD/IF, IF)

Objectives

- To provide materials to enrich and support the curriculum while serving a variety of student interests, ability levels, and maturity levels.
- To help students develop reading skills for both print and non-print materials.
- To provide materials that develops reading skills and an appreciation of literature.

Policies/Procedures for Students

The media center is open from 9:00 a.m. until 1 p.m., Monday through Friday. Please listen to announcements for early closings due to meetings or other activities.

Any student coming to the media center during school hours must have a signed hall pass from a teacher (**not a substitute**), a counselor, or an administrator. The hall pass should include the time she/he departed and the date. Students must sign in upon arrival in the media center and sign out before leaving.

Food and drinks are not allowed in the media center.

Material printed off the Internet must be school related.

Students are allowed to check out on book for one week only. Items may be renewed up to two times if necessary.

Students having more than ten absences per term may be limited in checking out items.

Reference books (**REF**) cannot be checked out.

Students may not check-out audio visual materials and equipment, including videos. Students may arrange with a media specialist to view a video in the media center if absent or if necessary for a project.

Students cannot loan media center materials checked out in their name to other students. Students should not expect others to return materials for them. **The individual checking out the materials will be held responsible for any items not returned to the media center.**

Students with overdue materials are not allowed to check out materials.

Report cards will be held at the end of grading periods for students having overdue books and/or fines.

Seniors must clear all fines and lost book charges to participate in the graduation ceremony at their base school.

Student Internet Use

Students may access the Internet in the media center if they have a signed Acceptable Use Policy (AUP) on file. Any misuse of the Internet and/or computer privilege will result in a discipline referral. The student's access to computer use will be revoked school wide. Surfing is not allowed. Students are to use the Internet for class assignments only. Computer usage is monitored.

LUNCH & BREAKFAST

WDA has four (4) lunch periods scheduled into its daily school program with all grade levels of the student body in attendance each period. Accordingly, WDA expects that all of its students will conduct themselves properly during breakfast and lunch periods, practice good table manners, and abide by the following rules:

1. Enter and leave the cafeteria at a walk.
2. Form and keep a single line at each service area. **DO NOT BREAK IN FRONT OF OTHER STUDENTS.**
3. Conversation at lunch tables is not only permitted, but desirable. However, loud and boisterous talking, yelling, screaming, etc., is not acceptable.
4. Do not throw food or any other object in the cafeteria.
5. Leave the table clean and suitable for luncheon use by other students. Each student is responsible for depositing plates and utensils in the proper place immediately after eating.
6. Do not take lunch trays outside to the courtyard.
7. Students are not allowed to purchase soft drinks to consume in the cafeteria during lunch.
8. All students may apply for free/reduced breakfast and lunch.
9. Do not leave the cafeteria or courtyard area without permission.

Breakfast is considered the most important meal of the day. The cost of breakfast and lunch is announced prior to the beginning of the school year. Breakfast is served from 8:45 a.m. until 9:15 a.m. Only students arriving via school bus that is running late will be served breakfast after 9:15 a.m.

A student may purchase only one breakfast at the student price. The second breakfast must be purchased at the adult price. Students may purchase extra portions of breakfast items at prices posted in the cafeteria.

A student may purchase only one lunch at the student price. The second lunch must be purchased at the adult price. Students may purchase extra portions of lunch items at prices posted in the cafeteria.

Our cafeteria uses the offer vs. serve method of service which allows students the opportunity to refuse or take smaller portions of one or two of the five meal components of the school lunch and to refuse one of the four meal components of the school breakfast.

Breakfast and lunch charges are not permitted. Students may put money in their account daily, weekly, monthly, etc.

PARENT CONFERENCES

Parents are welcome and encouraged to visit WDA and to talk with teachers. Appointments to see teachers should be made through the front office. Call (770) 254-2870 to set up the conference.

PARKING REGULATIONS

Students are not permitted to drive to Winston Dowdell Academy. That is a privilege reserved for non-alternative high school students.

PROHIBITION OF SCHOOL EVENTS

Students assigned to Winston Dowdell Academy are not permitted to attend any school events on any Coweta County School Campus. This includes all elementary, middle school, and/or high school campuses.

School events include all of the following:

- All Sports Events: including games and practice sessions
 - ✓ Football, basketball, softball, soccer, volleyball, lacrosse, tennis, golf, etc.
- All Dances
 - ✓ Including Prom
- All Drama, Band, and Chorus presentations
- All Extra Curricular Events – any and all school clubs

A student attending any of these events is in violation of this directive. Violation may result in arrest for trespassing on Coweta County School property.

Initial: _____ / _____

SCHOOL RECORDS

Every day you live, you are creating a record for yourself. You should always be conscious that your record becomes synonymous with your name. The working world has learned through experience that a complete school record of your scholarship, attendance, activities, and citizenship gives valuable information in evaluating your ability and fitness to do a certain job. Your high school record is a link in your life that will be examined many times through the years by those concerned about you and your future.

WDA does not maintain your permanent school record. Your permanent school record is kept at your base school. When requesting transcripts you will need to contact the registrar at your base school.

SECTION II: STUDENT BEHAVIOR AND DISCIPLINE MANAGEMENT

COWETA COUNTY SCHOOL SYSTEM CODE OF CONDUCT

Authority of the Principal

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

The administration, teachers, counselors, and other school staff are concerned that each individual student experience academic success and learn responsibility for his/her behavior. We firmly believe that parents and students also share this concern with the school staff. School rules are made to insure that each student can learn in an undisturbed and safe atmosphere. Students whose actions threaten to interfere with a safe and positive learning environment will be disciplined in an effort to promote behavioral change to acceptable standards.

Code of Conduct

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

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

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

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

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

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

Progressive Discipline Procedures

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

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

1. Warning and/or counseling with a School Administrator or Counselor
2. Loss of Privileges; including driving privileges.
3. Isolation or Time Out
4. Temporary removal from class or activity
5. Notification of parents
6. Parent conference
7. Detention
8. Temporary placement in an Alternative Education Program
9. Short-term suspension
10. Referral to a tribunal for long-term suspension or expulsion
11. Suspension or expulsion from the school bus
12. Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.
13. The maximum punishment for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Coweta County Board of Education policies.

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

Before a student is suspended for ten days or less, the Principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified, if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any

vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Behaviors Which Will Result In Discipline Procedures

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

1. **Bullying (Board Policy JCDAG)** 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;
- 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:
 - 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.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- The principal or designee will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- 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 (cyber bullying) 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:

- 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.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- 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:

a. 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.

b. 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.

c. 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.

d. 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.

