

*East Coweta High School*  
*ECHS...Home of the Indians*



*Student Handbook*  
*2017-2018*



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# East Coweta High School

400 McCollum-Sharpsburg Road  
Sharpsburg, Georgia 30277

## ADMINISTRATIVE STAFF

### **Mr. Steve Allen, Principal**

David Dement, Assistant Principal 9<sup>th</sup> Grade Campus  
Stefanie Easterwood, Assistant Principal, Spec. Ed. discipline  
Hap Hines, Assistant Principal, Athletic Director, Bus discipline, 9<sup>th</sup>/Main  
Monica Nelson, Assistant Principal, Curriculum, 11<sup>th</sup> grade discipline  
Ahmand Tinker, Assistant Principal, 10<sup>th</sup> grade discipline  
Amy Westbrook, Assistant Principal, 12<sup>th</sup> grade discipline

Stacey Cooke, Counselor for students with last name: G-J;D-E  
Kimberly Richards, Counselor for students with last name: K-N;C  
Jennifer Ryals, Counselor for students with last name: O-Sm;B  
Wendy Williams, Counselor for students with last name: Sn-Z;Sn-Z

## **TELEPHONE NUMBERS**

Main Office.....	(770) 254-2850
Fax.....	(770) 254-2857
Attendance Office.....	(770) 254-2792
Guidance Department.....	(770) 254-2853
Athletic Office.....	(770) 254-2855
Main Cafeteria.....	(770) 254-2859
9 <sup>th</sup> Grade Campus Cafeteria.....	(770) 254-5548

Welcome to East Coweta High School! It is our hope that this student handbook provides you with much information in order to be successful throughout your high school career. The programs, policies, and procedures in this handbook have been prepared to assist you in adjusting to and becoming an integral part of our school. Your teachers, counselors, and administrators will answer any questions or concerns that you or your parents may have.

Dear Parents/Guardians,

We are looking forward to an exciting year of learning and success, especially in regards to content and skill development that our students will experience in our classrooms this year. A list of Coweta County School System’s adopted instructional resources is accessible on our school system website ([www.cowetaschools.net](http://www.cowetaschools.net)) and on each school’s website. Access to print versions is available upon request. Coweta County School System will continue to utilize an approval process that involves administrators, teachers and parents/community members.

**COWETA COUNTY SCHOOL SYSTEM  
2017-2018 SCHOOL CALENDAR**

*2017-18 Coweta County School System Calendar*

Teacher Pre-Planning	August 1-3
First Day of School	August 4
Holiday (Labor Day)	September 4
Teacher Work Day (Student Holiday)	October 6
Holiday	October 9
Thanksgiving Break	November 20-24
Winter Break	December 20 - January 1
Teacher Work Days (Student Holiday)	January 2-3
Schools Reopen	January 4
Holiday (Martin Luther King's Birthday)	January 15
Mid-Winter Break	February 19-23
Teacher Work Day (Student Holiday)	March 9
Spring Break	April 2-6
Last Day of School	May 25
Memorial Day Holiday	May 28
Teacher Post-Planning	May 29-31

**MISSION:** East Coweta is committed to student success.

**VISION:** We strive to ensure the success of each student.

**BELIEFS:**

- 1-We believe, as a learning community, we must continuously improve.
- 2-We believe, as leaders of learners, that students are volunteers in their learning.
- 3-We believe the Coweta School System, in partnership with the family and the community must focus on providing challenging, interesting and satisfying work for students.
- 4-We believe that the responsibility of ensuring student success is collaboration among East Coweta’s students, parents, faculty and staff.

**BELL SCHEDULE**

<b>8:30 - 10:07</b>	.....	<b>1<sup>st</sup> Block</b>
<b>10:07 - 10:14</b>	.....	<b>Class Change</b>
<b>10:14 - 11:44</b>	.....	<b>2<sup>nd</sup> Block</b>
<b>11:44 - 11:51</b>	.....	<b>Class Change</b>
<b>11:51 - 1:51</b>	.....	<b>3<sup>rd</sup> Block</b>
<b>11:44 - 12:12</b>	.....	<b>1<sup>st</sup> Lunch</b>
<b>12:17 - 12:45</b>	.....	<b>2<sup>nd</sup> Lunch</b>
<b>12:50 - 1:18</b>	.....	<b>3<sup>rd</sup> Lunch</b>
<b>1:23 - 1:51</b>	.....	<b>4<sup>th</sup> Lunch</b>
<b>1:51 - 1:58</b>	.....	<b>...Class Change</b>
<b>1:58 - 3:30</b>	.....	<b>4<sup>th</sup> Block</b>

**GENERAL INFORMATION**

**MASCOT:** Indians  
**COLORS:** Purple and Gold  
**ALMA MATER:** Eastern High, We’ll E’er be Faithful, Thy Ideals Uphold, E’er True and Loyal Lovers, Of the Purple and gold. (Refrain)  
Hail! Oh Hail! Our Alma Mater, Dearest Ever Known, Hail! Thee, Never, Fail, Thee, Our Dear High School Home. On the County’s Eastern border, Reared Against the Sky, Proudly stands Our Alma Mater, As the Years Go By.