2. 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
3. Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol
4. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
5. 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.
6. 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
7. 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.
8. 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 the recommendation of the tribunal may permit the student to reenroll in regular programs for grades nine through 12; and provided further that if the Board does not operate an alternative education program for grade kindergarten through grade six, then the Board may permit a student in kindergarten through grade six who commits such an act to reenroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior. (2) Expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.
9. 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.
10. Bus conduct. The following specific provisions shall govern student conduct and safety on all school buses:
 - a) Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus,

- disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
- b) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape, MP3 player or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
 - c) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
11. Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions.
 12. 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.
 13. Possession or use of tobacco in any form.
 14. Damaging or defacing personal property or school property (vandalism).
 15. Theft.
 16. Extortion or attempted extortion.
 17. Possession and/or use of fireworks or any explosive.
 18. Activating a fire alarm under false pretenses or making a bomb threat.
 19. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.
 20. Classroom and school disturbances.
 21. Violation of school dress code.
 22. Use of profane, vulgar, or obscene words or indecent exposure.
 23. Students observed using pocket pagers, cell phones or electronic communication devices during the instructional day, except for health or unusual reasons approved by the Board of Education, will forfeit their ability to have such devices in their possession at school for the remainder of the year. The instructional day is defined as the time period between a student's arrival on campus and the final dismissal bell for all students. Phones confiscated will only be released to parents. On the second offense the student will be given three days of in-school suspension, and on the third offense the student will be referred to Student Support Services for disciplinary action. School buses are extensions of the instructional day and use of the devices mentioned above is prohibited while students are on school buses. The term use is defined as sending or receiving any form of communication during the instructional day.
 24. Inappropriate public displays of affection.
 25. Gambling or possession of gambling devices.
 26. Moving and non-moving driving violations.
 27. Giving false information to school officials.
 28. Cheating on school assignments.
 29. Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.
 30. 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.
 31. 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.

32. 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.
33. Students who electronically record other students and/or staff during the course of the school day can be subject to serious disciplinary consequences.
34. The revoking of a student's driver's license is not a school decision. TAADRA requires schools to report to the Department of Driver Services names of students who violate certain behavioral infractions and attendance regulations. Such required reporting includes, but is not limited to, infractions involving drugs, alcohol, excessive absences. For more information, confer with a school administrator or review the State's TAADRA guidelines.

Definition of Terms

Assault: Any threat or attempt to physically harm another person or any act, which 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 which 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 to make-up work missed. 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/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.

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: The term "fireworks" means 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 flammable 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.

In-School Suspension: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

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, as well as 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: A waiver is 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: The term weapon is defined as any object, which 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.

Student Support Processes

The Coweta County Board of Education provides a variety of resources, which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore; they provide information to parents and well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Rights of Students with Disabilities Involved in the Disciplinary Process

Students with disabilities (i.e., special education eligible or 504/ADA qualified students) are subject to disciplinary procedures. Discipline of these students is governed by procedural due process requirements in order to guarantee access to a free and appropriate public education (FAPE).

Schools are obligated to accurately record the number of days of removal for disciplinary reasons, including out of school suspensions, bus suspensions (without alternate transportation), half-days, and early releases. Schools are not allowed to implement “informal” suspension –with or without parent consent.

Functional Behavioral Assessment and Behavior Intervention Plan (FBA and BIP)

When a child with a disability exhibits severe behavioral difficulties, schools have a responsibility to focus on positive and proactive approaches (e.g., FBA and BIP) rather than relying solely on exclusionary practices (e.g., suspensions or removals). A FBA refers to a school-based team that meets in an attempt to examine the child’s problem behaviors to figure out when, where, and why they are occurring. A BIP provides the school with an action plan so that when the problem behavior occurs, teachers and others will know how to respond.

Manifestation Determination

If the school is considering an expulsion or suspension that would constitute a change in placement, the school must schedule an IEP team meeting to conduct a manifestation determination. A manifestation determination establishes whether the behavior that prompted the disciplinary action is linked to the child’s disability. Because the manifestation determination is conducted in the context of an IEP team meeting, parents have the right to request a due process hearing if they disagree.

School Suspensions or Disciplinary Removals

If a student with a disability is suspended or removed for disciplinary reasons, school administrators should follow the same due process procedures that are established for all students. Though there is no statutory limit on the number of days that a child with a disability may be removed for disciplinary reasons or suspended over the course of a year, students with disabilities have specific additional rights at the time of the eleventh (11th) day. The school is obligated to provide educational services to children who are suspended more than ten (10) days, while the student is out of school. Before the school may suspend any SWD for a day of removal past the tenth (10th) day, the school must first determine if the proposed suspension will be a change of placement. If a change of placement will occur, the school must first conduct a manifestation determination to determine whether there is a link between the student’s disability and the behavior subject to discipline. If there is not a link, the student may be suspended past the 10th day but the school must provide services to the student to ensure FAPE. If there IS a link between the behavior and the student’s disability, the student may not be suspended for the offense. FBA and BIP may be reviewed but must be adhered to when dealing with the student.

DISCIPLINE AT WINSTON DOWDELL ACADEMY

Teachers, counselors, administrators, and other school personnel may take disciplinary action against WDA students who break rules. Disciplinary actions are set according to federal and state laws, and Coweta County School System administrative policies.

WDA is committed to providing a safe and effective learning environment by recognizing that:

- Students have a right to learn, and teachers have a right to teach in a safe and orderly environment.
- No individual or group has the right to undermine the goal of providing a quality education for all students.

Students are responsible for their own behavior and are expected to abide by the Code of Conduct, as well as by other school and classroom rules that help maintain a positive learning environment. Students will:

- Follow all district policies and the rules of their individual classroom.
- Work toward academic achievement by attending school and classes regularly and completing all assigned class work.
- Respectfully communicate with all staff members at all times.
- Respectfully resolve conflicts and disputes with others.
- Respect the rights and property of others while going to and from school, while in school, at bus stops and on buses.
- Act responsibly with school property, and replace or reimburse the school for lost or damaged school property, including books and equipment.
- Refrain from making threats of violence, joking about violence, or starting rumors of violence against the school, staff, or students. Such actions will be quickly and thoroughly investigated.

Violations of the Code of School/Classroom Conduct that are dangerous, disruptive, or interfere with a teacher's ability to teach effectively will not be tolerated. Students will be subject to discipline as outlined on pages 11-19.

WDA Levels of Disciplinary Action

1st offense – warning/written discipline referral. School staff conducts a conference with any combination of students, parents/guardians, teachers, administrators, and support staff. The conference may result in a behavior contract with the student, a warning to student and/or parent/guardian, or other action authorized by the school in compliance with school district policies and procedures. The incident will be documented by the referring teacher and parent/guardian and probation officer (if applicable) will be notified.

2nd offense – the student may be removed from the situation (classroom, media center, cafeteria, or anywhere on school grounds that the incident occurs) and placed in In-School Suspension. The referring staff member will document incident. Length of assignment to ISS may vary based on nature of incident, but will most always at least include the remainder of the school day on which the incident occurs. While in ISS, students will be expected to refrain from talking, singing, or in any way disrupting the learning environment. Students will be expected to complete class work while in ISS and only work on school related activities. Being assigned to ISS does not excuse the student from class work. Failure to behave appropriately may result in further discipline procedures.

Parent/guardian will be notified if their student is assigned to ISS. As applicable, probation officers will also be notified.

3rd offense – Out of school suspension is defined as a temporary exclusion from the building, including classes and all school-related activities. Documentation of the incident will be provided by the referring staff member. Parent/guardian and probation officer (if applicable) will be notified of the suspension. Parent/guardian may be required to meet with administration and/or student support before the child returns to school. Length of suspension depends on nature of infraction, but will usually be at least the remainder of the day on which the incident occurs and the next two school days.

4th offense – 10 days out of school suspension; same details as listed under 3rd offense. See *Disciplinary Due Process Procedures* for details.

5th offense – This level of discipline is reserved for criminal acts or for the most serious and/or repeated violations of school rules. Student will receive a referral to Tribunal for long-term suspension or expulsion to be determined by disciplinary tribunal as outlined in the Coweta County Board of Education policies.

WDA Disciplinary Due Process Procedures

The goal of school discipline is to have all students function successfully in their educational and social environments, as well as to protect the school community and public property. Discipline aims to promote positive behavioral change.

Due Process Procedures for Suspension

The principal or principal's designee will hold a conference with any student suspected of committing a breach of discipline before a decision to suspend him/her is made. In emergencies, when the principal/principal's designee feels that the student's presence in the school is an immediate danger or may disrupt the school's orderly operation, suspension may occur without a conference or progression through offenses 1 – 4. **In cases of emergency suspensions, the parent/guardian or emergency contact person must be notified before the child is sent home during the day.** In the event the parent/guardian is unable to retrieve the child, WDA personnel may transport student home on a school bus, assuming that appropriate parent contact has been made and permission given.

Due process during suspensions is as follows:

1. The principal or principal's designee attempts to notify the student of the charge(s).
2. If the student admits the charge(s), the administrator determines the appropriate disciplinary action.
3. If the student denies the charge(s), the school administrator will:
 - a. Explain the documented evidence resulting in the charge(s).
 - b. Decide if the evidence is to include the names of witnesses.
 - c. Give the student a reasonable opportunity to state his/her version of the story.
4. After reviewing the information, the school administrator will decide whether the student committed the offense. If it is decided that the student did not commit the offense, the case is closed. If the administrator decides that the student committed a violation of the Code of School/Classroom Conduct, the administrator determines the disciplinary action according to school district policies and administrative guidelines.
5. If the discipline action is suspension, it becomes effective following notification of parent/guardian or emergency contact person, or at the end of the school day. Probation officers will also be notified as applicable. A suspension notice is sent home with the student and mailed to the parent/guardian. The notice contains:
 - a. The time, date length, and specific reason for the suspension.
 - b. Information for the parent/guardian on having the student reinstated (return to school) and may include a request that the parent call the school to arrange a conference before the student is reinstated.
6. Suspended students are not to enter WDA property (or any Coweta County School System property) during the time of suspension. If this occurs, charges of trespassing may be applicable.
7. Suspended students will be given the opportunity to take any tests, quizzes, or complete course work missed during the suspension period.

Appealing a Suspension

If you as a parent/guardian are dissatisfied with a suspension decision, you may appeal to the principal. If still dissatisfied, you may appeal to Student Support Services within five days.

DRESS CODE

The purpose of the dress code is to provide a safe environment that is conducive to learning. It is also to encourage responsibility and to teach students to conform to rules and regulations.

Winston Dowdell Academy Dress Code

The following dress code is to be followed by all students assigned to Winston Dowdell Academy. All students will be dressed according to the dress code from the time they board the school bus or leave home until they leave the bus or return home at

the end of the school day. Each student will be checked for dress code compliance immediately upon entering the building. Violations will be immediately corrected.

1. Students will wear long legged **solid BLACK pants** (Twill, Dockers, or Dickie style).
 - No jeans, denim, cargo, nylon, warm-ups, wind-suits, or draw string style pants allowed.
 - Underwear/boxer shorts should not be visible.
 - Pants shall be properly sized.
 - No pants with extra-large pockets or pockets on the legs.
 - No Capri pants or shorts.
 - Sagging pants will not be tolerated.
 - Form fitting pants will not be tolerated.
2. Students will wear a **WHITE collared, three/four button shirt**, and either short or long sleeved (polo or golf style).
 - All undershirts are to be white only.
 - Undergarments (i.e. camisoles, bras, lace tanks) should not be visible at the hem line or neck line of the dress shirt.
 - No words, designs, or other colors of any kind are to be visible on either side of the shirt.
 - Shirts must be tucked into pants at all times.
3. Students will wear a **solid black belt**.
 - No metal studding or decoration in permitted.
 - No other colors permitted.
4. Students are permitted to wear a **BLACK or GRAY zippered sweat jacket**.
 - No pull-over sweatshirts.
 - No words, designs, or other colors of any kind are to be visible on either side of the sweat jacket.
 - No hoods are to be worn while in the building.
 - Students who wear sweat jackets to school must keep all other shirts or under shirts tucked in.
 - All other coats or winter coats will be held in the office till the end of the day.
5. Students must wear **tennis, athletic, or lace-up shoes** at all times.
 - Shoes are to have laces tied properly.
 - No flip-flops or sandals.
 - No Crocs or shoes of similar style.
 - No boots of any sort.
 - No house shoes/slippers
 - No flats or slip-on shoes.
6. Jewelry
 - **No Jewelry**
 - No earrings; bracelets; necklaces
 - No dental grills
 - No piercings
7. Anything that depicts or suggests association with a gang shall not be brought or worn at school.
8. Hats, caps, or other head coverings are not to be brought or worn at school.
9. Purses, wallets, combs, brushes, or make-up, etc are not allowed at school.
10. **Students' jacket and pant pockets, socks, and shoes will be checked daily before school for any items that are not permitted on campus while the student is attending WDA.**