**GRADES AND TESTING**

**PROGRESS REPORTS ISSUED**

- 1<sup>ST</sup> Mid-Term - September 13, 2017
- 2<sup>nd</sup> Mid-Term - November 16, 2017
- 3<sup>rd</sup> Mid-Term - February 13, 2018
- 4<sup>th</sup> Mid Term - May 1, 2018

**REPORT CARDS ISSUED**

- 1<sup>st</sup> Nine Weeks - October 17, 2017
- 2<sup>nd</sup> Nine Weeks - January 10, 2018
- 3<sup>rd</sup> Nine Weeks - March 23, 2018
- 4<sup>th</sup> Nine Weeks - June 1, 2018

**Mid Term and Nine Weeks Exam Schedule**

<i>First Nine Weeks</i>	
1st and 3rd period	Thursday, October 4th, 2017
2nd and 4th period	Friday, October 5th, 2017
<i>Second Nine Weeks</i>	
1st and 3rd period	Monday, December 18th, 2017
2nd and 4th period	Tuesday, December 19th, 2017
<i>Third Nine Weeks</i>	
1st and 3rd period	Wednesday, March 14, 2018
2nd and 4th period	Thursday, March 15, 2018
<i>Fourth Nine Weeks</i>	
<b>1st and 3rd (SENIORS ONLY)</b>	Tuesday, May 22, 2018
<b>2nd and 4th period (SENIORS ONLY)</b>	Wednesday, May 23, 2018
1st and 3rd period	Thursday, May 24, 2018
2nd and 4th period	Friday, May 25, 2018

### **Georgia Milestones End of Course Test Dates (EOC)**

1st Semester	TBA
2nd Semester	TBA

### **Advanced Placement Exams (AP)**

May 7th, May 11th, and May 14th-May 18th. Make Up Testing is May 23rd-25th

<b>ACT TEST DATES</b>		<b>SAT TEST DATES</b>	
ECHS	Saturday, September 9, 2017	ECHS	Saturday, August 26, 2017
ECHS	Saturday, October 28, 2017	ECHS	Saturday, October 7, 2017
ECHS	Saturday, December 9, 2017	ECHS	Saturday, November 4, 2017
ECHS	Saturday, April 14, 2018	ECHS	Saturday, December 2, 2017
ECHS	Saturday, June 9, 2018	ECHS	Saturday, March 10, 2018
		ECHS	Saturday, May 5, 2018
		ECHS	Saturday, June 2, 2018

### **CLUBS AND ORGANIZATIONS**

Parents are provided a list of all clubs and organizations in the student handbook that is provided to all students. Parents must sign-off and confirm that they have read the information contained in the handbook. As part of the sign-off process, parents will be provided the name of each club or organization, the mission or purpose of the organization, the name of the faculty sponsor, and a description of past or planned activities. A parent may decline permission for his or her student to participate in a club or organization using the form provided.

## 2016-2017 Club and Organization Information Advisory for East Coweta High School

Club name	Mission/Purpose and/or typical activities	Faculty Advisor
Academic Bowl	Academic bowl is a competitive academic team designed to allow students from surrounding counties to come together in academic “quiz bowl” style competition and exhibit their knowledge in a variety of subject areas.	Todd Crafton
Anti-bullying Movement Club (Limitless Club)	The Limitless Club’s purpose is to raise awareness and inform students about bullying prevention.	TBA
National Art Honor Society	The purpose of the chapter shall be to: a. inspire and recognize those students who have shown outstanding ability in art. b. foster excellence and a dedicated spirit to the pursuit of art. c. further creative abilities and talents of the Society’s members, as well as the school’s entire student art enrollment. d. aid members in working toward the attainment of their highest potential in an art area. e. bring art to the attention of the school and community. f. increase an awareness of art in relation to other areas of the school curriculum. g. further aesthetic awareness in all aspects of the school’s total program.	April Lovvorn-Gerhardt
Band	The Mission of the East Coweta High School Band program is to provide its members with the best and most solid musical education possible; to build a healthy self-concept for its members; and to provide its members and parents with a secure sense of community and pride.	Robert Owens Chris Neidhardt
Beta Club	To promote the ideals of character, service, and leadership among its members, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.	Teresa Wilson Stacey Mannebach
Chemistry Club	The mission of Chem Club is to offer peer tutoring for chemistry students. Chem Club members will communicate regularly with teachers to organize tutoring sessions.  Invitations are extended to students who have done an exceptional job in first year chemistry or successfully complete AP chemistry.	Martha Milam Candace Mohabir
Chess Club	“The Chess Club strives to build peer relationships, while helping students develop critical thinking skills and strategic problem solving techniques.”	Alfredo Zavaleta Kevin Gilmore
Chick-fil-A Leader Academy	Engage students in monthly leader labs with a focus on important leadership skills that they will use to create student-led community	Jeff Flavin



	impact projects. Activities include: monthly leader labs, service projects, school wide events.	
Chorus	The ECHS Chorus is a family of students who love music and singing. Activities range from concerts to singing for community events. Chorus class is open to any student with a desire to sing.	Christy Hauert
Color Guard	Members of Color Guard will improve their performance through their passion for dance and auxiliary work with a strong work ethic. By working as a team in a positive, encouraging atmosphere, they will strive for and attain excellence. With intrinsic motivation, they will enjoy the process and obtain a sense of achievement and discipline	Beth Collinsworth
ECHOStage	To explore performance techniques and technical crafts used in the production of live theatre.	Scott Ondovchik Melinda Trammell
Environmental Club	To promote environmental conscious living in our school and community.	Regina Ahmann
FCA (Fellowship of Christian Athletes)	Under the direction of student leaders – students focus on serving local communities by equipping, empowering, and encouraging people to make a difference to Christ.	Franklin Deloach, Mark Bowles
Future Educators of America (FEA) Future Georgia Educators (FGE)	To allow students an extracurricular opportunity to explore careers in education by providing opportunities for service and by promoting character, leadership, and scholarship among the chapter's members.	Michelle Rogers
Future Business Leaders of America (FBLA)	Business education association preparing students for careers in business	Robin Crouse
Family, Career and Community Leaders of America (FCCLA)	A national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education.	TBA
Food For the Heart	Encourage and support Christ minded behavior through serving others where there is a need. Activities will include: Provide prepared meals, provide supplementary food for families, Community service projects, teach cooking methods, recipes and nutritional concepts.	Jeff Flavin
French Club	<b>Purpose:</b> The French Club at East Coweta High School will promote French culture and increase interest to ensure the well-rounded development of students who empathize with the global community. <b>Activities:</b> At monthly meetings, members sample food, listen to music and make crafts from French speaking cultures.	Kelli Barber
French National Honor Society	<b>Purpose:</b> French National Honor Society is a national honor society recognizing students with outstanding achievement in the study of French. The purpose is to promote the study of French language and culture. <b>Activities:</b> Members earn service hours by participating in projects such as hosting a French breakfast, planting flowers to beautify the school, and volunteering at our regional poetry competition.	Christine Poling
Gay/ Straight Alliance	The GSA encourages a school climate of acceptance for all individuals regardless of gender identity or sexual orientation. Planned student activities support East Coweta High School's	TBA

	responsibility to provide a safe and equitable learning environment.	
The German Club	<p>Purpose: The German Club of East Coweta High School will promote German-speaking cultures and encourage further interest in learning about them.</p> <p>Activities: At monthly meetings, members will celebrate holidays and other significant days on the German-speaking calendar by sampling food, listening to music and seeing video streams of historic and current events.</p>	Harry Seals
The German National Honor Society	<p>Purpose: The German National Honor Society is a national organization recognizing students with outstanding achievements in the study of German and promoting the further study of the German language and culture.</p> <p>Activities: Members will have the opportunity to earn service hours by participation in projects such as volunteering at World Languages Department activities, some school activities and supporting our local community where possible. We will meet once a month to share those experiences as well as enjoy German-speaking cultural news.</p>	Harry Seals
Followers of Christ	<ol style="list-style-type: none"> <li>1. Fellowship- the club provides students with similar Christian beliefs a place to interact and build friendships that will help encourage and support them through their high school careers.</li> <li>2. Pray- the club is devoted to praying for the need of the students, faculty, and surrounding community.</li> <li>3. Bible study- the club is devoted to studying the Bible in order to apply the teachings of Jesus Christ.</li> <li>4. Community service- the club is engaged in serving the community through varying community service projects.</li> <li>5. Recreation- the club engages in fun activities in order to build relationships and provide a fun and safe outlet for students.</li> </ol>	Levi Young Kristi Lanave Erica Pater Kirsten Geter
Fishing Club	The ECHS Competitive Fishing Club will provide students with the opportunity to participate in fishing tournaments. Students who already have a passion for fishing, or those who want to learn more about it, are welcome to participate.	TBA
History Club	To encourage the study of history beyond the classroom	Levi Young Jennifer Sandlin Amy Johnson Erica Pater
International Club	<p><b>Purpose:</b> The International Club promotes the understanding of other cultures and the interaction between students of diverse cultural backgrounds.</p> <p><b>Activities:</b> Members learn about the culture of a different country or region each month and sample food, listen to music and make crafts related to that culture.</p>	Christine Poling

JROTC	Teach leadership, character development, and a sense of self discipline and good citizenship.	Major Pete Merrill MSgt Bill Reitz
Key Club	To work with local Kiwanis Clubs to promote community and civic involvement in teenagers	Kelly Jackson
Math Team	To compete in Mathematic Competitions.	Nadine Green
Mock Trial	To help students gain an understanding of the legal system by providing opportunities for students to assume attorney and witness roles in a court case.	Dena Taylor Crystal Stubbs
Mu Alpha Theta (National Math Honor Society)	The primary activity of the Mu Alpha Theta chapter at ECHS is the offering of after-school help sessions in a variety of Math courses. This peer tutoring opportunity is offered to any student at ECHS on a voluntary basis and without any monetary cost to the student seeking assistance. Through this activity, Mu Alpha Theta members support the entire mathematical community at ECHS.	Gene Robinson
National Honor Society	To promote qualities of scholarship, leadership, service, and character in students.	Stephanie Holbrook
Purple and Gold Squad	Assists in serving pre-game dinners to the coaches and players of the football team, distributes “goodie” bags to the players on game days, and assists the coaches in the efficient running of the football program.	Jennifer Talmadge
SADD	To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.	Pamela Hart-Garcia,
Science Olympiad Team	Science Olympiad Team provides students with the opportunity to do real world, hands-on science and engineering. Science Olympiad Tournaments include 23 events that include laboratory, tests, and building/engineering activities.	Martha Milam
Spanish Club	<b>Purpose:</b> The purpose of the Spanish Club is to provide students with the opportunity to expand their knowledge of the Spanish language through the understanding of the products, practices, and perspectives of Spanish speaking countries. <b>Activities:</b> At monthly meetings, members sample food, listen to music, and make crafts from Spanish speaking cultures.	Alba Harper
Spanish National Honor Society	<b>Purpose:</b> Spanish National Honor Society is a national honor society recognizing students with outstanding achievement in the study of Spanish. The purpose is to promote the study of Spanish language and culture. <b>Activities:</b> Members earn service hours by participating in projects such as leading the Spanish Club, helping Spanish speakers in our community, and volunteering at our regional poetry competition.	Cecilia De-Aza
STEM Academy	The ECHS STEM Academy is an organization for students who have demonstrated an aptitude for math and science and have an interest in pursuing a career requiring a high degree of technical skill. Acceptance into the program is highly competitive. Candidates will be evaluated on academic performance, teacher recommendation and a commitment to challenging coursework in math and science.	Candice Mohabir Ann Ruhala