Dress Code Enforcement Policy

Violations of the WDA Dress Code will be **immediately** corrected in one or more of the following ways:

- Removal of the item in violation
 - Removed items will be kept in the main office until dismissal
- Parent to bring appropriate attire to school
- Student returns home via parent pick-up
- Student returns home via the morning bus

1st Offense/Referral:

- Written warning and parent contact
- Written warning put in student file and copy to parent and probation officer (if applicable)

2nd Offense/Referral:

- Discipline referral and parent contact
- Copy of referral to parent and probation officer (if applicable)

3rd Offense/Referral:

- Discipline referral and parent contact
- Copy of discipline referral to parent and probation officer (if applicable)
- Out of school suspension
 - Number of days assigned at discretion of principal or principal's designee

Students in violation of dress code will not be allowed to attend class

- I understand I will not be permitted to attend school if I am in violation of the Winston Dowdell Academy Dress Code.

- I have read and understand the WDA Dress Code and subsequent Violations as expressed in this document.

Initial: _____ / _____

Personal Hygiene Awareness

General Information

Person hygiene is fundamental to creating a positive self image. The following information is being provided to you to encourage you to adhere to some basic hygiene guidelines. For more detailed information or questions please call the WDA nurse at 770-254-2870.

□ Personal Hygiene - Bathing

Sweat is odorless, but if sweat is left on the skin then bacteria that normally live on the skin break it down. This releases chemicals that give unpleasant smells. Some areas of the body such as armpits are more likely to produce odor because the sweat glands in these areas are slightly different. The smell will disappear with a shower or bath but will return if a person puts on unwashed clothes that are covered in old sweat and bacteria.

□ Oral Hygiene

Oral hygiene is the practice of keeping the mouth clean and is considered to be the best means of preventing cavities and other dental disorders. It also helps to prevent bad breath (halitosis). Oral hygiene is necessary to maintain the health of both teeth and mouth - daily as well as routine professional dental care is essential. Good oral hygiene ensures that teeth have fewer cavities, are clean and have minimal plaque deposits whilst gums are pink healthy and firm.

□ Fingernail and Hand Care

Nails grow approx 3mm a month. Hands need to be washed thoroughly with soap and water before and after every meal and after visiting the toilet. Fingernails need to be checked on a daily basis to check for dirt collecting underneath them and cleaned as necessary.

□ Grooming, Shaving, and Hair Care

Hair should be washed to remove dirt and dust. The scalp releases oil to lubricate itself and this can act as a trap to the particles; making the hair appear dark and unpleasant to touch and smell.

□ Clothing (Uniform)

A neat appearance includes clean clothing. Student uniforms should be washed regularly and free of dirt and stains. Wearing a shirt inside-out does not make it clean. Clean clothes further inhibits unwanted body odor.

Should your student arrive at WDA with evidence of poor hygiene, it may be necessary to send your student home. Extreme body odor, dirty uniforms, and unkempt appearance are considered a disruption to the class environment, thus hindering student performance and attention.

Initial: _____ / _____

PARENT/GUARDIAN RESPONSIBILITIES

WDA and the Coweta County School System recognize that you as a parent or guardian are our most important partner in your child's education. Your involvement is essential to your child's educational success. We urge you to understand and exercise your rights and responsibilities.

Parent Responsibilities

As a parent or guardian, you are responsible for:

- Communicating to your child that you and the school expect high academic achievement and that you believe in his/her ability to achieve academically.
- Seeing that your child attends school regularly and arrives on time. You must provide explanations for absences and tardiness in writing or via electronic form.
- Informing the school when you change address, telephone number, or emergency contact information.
- Attending parent conferences.
- Providing a home environment that allows your child to study and helps him/her with academic performance and behavior in school.
- Knowing the discipline guidelines as stated in this handbook and the guidelines of your child's school. Discuss discipline with your child and encourage compliance.
- Conducting yourself in a respectful manner at the school.

SUPPORT YOUR CHILDREN'S EFFORTS

Studies have shown that the involvement of parents is the most important factor in children's school success.

- 1. Become involved in your student's school work. Ask about it daily.**
- 2. Provide a quiet place at home where your children can study.**
- 3. Find one person in the school you are comfortable with to talk to about your concerns.**
- 4. Encourage your student to resolve conflicts peacefully. This will be consistently reinforced at school.**
- 5. Ask the school to help when you have problems at home and/or with your children.**
- 6. Be a good example for your children. They DO watch what you do.**

PARENT/GUARDIAN CONTRACT
Winston Dowdell Academy

As a parent/guardian of a student enrolling at WDA, I understand that I am responsible for my student complying with the following requirements:

- Attending school every day except for instances of personal illness, death in the family, family emergencies, and for appointments which cannot be scheduled outside of the school calendar or day.
- Adhering to the school’s uniform dress requirements.
- Adhering to all school and school system rules and expectations.

I further understand that I am responsible for complying with the following requirements:

- Call transportation (770-254-2820) prior to 7:00 am if the student will NOT be riding school transportation that day.
- Provide written documentation to the school with a working phone number if student’s transportation for the day will be different from normal mode of transport.
- Complete emergency consent card with emergency consent names and phone numbers. I understand that only those persons listed on emergency consent card will be allowed to pick up or check my student out of school.
- If student is tardy, enter building with student and sign student into school.
- Provide appropriate written documentation for absences.
- Inform the school when you change address, phone number, or emergency contact information.

I understand that attendance at the alternative school is a privilege which may be lost if students do not comply with program requirements and behavioral expectations.

I understand that the alternative School will communicate with assigned probation officers regarding matters of discipline, attendance and academics. I grant permission for the sharing of information between the alternative School and officers of the court.

I understand that any violation of the law committed by a student will be prosecuted.

Initial: _____ / _____

MAINTAINING A SAFE EDUCATIONAL ENVIRONMENT

Electronic Scanning

Electronic screening using hand-held metal detectors will be conducted daily on all students immediately each time they enter the building. All students' possessions, such as jackets and coats, will be scanned. If the student or an object in the student's possession triggers the metal detector, the student will be asked to remove the object and the scan shall be repeated. If, after conducting the search with the metal detectors, it is determined that the object that triggered the detector is not a weapon or item that is not allowed at WDA, the search will be completed. If the student refuses to remove an object that is triggering the metal detector, the staff may escort the student to a private area and conduct a pat-down search to determine what the object is. If it is then determined that the object is not a weapon, the search shall end; otherwise, the staff shall attempt to determine what is triggering the alarm, and, if necessary, contact the SRO. When a pat-down search is conducted, it shall be conducted by a staff member of the same sex, with a second staff person present.