Student Government Association	To promote leadership, character, and service	Natalie Chastine
Step Team	“Uplifting the community through creative unity” and the team is determined this year to focus more of its time on community service. East Coweta’s step team is comprised of sophomores, juniors, and seniors who practice academic responsibility, behavioral responsibility, commitment, hard work, self-motivation, as well as participating in community service activities throughout the year.	Dekima Leaphart Chris Bolling
Technology Student Association (TSA)	TSA is a co-curricular organization designed to provide students with competitive opportunities in the field of Engineering and Technology; which include communication, leadership, and competitive skill development in the classroom/laboratory environment. The goal of the organization is to prepare its membership to be successful leaders and responsible citizens in a technological society. Members compete throughout the year in a variety of competitive events including public speaking, flight, manufacturing and much more.	Margaret Bunn
The International Thespian Society	The International Thespian Society is an organization that honors high school Theatre students who have demonstrated outstanding Theatre involvement. Students must document a minimum of 100 hours of quality work to be invited to join.	Scott Ondovchik
Tri-M Music Honor Society	Tri-M is a nationally recognized society dedicated to recognizing outstanding scholar musicians. Students become leaders in music advocacy through performance and service to their school and community.	Christy Hauert Robert Owens
Winter Guard	Members of Winter Guard will improve their performance through their passion for dance and auxiliary work with a strong work ethic. By working as a team in a positive, encouraging atmosphere, they will strive for and attain excellence. With intrinsic motivation, they will enjoy the process and obtain a sense of achievement and discipline.	Beth Collinsworth
Yearbook	Yearbook is on the club list but it is not something you can randomly join...it is a class. Students make application in the spring to be on the yearbook staff and are chosen in the spring. It is open to 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> graders with A or B averages.	Pamela Hart-Garcia
Freshman Class	To promote unity and spirit among the class members	Crystal Stubbs
Sophomore Class	To promote unity and spirit among the class members	Jennifer Griffin-Talmadge
Junior Class	To promote unity and spirit among the class members	Cathy Howard Brittany Brodowski
Senior Class	To promote unity and spirit among the class members	Amanda Bowles Micki Byrnes Erica Prater

**NOTICE TO PARENTS/GUARDIAN:** **If you do not wish** for your child to participate in any of the clubs or organization listed above, please indicate so on the form on the last page of the student handbook and return to the student’s first block teacher.

## **GUIDANCE AND COUNSELING**

Guidance and counseling are integral parts of the high school curriculum. Counselors are available for special or scheduled consultation with students, staff, or parents. To ensure that every student has individual attention, East Coweta High School has an advisor—advisee/mentor system. Teachers serve as advisors/mentors to students in the group settings. With the advisor, as well as counselors available, no student should hesitate to seek assistance in educational or occupational planning or with personal or academic problems.

To aid in meeting the needs of all students as indicated by the ever-changing world of work through the comprehensive high school program, Coweta County secondary schools have accepted the challenge by expanding services to include a Career Center which has been designed to aid each student with career plans. The center contains pamphlets, catalogs from various colleges and vocational-technical schools, occupational information, various activities to aid in decision making and values clarification, applications for college enrollment, and financial aid forms of all kinds. After a student receives the desired materials from the center, a counselor will personally assist the student with post-secondary plans.

## **HONOR ROLL**

East Coweta High School encourages its students to strive for academic excellence. The all A's Honor Roll will be 90 or above for each course. The all A's and B's Honor Roll will be 80 or above for each course.

## **LIBRARY/MEDIA CENTER**

The media center is open from 8:00 a.m. until 4 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 pass signed by a teacher, a counselor, or an administrator. The pass must include the student's name, the time he/she departed, and the date. **Students must sign-in upon arrival in the media center.** All students must return to class before the end of the block with a pass signed by a media specialist, which includes their time of departure.

Students must have a pass to come to the media center during lunch. Students reporting to the media center during lunch are to remain until the bell rings signaling the end of their lunch period.

**Food and drinks are not allowed in the media center.** Students are allowed to check out books for up to three weeks. Books may be renewed if necessary. When several classes are researching similar topics, it may be necessary to limit the number of books checked out by individuals. These books will be put on reserve and will be available for use only in the media center for a specified time period.

Students may not check-out reference materials, 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.**

**Fines per item will be incurred for overdue material.** Students with outstanding fines and/or 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 with outstanding fines and/or other charges will not be allowed to participate in the graduation ceremony.

Students may access the Internet in the media center if they have a signed AUP form on file with the Technology Support Specialist at the school. 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.

## **LUNCH & BREAKFAST**

East Coweta High School has four (4) lunch periods scheduled into its daily school program with all grade levels of the student body in attendance each period. Accordingly, East Coweta High School 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 7:45 a.m. until 8:20 a.m. Only students arriving via school bus that is running late will be served breakfast after 8:20 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 East Coweta High School and to talk with teachers. Appointments to see teachers should be made through the guidance office. Call **(770) 254-2853** to set up the conference.

## **PARKING REGULATIONS**

It is expected that student cars will serve only as a means of transportation. Once a student car comes on campus, it is to be parked, locked, and the driver is to come directly into the building. The driver is held responsible for his/her car being vacated. Students must not sit on/in parked cars or congregate in the parking area.

1. Students must obtain a parking permit within five (5) days after they begin driving to school and have it visibly displayed at all times.
2. Excessive noise will not be tolerated. Car radios, stereos, etc. may not be at a disruptive level while on campus.
3. Leaving campus without permission and/or excessive tardies/absences may result in the loss of driving privileges.
4. The speed limit on the East Coweta campus is **5 MPH**.
5. Students should only park in the areas outlined with white lines. Faculty parking areas are clearly marked and are for faculty, staff and visitor parking only. Students should follow all state and local laws concerning motor vehicle operations. Students who violate any school, local, or state law may have their parking privilege revoked and/or car towed at the owner's expense.
6. Students may not return to their car during the school day unless they are leaving for CEC or have approval from an administrator.

## **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.

## **SUPPLEMENTARY CLASS READING**

Novels approved for supplementary class reading are listed within each teacher's course syllabus. Some of the factors involved in assigning supplementary reading include the level of rigor needed to be successful in standardized tests, the grade level, the exposure to certain authors and literary genres, and the amount of reading required to be successful at the high school level. We ask that parents preview the list of novels scheduled for your child to read for the upcoming year. If there are concerns about a particular literary work, please address the concerns with the teacher early in the course of the semester. Whether or not an alternative assignment will be issued will be determined on an individual basis by the teacher, the parent and the administrator.

**It is the policy of the Coweta County School System not to discriminate on the basis of sex, race, religion, national origin, or handicap in its educational program activities or employment policies by Title IX of the 1977 Amendments and The Civil Rights Act of 1964.**

**At East Coweta High School, any student who believes he or she is being discriminated against on the basis of his or her gender or that he or she is sexually harassed by anyone should report this to:**

**Dr. Marc Guy, Coweta County Schools Assistant Superintendent at 770-254-2801.**

## **SECTION II: STUDENT BEHAVIOR AND DISCIPLINE MANAGEMENT**

### **Code of Conduct**

## **STUDENT BEHAVIOR CODE - CODE OF CONDUCT - FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS**

(Board Policy Descriptive Code: JCDA-R(1) Code of Conduct)

It is the purpose of the Coweta County Schools to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the system. 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 system employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the system.

The schools' 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.

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

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

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

### **AUTHORITY OF THE PRINCIPAL**

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

### **PROGRESSIVE DISCIPLINE PROCEDURES**

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

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

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out
- Temporary Removal from Class or Activity



- Notification of Parents
- Parent Conference
- Detention/Saturday School
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments 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 he/she is charged and allow the student to explain his/her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student 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.

Major offenses, including, but not limited to, drug and weapon offenses can lead to schools being named as an unsafe school according to provisions of State Board of Education Rule 160-4-8-.16.

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

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

- Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant.
- Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.
- Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
- Possession or use of a weapon or dangerous instrument. A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-related functions to include threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

- Physical assault, battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions. Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school related function.
- Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including the use of vulgar or profane language.
- Any behavior based on a student's race, national origin, sex, or disability that is unwelcomed, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
- Possession or use of tobacco in any form.
- Use and/or possession of an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) or any battery powered vaporizer which is used to simulate tobacco smoking.
- Damaging or defacing real property, personal property or school property (vandalism) or damaging personal property of any person legitimately at the school.
- Theft
- Extortion or attempted extortion
- Possession and/or use of fireworks or any explosive
- Activating a fire alarm under false pretenses or making a bomb threat
- Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff
- Classroom and school disturbances
- Violation of school dress code
- Use of profane, vulgar, or obscene words or indecent exposure
- Unauthorized use of electronic communication devices during the instructional day. Students observed using pocket pagers, cell phones or electronic communication devices during the instructional day, except for health or reasons approved by the Board of Education, will forfeit their ability to have such devices in their possession at school for the remainder of the year. The instructional day is defined as the time period between a student's arrival on campus and the final dismissal bell for all students. Electronic communication devices confiscated will only be released to parents. On the second offense, the student will be given three days of in - school suspension. On the third offense, the student will be referred to Student Support Services for disciplinary action. School buses are extensions of the instructional day and use of the devices mentioned above is prohibited while students are on school buses. The term use is defined as sending or receiving any form of communication during the instructional day.
- Inappropriate public displays of affection
- Gambling or possession of gambling devices
- Moving and non-moving driving violations
- Giving false information to school officials
- Cheating on school assignments
- Unexcused absence, chronic tardiness, skipping class, leaving campus without permission
- Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school Operation may be subject to disciplinary action, including in-school suspension, short term suspension and referral to a disciplinary tribunal.
- Inciting, advising or counseling of others to engage in prohibited acts.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student: students shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student.
- Bullying: 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:

1. Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - a. Causes another person substantial physical harm 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.
4. Bullying shall also include acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (a) is directed specifically at students or school personnel, (b) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (c) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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:

1. Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to the principal or designee.
3. The principal or designee will promptly investigate each complaint of bullying in a thorough and confidential manner.
4. 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.
5. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
6. Any student who knowingly files a false report of bullying will be subject to disciplinary action.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after the principal or designee has determined that bullying has occurred. Discipline for any act of bullying shall be within the discretion of the principal or designee and shall comply with guidelines established in the Student Code of Conduct for Coweta County Schools and may include but is not limited to the following:

- Loss of a privilege;
- Reassignment of seats in the classroom, cafeteria or school bus if feasible;
- Reassignment of classes if feasible;
- In-school suspension;
- Out-of-school suspension;

- Detention;
- Expulsion; and
- Assignment to an alternative school.