Confiscation of Illegal, Unauthorized, or Inappropriate Items

Illegal, unauthorized or inappropriate items found may be confiscated. The items shall be inventoried by the school principal/designee and may be returned to the student's parent/guardian, to the student if he/she is an adult, may be held for disciplinary proceedings, or turned over to law enforcement officers. Any item that may endanger safety will not be returned. Appropriate disciplinary action, as outlined on pages 16-19, will be taken when necessary.

School Visitors

Visitors are welcome at WDA. Visitors will not be tolerated if their presence interferes with regular school activities. The principal, or principal's designee, may ask a visitor to leave the school premises, restrict the visiting time if the individual's behavior disrupts the school environment, or deny access if he/she refuses to follow the reasonable visitor rules and procedures established by the school. No visitor shall enter any classroom without permission from the building administrator. Please see page 6 for more information on the school's visitor entry procedures.

Physical Restraint/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 students or others from imminent harm; impose ministerial duties on an individual employee when acting to protect students or others

from imminent harm; or interfere with the duties of law enforcement or emergency medical personnel. For more detailed information, contact the principal at your school.

Code: JGF(2) 160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS.

(2) REQUIREMENTS

- (a) The use of seclusion is prohibited in Georgia public schools and educational programs.
- (b) The use of prone restraint is prohibited in Georgia public schools and educational programs.
- (c) The use of mechanical restraint is prohibited in Georgia public schools and educational programs.
- (d) The use of chemical restraint is prohibited in Georgia public schools and educational programs.
- (e) The use of physical restraint is prohibited in Georgia public schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
 - 1. Notwithstanding the foregoing, physical restraint is prohibited in Georgia public schools and educational programs:
 - (i) as a form of discipline or punishment,
 - (ii) when the student cannot be safely restrained, and
 - (iii) when the use of the intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's educational records.
- (f) All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.
- (g) Schools and programs that use physical restraint in accordance with paragraph (2)(e) of this rule must develop and implement written policies to govern the use of physical restraint. Parents must be provided information regarding the school or program's policies governing the use of physical restraint. The written policies must include the following provisions:
 - 1. Staff and faculty training on the use of physical restraint and the school or programs policy and procedures,
 - 2. Written parental notification when physical restraint is used to restrain their student within a reasonable time not to exceed one school day from the use of restraint,
 - 3. Procedures for observing and monitoring the use of physical restraint.
 - 4. The use of physical restraint to be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.
 - 5. Procedures for the periodic review of the use of restraint and the documentation described in paragraph (2)(g)(4).
- (h) Schools and programs that use physical restraints in accordance with paragraph (2)(e) of this rule, must ensure that staff and faculty are trained in the use of physical restraint. This training shall be provided as a part of a program which addresses a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques. Schools and programs must maintain written or electronic documentation on training provided and the list of participants in each training. Records of such training must be made available to the Georgia Department of Education or any member of the public upon request.
- (i) Nothing in this rule shall be construed to interfere with a school system, school or program, or school or program employee's authority to utilize time-out as defined in paragraph (1)(g) of this rule or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule.
- (j) Nothing in this rule shall be construed to prohibit a school system, school, or program employee from taking appropriate action to diffuse a student fight or altercation.
- (k) Nothing in this rule shall be construed to eliminate or restrict the ability of an employee of a school system, school or program to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this rule shall be construed to impose ministerial duties on individual employees of a school system, school or program when acting to protect students or others from imminent harm or bodily injury.
- (l) In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in these rules shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
 - 1. Parents must be immediately informed when students are removed from the school or program setting by emergency medical or law enforcement personnel.

Authority: O.C.G.A. §20-2-240.

Adopted: July 8, 2010 **Effective:** July 29, 2010

CRIMINAL ACTS

Criminal acts by a student will require police intervention. Parents will be notified when law enforcement officers remove their child from the building.

Weapons

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

The term "weapon" means and includes: any pistol, revolver, or weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, or other knife having a blade of three or more inches; any straight-edge razor; any spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigged parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or firing chain; any disk of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind; any stun gun or taser; any bat, club or other bludgeon-type weapon; or any "firearm" as such term is defined in section 921 of Title 18 of the United States Code.

Punishment: A fine of not more than 10,000.00; imprisonment for not less than two nor more than ten years, or both; in the case of juveniles, disposition under the designated felony act; in the case of students, expulsion generally; and in the case of students carrying possessing, or having under the control any "firearm" as defined in 18 USC 921 (A)(3), mandatory expulsion for at least one year (unless otherwise provided in school policy). [OCGA 16-11-127.1; OCGA 15-11-37; 33 USC 3351(A); Coweta County School System Board Policy JCDAE]

STUDENT BEHAVIOR CONTRACT

Winston Dowdell Academy

I am responsible for:

1. Following the directions of faculty and staff at all times, without question, delay, or comment.
2. Adhering to the provisions of the Dress Code Contract.
3. Adhering to the provisions of the Bus Contract.
4. Acknowledging that I have received a copy of the WDA Handbook and Coweta County Guidelines for Student Behavior. I accept the responsibility for receipt and review of this material. As a student, I understand the consequences for violation(s) of the discipline code and will expect procedures that are listed therein to be enforced by the teachers and administrators. I agree to abide by the rules and regulations outlined.
5. Not being on any other campus or at any other school sponsored or school related activity while on roll at WDA. If on another campus, I understand that I may be arrested for trespassing. _____(initial)

BEHAVIOR EXPECTATIONS:

I understand that in response to the privileges afforded me at the Alternative School; I am responsible for adult behavior. I understand that I will be searched upon **each** entry into the building. Any items not allowed at school will be confiscated and may only be released to parent/guardian. I understand that violation of any of the usual standards of behavior in public schools may result in suspension or expulsion.

Violations Include But Are Not Limited To:

1. Using, possessing, distributing or being under the influence of controlled substances: alcohol, illegal drugs, narcotic drugs, stimulants, etc.