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

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

- 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:

Investigate

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

Notify

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

Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence at the discretion of the principal or designee, including but not limited to loss of privilege; reassignment of seat if feasible; reassignment of class if feasible, in-school suspension; out-of-school suspension, detention, expulsion, assignment to an alternative school, and counselling if appropriate.

Students in grades six (6) through twelve (12) found to have committed the offense of bullying for the third (3rd) time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary tribunal. Coweta

County Schools reserve the right to send a student to a disciplinary hearing for a single act of bullying if the student's misconduct under the Student Code of Conduct requires the student to be sent to a disciplinary hearing.

Coweta County Schools prohibit retaliation following a report of bullying. "Retaliation" is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment, or intimidation. Such retaliation shall be considered a serious violation of District policies and independent of whether a complaint is substantiated.

Any student who knowingly files a false report of bullying is guilty of violating the Student Code of Conduct of Coweta County Schools and will be punished under the provisions of the Code of Conduct.

Follow Up

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

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

### Definitions

Weapons may include, but are not limited to:

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

### Sanctions

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

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

### Reporting Requirements:

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

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

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

### Student With Disabilities

Any child with a disability (as defined in the IDEA, 20 U.S.C.A. 1400, et. seq.), who is determined to have brought to school

a weapon as defined above may be placed in an interim alternative educational setting for not more than forty-five days, as determined and ordered by a special education committee qualified to make special education decisions under 20 U.S.C.A. 1401(a)(20). If a parent or guardian requests a due process hearing under IDEA, the child shall nevertheless remain in the alternative educational setting above referred to during the pendency of any proceeding conducted in connection therewith, unless the parents and duly authorized school system representatives agree otherwise.

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

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

## **REPORTING INSTANCES OF ALLEGED INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS OR OTHER SCHOOL EMPLOYEES TOWARDS STUDENTS**

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

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

## **STUDENT HEARING PROCEDURES**

### **Rule 1. Definitions and Procedure**

The Board of Education is authorized under Georgia law to appoint hearing officers or tribunals of school officials in connection with student disciplinary matters. Such hearing officers or tribunals shall be appointed and shall function in accordance with Georgia law and the provisions of this Policy. In those instances where such hearing officers or tribunals are permitted or required under Georgia law to impose or recommend suspension or expulsion, then the following provisions shall apply:

- (a) As used in this Policy, the term "physical violence" shall mean: (i) intentionally making physical contact of an insulting or provoking nature with the person of another; or (ii) intentionally making physically contact which causes physical harm to another unless any such physical contact or physical harm was inflicted in defense of himself or herself, as provided in O.C.G.A. §16-3-21. "Expulsion" shall mean expulsion of a student beyond the current school quarter or semester. "Long term suspension"

shall mean the suspension of a student for more than ten (10) days, but not beyond the current quarter or semester. "Short term suspension" shall mean the suspension of a student for not more than ten (10) days.

(b) The Board of Education shall appoint a hearing officer, panel tribunal to hold a disciplinary hearing pursuant to O.C.G.A. §20-2-754 regarding any alleged act of physical violence against a teacher, school bus driver, or other school official or employee, and the penalty therefore. Any student alleged to have committed an act of physical violence as defined above shall be suspended pending the disciplinary hearing.

(c) In addition, the Board of Education shall appoint either a hearing officer, panel or a tribunal to hold a disciplinary hearing pursuant O.C.G.A. §20-2-754 following any instance of an alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than ten (10) school days or an alleged assault or battery by a student upon any teacher or other school official or employee, if such teacher or other school official or employee so requests.

(d) The Board of Education shall appoint a disciplinary hearing officer or a tribunal to hold a disciplinary hearing pursuant O.C.G.A. §20-2-754 regarding any alleged act of bringing a weapon to school. As used herein, "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.

(e) The Board of Education may appoint a hearing officer or tribunal to hold a disciplinary hearing pursuant to O.C.G.A. §20-2-754 regarding the alleged commission of such other disciplinary infractions as may be referred to such officer or tribunal by the Superintendent, including, but not limited to, students alleged to be "chronic disciplinary problem students" as defined in O.C.G.A. §20-2-764.

## **Rule 2. Penalties**

The penalties for certain disciplinary infractions shall be determined and imposed as follows:

(a) Any student found by a hearing officer, panel or tribunal to have committed an act of physical violence as defined in Rule 1(a)(ii) against a teacher, school bus driver, or other school official or employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. §20-2-150. The Board of Education in its discretion may permit the student to attend an alternative education program for the period of the student's expulsion. If the student is in kindergarten through grade eight, then the Board of Education in its discretion, and on the recommendation of the hearing officer, panel or tribunal, may permit such a student to re-enroll in the regular public school program for grades nine through twelve. If the Board of Education does not operate an alternative education program for students in kindergarten through grade six, the Board of Education in its discretion may permit the student to re-enroll in the public school system.