2. Fighting, physical abuse, assault and/or battery, or threats to students or staff.
3. Insubordination.
4. Disturbing the school and/or classroom.
5. Using profane, vulgar, or obscene words (directed or non-directed)
6. Possession of a weapon of any kind or anything which could be reasonably used as a weapon or which is a facsimile of a weapon.
7. Abusing another's and/or school property.
8. Showing disrespect for authority.
9. Stealing.
10. Cheating.
11. Displaying inappropriate physical affection or indecent behavior.
12. Possessing an electronic device (beepers, cell phones, iPod, MP3, etc.) on campus.
13. Dishonesty in any form.
14. Failure to comply with uniform dress code.
15. Any other behavior considered to be disruptive of school order.

Disciplinary measures imposed are progressive in nature. Generally, the following progression is used:

1st offense: warning (written discipline referral)

2nd offense: 3 – 5 days OSS

3rd offense: 10 days OSS

Major infractions will result in automatic 10 days OSS or referral to student support. Continued discipline issues may result in referral to student support services for possible expulsion.

If situation warrants, student may be placed in custody of law enforcement.

Note on fighting: The Coweta County Board of Education's Policy on Fighting and/or Acts of Violence is as follows:

Fighting, acts of violence, threats of violence, abusive and vulgar language which provokes violence or any behavior that could be considered to cause an assault, battery, or physical injury to a student, teacher, school official, staff member or other persons **will not be tolerated.** Such acts will be reported as required, **investigated and prosecuted** under the policies of this board and/or the appropriate *criminal codes of the State of Georgia*.

Note on bullying: "Bullying" in any form or fashion is NOT tolerated. See Coweta County Code of Conduct for specific details on page 12.

SPECIAL NOTES:

- Bookbags, purses, backpacks, etc. are not allowed.
- Any tattoo which has gang implications must remain covered at all times.
- Combs, brushes, do-rags, hats, picks, scarfs are not allowed.
- **No** jewelry (except stud earrings) is allowed.
- Students assigned to WDA are **not allowed to drive on campus.**

I have read this document and understand that this contract will be effective for my entire school life at Winston Dowdell Academy. I agree to abide by the rules and regulations outlined.

Initial: _____ / _____

TRANSPORTATION-BUS DISCIPLINE

The school system provides bus service for many of our students. Please read carefully the following policies and/or rules which are important. For additional information, please call the transportation office at 770-254-2820. We must expect reasonable behavior from the students on our buses. A bus suspension is often a last resort; however, safety comes first and will not be compromised. Fighting, possession of drugs, profanity, vandalism, bullying, harassing or any actions which may injure another will not be tolerated and may result in immediate suspension.

Student rules for a safe bus ride . . .

1. Be at bus stop five minutes before time of bus arrival.
2. Wait for bus a minimum of 12 feet from street, road, or highway, in plain view of driver. Do not approach the side of the bus.
3. Never cross the street, road, or highway before the bus arrives.
4. Look both ways, and then look at driver before crossing street. Cross in front of bus—never go behind the bus.
5. Dress appropriately for the weather—use umbrella in rain—wear coat, gloves, etc., in cold weather.
6. Watch your step when boarding bus (especially in rainy weather). Always use handrail.
7. Remain seated and facing forward until bus comes to a complete stop.
8. In the afternoon, cross street immediately (once driver has signaled you to do so). Do not go to mailbox. Do not stop in street to pick up anything that may have been dropped.
9. Never jump from steps as you exit bus.
10. Do not throw objects on the bus or out of the window.
11. Boys sit on one side—girls sit on other side. Boys and girls do not sit together.
12. Students must have a note signed by a parent or guardian and verified by a school administrator to get off anywhere other than their regular bus stop. Parents can not impede with the safe operation of the bus.
13. Keep head, hands, and feet inside the bus. Do not pass anything to another student through bus windows.
14. No excessive noise in bus and students should be quiet at railroad crossings.
15. Do not eat, drink, or chew gum on the bus.
16. The following items are forbidden on buses: animals—dead or alive, glass containers or cans, water, tobacco in any form, balloons, knives, matches or lighters, drugs or alcohol. Do not use any electronic device on the bus (must be in a book bag and may not be played). Do not bring any object larger than you can hold in your lap on the bus. No weapon or any item resembling a weapon will be allowed on bus.
17. Keep the bus clean.

IMPORTANT BUS NOTICE:

Parent/Student must call transportation before 7:00 a.m. if student will not be riding the bus in the morning.

After 3 consecutive morning absences without notifying the transportation office, the bus will no longer come to your student's bus stop in the morning.

You will be responsible for contacting the Transportation Department to resume bus services.

Transportation: 770-254-2820

School Bus Behavior Plan of Action Winston Dowdell Academy

Directions for Parents and Students Only

Please read carefully, then sign and return this agreement immediately to your school office within 3 days after receiving the contract.

General Information

- Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
- Riding a school bus is a privilege and not guaranteed by law. If you behave appropriately, you will be allowed to ride the bus.
- An audiovisual recording device may be installed and used in school buses for purposes related to safety.

If you have any questions, please contact the Coweta County Transportation Department 770-254-2820.

I agree to ride the bus safely. (Safety)

Stay seated (seat to seat; back to back)
Talk softly; especially at bus stops
bus window
Stop talking at railroad crossings
Give the driver my name when asked
Stay away from the bus until it stops

DO NOT distract the driver
DO NOT put any part of my body or any objects outside the
DO NOT yell out the window
DO NOT push or shove others
DO NOT sing or dance

I agree to follow all bus rules. (Order/Responsibilities)

Keep hands and feet to myself
Respect bus property
Respect personal property at bus stop and on bus

DO NOT possess weapons including Laser pens
DO NOT possess alcohol, tobacco, or illegal drugs
DO NOT tamper with emergency door or equipment

I agree to treat the bus, the driver, and all passengers with respect. (Rights)

ObeY directions from my bus driver
Board the bus in a timely manner
Talk kindly to others

DO NOT leave trash, food, etc. on the bus
DO NOT throw, spit, kick, or hit
DO NOT use foul language, tease, threaten others, or
use inappropriate gestures

If I, choose not to follow this contract, I understand this will happen:

1st Offense/Referral:

My parent(s)/guardian will be notified by an administrator and I will lose all bus privileges for 5 school days.

2nd Offense/Referral:

My parent(s)/guardian will be notified by an administrator and I will lose all bus privileges for 10 school days.

3rd Offense/Referral:

My parent(s)/guardian will be notified by an administrator and I will lose all bus privileges for the remainder of the school year.

**NOTE: If bus privileges are suspended, I must arrange my own transportation to and from school.
Student must continue to attend school.**

NOTE: A serious problem, such as a weapon, drug or physical violence, may result in bus privileges being suspended immediately. The student may be required to remain at school and law enforcement may be called.