(b) Any student who is found by a hearing officer, panel or tribunal to have committed an act of physical violence as defined in Rule 1(a)(i) of this Policy against a teacher, school bus driver, or other school official, or employee shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(c) Any student who is found by a hearing officer, panel or tribunal to have committed an act of physical violence as defined in Rule 1(a)(i) of this Policy against a teacher, school bus driver, school official, or school employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

## **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 or 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:** Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any weapon which will or is designed to, or may readily be converted to, propel a missile of any kind (including a starter gun); any explosive compound, bomb or incendiary device.
2. Any dangerous weapon as defined in O.C.G.A. §16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or any other similar device.
3. Any hazardous object, including any machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, ice pick or box cutter, a spring stick, metal/brass or artificial knuckles, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely,

which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any other martial arts device; any pistol or rifle designed to propel objects by air pressure or spring action; any stun gun, look-alike/toy firearm or non-lethal air gun; or taser; any weapon of like kind or any tool or instrument capable of inflicting bodily injury and which could reasonably be concluded as being a violation of the intent of this section (for example: chain, night stick, rings, pipe, studded or pointed bracelets, ax handle, seam ripper, metal nail file). Such term shall not include any of these instruments used for classroom work authorized by the teacher.

## **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, and 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 as 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.

## **ATTENDANCE**

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important. To emphasize the importance of good attendance and to provide consistency throughout the school system, the following guidelines will be used.

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

1. Each student must have a signed attendance/truancy sheet on file by September 1<sup>st</sup>.
2. Letters will be sent home to parents of students with 5 unexcused absences during the school year.
3. A complaint will be filed in the appropriate court on the sixth unexcused absence.

### Compulsory Attendance Ages

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

### Student Attendance

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

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

### State Attendance Requirements

School attendance is compulsory in Georgia for children between their sixth and sixteenth birthdays. Children enrolled in the public schools prior to their seventh birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance even though they have not attained seven years of age. To receive credit for a day of attendance a student must be present for 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). Attendance/Truancy Information will be distributed to students at the beginning of school or in a packet during registration. Board Policy JB-E(1)

### Coweta Attendance Requirements

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

### ATTENDANCE - TARDINESS AND EARLY DISMISSAL FROM SCHOOL

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

### ATTENDANCE - ABSENCES AND EXCUSES

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

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

1. Who are personally ill and whose attendance in school would endanger their health or the health of others.
2. In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.
3. On special and recognized religious holidays observed by their faith.
4. When the absence is mandated by another governmental agency (i.e. armed services).
5. When conditions render such attendance impossible or hazardous to their health and safety.
6. For service as pages of the General Assembly or Georgia (such time missed shall be credited as being present in their school).
7. One day for students attaining the age of 18 to register as an elector.
8. Students in foster care shall be counted present when they attend court proceedings related to their foster care;
9. For an administratively approved school function; the Coweta County Board of Education establishes the following criteria concerning administrative approved functions:
  - a. Administrative approved functions cannot exceed three (3) days per class for each term or semester.
  - b. Students that request additional days other than the three (3) allowed per semester or term must:
    - Maintain an average of at least a 70 in each class that will be missed.
    - Have no suspensions and the principal's permission based on appropriate overall conduct.
    - Have no absences for administrative approved functions that exceed six (6) days per semester or term.
  - c. In all cases, the total number of days per class allowed as an excused absence for an administrative approved function shall not exceed (10) days per school year.
10. When a student whose parent or legal guardian is in military service in the armed forces of the United States, or the National Guard, and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, up to a maximum of five school days per school year, for each day missed from school to visit his or her parent or legal guardian, prior to such deployment or posting, or during such leave from such deployment or posting.
11. Any other absence not explicitly defined above, but deemed to have merit based upon circumstances as determined by the Superintendent or his designee.
  - Students arriving at school after their scheduled reporting time will submit a written explanation for tardiness from their parents.
  - Students must have written permission from parents to leave the school campus at any time between their arrival at school and the time of their normal dismissal from school each day.
  - School principals will ensure that specific safeguards consistent with this policy and procedure are established for the release of students to parents and/or guardians and to individuals other than the custodial parent or guardian.

## **DRESS STANDARDS**

Everyone is expected to dress and be groomed in accordance with acceptable standards of cleanliness, good taste, and appropriateness. The established standard has been set to discourage clothing that may be a distraction to the learning environment and possible safety of students. It is not our intent to thwart self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causes distractions to the learning environment, and which sometimes puts the students in situations not best for them.

The dress code standard is:

1. All shirts and dresses must have sleeves. Tank tops, tube tops, and shirts without sleeves are not acceptable.
2. Students will be permitted to wear shorts, dresses, and skirts, provided they reach the end of the fingertips or longer. (Splits in skirts/dresses/shorts must be below the fingertips.) Mini-skirts, mini-dresses and short shorts are not permitted.
3. Overalls may be worn with both straps fastened and on the shoulders. A shirt must be worn under overalls.
4. Pants must be worn properly at the hips.
5. Chains or sharp objects are not permitted.
6. Low cut, see through, strapless, or backless dresses or shirts may not be worn. If in doubt do not wear it.
7. No student should dress in such a way that his/her underwear is partially or totally exposed. The waist and top portions of boxer shorts and briefs should not show. No part of the bra should show, including straps or sides.