Your student must ride only the bus to which he/she has been assigned. If the need arises for your child to ride a different bus home from school, he/she must present a parent note to school staff at the beginning of the school day. The note must have a working contact number so that the note may be verified by parental contact. If the note is not presented to school staff at the beginning of the school day, the student must ride their regular bus home. **Staff WILL NOT call, or will not allow students to call parents to obtain permission to ride a different bus.**

Initial: _____ / _____

SECTION III: PROCEDURES AND LEGALITIES

ATTENDANCE POLICY

Parents: Be sure to be familiar with all attendance regulations listed on the ***Attendance/Truancy Information Sheet*** below. A complaint will be filed in the appropriate court on the 6th unexcused absence and on each unexcused absence from that point forward.

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. Read, sign, and return the Attendance/Truancy Information Sheet (JB-E(1)) sent home separately with your child during the first week of school.

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 (6th) 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.
- The Coweta County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students with more than 10 tardies and/or early dismissals MAY NOT be eligible for the Perfect Attendance Awards at the end of the school year. Students may be required to serve in before or after school detention or lunch detention for excessive tardies.

Attendance and Make-Up Work Requirements/Procedures

Our school's faculty and staff believe that daily involvement in the classroom is necessary for each student to perform to the maximum.

1. 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; religious holidays, to serve as a page in the General Assembly, school sponsored activities, and to register to vote. Unexcused absences are all failures to attend school other than those specifically excused by the administration.
2. Absences and tardies will be recorded in each individual class period. Students who check-out during the school day may not return to school for that day without a written excuse from a doctor, dentist, health center or court or be accompanied by a parent/guardian when they return to school.
3. Make-up work for absences must be completed according to the grading policy established by the teacher within the system and school guidelines.
 - a. Upon return to school, students must bring a note with the signature of a parent, doctor, dentist, judge, etc. stating the date and reasons for absence. This written excuse must be presented to the attendance office within three (3) school days of the students' return to school from the absence. This is the responsibility of the student. The principal will resolve any question in determining whether an absence is excused or unexcused.
 - b. Both excused and unexcused absences from class will result in the loss of full credit for class participation missed unless arrangements to do the work are made by the student with each teacher within three (3) school days returning to school from the absence. All make-up work and tests are to be completed within a reasonable time based on the length of the absence and agreement between the teacher and the student.
 - c. Documentation from a doctor/physician may be required for more than five absences in order for students to make up work. It is the student's responsibility to bring all notes to the attendance clerk.
 - d. For each absence beyond five (5) days, the school administration must approve any make up work.
4. Individual teachers or schools will provide incentives for good attendance.
5. A student who misses one-half or more of a class period will be counted absent for that class.
6. When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through use of homebound services or other administratively approved procedures. It is the student's and/or parent's responsibility to contact the school for homebound instruction.
7. Students who miss classes or days from school because of approved school sponsored activities will be counted present.
8. Repeated absences affect a student's ability to obtain/maintain a Georgia Drivers license. Driving privileges will be revoked by the Department of Driver Services for 10 unexcused days of absence or 40 unexcused missed blocks of instruction.

Tardies

1. A student who has an acceptable reason for being tardy to school will present a note from his parent/guardian to the attendance clerk upon arrival to school. A telephone number of a parent/guardian must be written on the excuse for verification purposes.
2. Unexcused tardies to school or class could result in after-school detention, driving privileges suspended, student/parent conference with an administrator and/or other disciplinary actions.

Early Dismissals

1. No student may leave campus during school hours without signing out in the Attendance Office.
2. Any student checking out of school must bring a note signed by their parent/guardian stating the date, time, reason, and a phone number at which the parent or guardian can be contacted. The school will verify the excuse.
3. 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.
4. Notes from home must be turned into the Attendance Office between 8:45 a.m. and 9:30 a.m. Students will receive an admit slip from the attendance clerk which will allow release from class at the designated time.
5. No student will be allowed to check out until a parent/guardian has been contacted and/or unless there is written permission from a parent/guardian.
6. Students must immediately leave campus upon signing out and must not return to this campus or another school campus. Should permission be granted for a student to return to campus because of special circumstances, the student must sign in immediately upon arriving on campus.
7. Early dismissals from school will be evaluated as excused or unexcused for both attendance and academic purposes using the criteria in Coweta County Policy (JED).
8. Early dismissals will be closely monitored by the school office and written communication mailed to the parents or guardian of a student who, in the judgment of school officials, is abusing the early dismissal policy.

Illness or Emergencies During the Day

1. Students leaving due to illness or other emergency must sign out in the attendance office. The nurse or attendance office will contact the parent/guardian before releasing a student who is ill.
2. Remember, it is necessary for all students to return emergency consent forms to the attendance office as soon as possible because we need to know how to reach your parents at all times in case of an emergency.

STUDENT USE OF ELECTRONIC AND COMPUTER TECHNOLOGY

Computer Use in Coweta County

Coweta County Schools incorporates internal and external filtering of all web content. Internally, Tech Support services and 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 Schools' 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 that is inappropriate for educational purposes.

Students are not to use or "load" their privately owned computer software in school computers without the permission of the classroom or supervising teacher.

In instances where teachers determine that student-owned software would be advantageous to the instructional program, such software should be brought to the attention of appropriate curriculum staff and/or instructional materials selection committees for possible purchase. Student-owned software shall not be permanently loaded or copied for use in school computers.

Under no circumstances shall students, employees, or anyone else exhibit or disseminate obscene materials on school property using school computers or by other means (Coweta County Board Policy IFAA).

A student shall not damage, alter, or steal school property, or possess or distribute school property without appropriate authorization (Coweta County Board Policy JDC).

Georgia law makes it a felony to change or disrupt a computer or network for any length of time (Georgia - Computer Systems Protection Act of 1991).

Computer/Internet Technology

WDA supports the use of computer technology to enhance the educational process of all students. It also recognizes that with this educational opportunity comes personal responsibility.

The use of the Internet is a privilege, not a right. Students at WDA have the opportunity to use advanced computer technology software and Internet programs (Education 2020) to recover credits and obtain vocational credits. Again, this is a privilege, not a right. Each student must have a signed AUP on file in order to access the Internet and these programs. Inappropriate use will result in the cancellation of the privilege and possible disciplinary action according to the policy outlined on pages 11-19.

Terms and Conditions for Use of the Internet /Internet Safety Policy AUP 2012-2013

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.
18. 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.
19. Attempting to alter the configuration of a computer of any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.
20. 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.
21. 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.
22. Every student of the Coweta County School System will be given a unique user name and password to logon onto the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy.

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

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

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

Education, Supervision and Monitoring

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

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

Cyber bullying

Cyber bullying is when a child is threatened, harassed, humiliated, or embarrassed by another child using digital technologies such as the Internet.

Some examples of cyber bullying are:

- Pretending to be someone else online to trick others
- Spreading lies and rumors about others
- Tricking people into revealing personal information
- Sending or forwarding mean text messages
- Posting pictures of people without their consent

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

Some ways to stay cyber-safe are:

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

Communication Devices

Students are **NOT ALLOWED TO POSSESS** or use electronic communication devices, such as cell phones, pagers, iPods, iPhones, etc. while on school grounds. Violation of this rule may result in discipline according to school policy. If a student brings such device(s) to school, the device(s) will be confiscated and only returned to a parent/guardian. If the student is an emancipated adult, the device may be returned to the student at the end of the school day.

GRADING

(Parents may check their child's progress, grades, and attendance through Infinite Campus Parent Portal)

Coweta County secondary schools' grades are assigned by terms. The two nine week's grades are averaged to determine a final grade for each subject. Each nine weeks exam is averaged in with the nine weeks grade. Grades are based on class participation, class work, homework, examinations, and any special project that the classroom teacher may assign during the term. The grading scale is as follows:

A	90 - 100
B	80 - 89
C	71 - 79
D	70
F	69 - 0
I	Incomplete
WD	Withdrawal

Mid-Term Progress Reports

Progress reports for all students will be sent after 4 ½ weeks of each nine weeks. Teachers will send progress reports at any time thereafter that it becomes apparent the student is in danger of failing. Parents may contact the teacher by calling the guidance office for more information concerning the progress report or e-mail the teacher directly. E-mail addresses are available on the Coweta County Web Site, www.cowetaschools.org See page 7 for Progress Reports and Report Cards Issue Dates.

State Testing

The state of Georgia has developed end-of-course tests (EOCT) in several areas. The courses being tested are: Math I and Math II, Physical Science and Biology, U.S. History and Economics, and 9th Grade English and 11th Grade English. The current Georgia High School Graduation Test (GHS GT) will occur according to a schedule approved by the State Board of Education.

HIGHLY QUALIFIED/RIGHT TO KNOW

As a parent/guardian of a student in the Coweta County School System, you can request information regarding your children's teachers, including: (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

MEDICINES

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. All medication must be kept in the nurse's office.
2. School personnel must be informed by a statement of permission in writing, signed 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.
3. Medication forms are available and must be filled out by the parent/guardian when medication is to be administered for periods exceeding two consecutive weeks.
4. All medication must be presented to the nurse's office in a labeled prescription bottle or original over-the-counter which will include the student's name, date, and instruction for administering, name of drug, and name of issuing physician.
5. Non-prescription medicine will be given only for a short-term duration (less than two weeks) and only when in the original container and accompanied by a written parental request and direction for administering. The container must also include the student's name and instructions for administration.

You will be notified if your child brings medication to school that does not follow the guidelines. We discourage any medication being transported by students on the school buses. Students are not allowed to carry any medication in their possession on school campus.

The safety and well being of your child is our concern. We believe that with your help and attention, we can eliminate unnecessary medication being brought to school.

Thank you for your consideration in this matter. If you have any questions regarding sending or giving medications at school, please contact the school nurse through your respective school.

Administration of Medication at School

WDA authorized personnel may administer prescription medication only if you have submitted a completed **Medication Permission and Instruction Form**. You may obtain this from the school nurse. This form includes clear instructions from the doctor, including but not limited to, the type of medication to be given, the dosage required, and the parent's written consent. This form is good from the date submitted to the end of the school year. Also note that,

- if changes are made, such as does or time the dose is given, a new form must be submitted.
- If prescribed medication is to be discontinued, the parent must bring in the medical order signed by the child's physician.
- You are responsible for ensuring that the medication is delivered to the school safely and there is enough medication to follow the doctor's orders.
- All prescription medication must be in an original pharmacy container identifying the pharmacy, date the prescription for the medication was filled, the child's name, medication name, dosage, time of day the medication is to be taken, and the doctor's name. In addition, side effects of the medication may be listed. Medications in any other container will not be accepted.

The school has the right to refuse prescribed medications for your child or to stop providing your child with prescription medications if you do not follow the regulations and policy of the school district. Call the principal if you have concerns.

Your child may be given a non-prescription medication, such as cough syrup or over-the-counter medication only if you have given written permission. These medications are to be turned in to the school nurse with a completed **Medication Permission and Instruction Form**.

Students who have been prescribed inhalers may keep the inhaler on their person if Medication Permission and Instruction Form has been signed and submitted.

NON-SUFFICIENTLY FUNDED CHECK COLLECTION

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

Please include the following on your check:

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

STUDENTS AND PARENTS UNDER SECTION 504 - NOTICE OF RIGHTS

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 provides 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.
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, at anytime, to file a complaint with the United States Department of Education's Office for Civil Rights.

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.
- 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.
- 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.

Georgia Department of Education
Dr. John D. Barge, State School Superintendent
February 13, 2011
Implemented by CCSS – March, 2012

SECTION IV: FORMS TO BE RETURNED (Issued Separately)

1. Attendance/Truancy Information Sheet (white)
2. AUP – Acceptable Use Policy
3. Receipt of Registration Forms
4. Student Emergency/Disaster Information
5. Parent Consent/Media Form
6. Parent Informed Consent (CAP)
7. Edgenuity Student Syllabus Acknowledgment
8. Health Clinic Card (white)
9. Emergency Consent Card (green)
10. Transportation Information (yellow)
11. Free and Reduced Meals Form
12. Affidavit of Residency



Winston Dowdell Academy

1 Dowdell Street,
Newnan, GA 30263

Where Everybody is Somebody



WHITE SHIRT

White undershirt

- 3-4 buttons
- No logos
- No markings

Must be tucked in at all times



Belt- only

Black

Plain- No studding or
other metal adornments



BLACK SLACKS

Appropriately Sized

- No cargo pants
- No black jeans
- No shorts
- No baggy pants



- ZIPPERED JACKET
- Grey, Black, or
White only
- No logos
- No pullovers

SHOES:

- Must cover entire foot and have laces.
- NO boots, sandals, flip flops, slippers, house shoes, or slides.

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