8. No student will wear any jewelry, clothing or carry backpacks, which display or suggest alcohol, drugs, tobacco , weaponry, profanity, vulgarity sexual innuendo, or scatological humor.
9. No student will wear any items of jewelry, clothing or carry backpacks, which display or suggest anything inflammatory or degrading to a particular race, creed, or culture.
10. No student will wear trench coats.
11. No student may wear clothes with holes above the knees, in the crotch, or under the buttocks. "Leggings" to cover holes in clothing is not allowed.
12. Hats, headbands, bandannas, sunglasses, stocking caps, hoods, pics/combs, and other headgear are not permitted.
13. Blouses, dresses, or shirts which expose the areas of the stomach, side or back are not permitted.
14. Excessively form-fitting or loose-fitting clothing is not permitted, including "tights" or other thin form fitting pants unless covered by a shirt that is at least finger tip length.
15. Any clothing/jewelry or improperly worn clothing deemed gang related by the administration is not permitted.
16. Any clothing that is suggestive, advocates disobedience to society, or causes a possible disruption to school is not permitted. Clothing or attire with statements or symbols which might be deemed offensive to others, is violent or threatening in nature, or any gang affiliated apparel, as determined by administration and/or law enforcement is not permitted.
17. Pajamas, house shoes, blankets are not allowed.

## **DISTRIBUTION OF PRINTED MATERIALS**

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students must assume responsibility for the content of such materials.

### **Prohibited Materials:**

1. Material which is obscene
2. Material which incites students to create a clear and present danger of the commission of unlawful acts or of the disruption of the orderly operation of the school
3. So-called "hate" literature which attacks ethnic, religious, and racial groups
4. Pornography
5. Material derogatory to specific individuals
6. Material designed for commercial purposes—to advertise a product or service including off campus parties.

Any student who willfully and knowingly violates these guidelines will be suspended, expelled, or otherwise penalized, depending on the severity of the violation and in accordance with established disciplinary procedures.

## **OTHER SCHOOL RULES**

By the time a student reaches the high school level, greater responsibility will be placed on that student. Being in the **right** place, at the **right** time, with the **right** books/assignments, doing the **right** thing shows responsibility on a student's part. It is very important that each student realizes that the choice to be successful is within his/her control.

1. Students are not to go to parked vehicles, parking lots, athletic fields, athletic facilities, and other designated off-limits areas at any time during the school day without special permission from an administrator.
2. Students will not leave the school premises at any time without permission through the office. Leaving school without permission could result in a suspension from school.
3. Students must be in their classrooms when the tardy bell begins to ring.
4. All hall areas and gymnasium are off limits during your lunch period. Students are to remain in designated areas during lunch periods.
5. No student shall refuse to identify himself or herself or produce a pass upon the request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.

6. No student shall be in the hall during regular class time without a pass signed by the teacher in charge of the student during that time. This will include trips to the restroom, library, and/or office as well as to any place other than the room to which the student has been assigned.
7. Students are required to enroll in four (4) classes per semester and expected to attend all classes when present.
8. Students are not allowed to have visitors during school hours.
9. Selling of any merchandise by students without permission is prohibited. Distribution of any materials requires permission from the principal. Self-adhesive stickers are not allowed for student campaigns or any other reason.
10. Eating and drinking is not allowed in halls and classrooms. Students may use the cafeteria lobby.
11. Students who arrive before 8:20 a.m. are to report directly to the designated areas. Students who drive to school are required to immediately get out of their vehicle and report to a designated area. After arriving at school, students are not allowed to leave campus without permission.
12. Students are released each period by the teacher, not the bell tone.
13. When school is dismissed, all students are required to exit the building and leave the school premises unless they are under the direct supervision of a teacher or administrator. Car-riding students should be picked up in the front of the building by 3:40. If students remain on campus without supervision, disciplinary action may be taken.
14. A student must receive permission from an administrator to use the telephone at school.
15. If a student is assigned to Winston Dowdell Academy, he or she may not be on any Coweta County school campus for any school functions.
16. A student shall not participate in gang related activity as defined by administration or law enforcement. This includes but is not limited to clothing, activity, slogans, writings, gestures, graffiti, and comments.
17. Students are expected to comply with reasonable directives from staff members.

## **PLAGIARISM AND CHEATING**

Plagiarism and cheating are dishonest, will not be tolerated, and may be subject to disciplinary consequences. The following are examples of plagiarism and cheating.

### **Cheating by taking, giving, or receiving information from others:**

Allowing own coursework to be copied by another student, copying another student's coursework with or without his/her knowledge, submitting a piece of coursework as an individual piece of work when it has actually been written with another student, doing another student's coursework for him/her, copying from a neighbor during an examination without the neighbor realizing it, submitting coursework from an outside source (example: a former student offers to give or sell pre - prepared essay), premeditated collusion between two or more students to communicate answers to each other during an examination, obtaining test information from other students.

### **Cheating through the use of forbidden materials or information:**

Paraphrasing material from another source without acknowledging the original author, inventing data (i.e.: non-existent results), fabricating references or a bibliography, copying material for coursework from a book or other publication without acknowledging the source, altering data for example to obtain a significant result, taking unauthorized material into an examination.

### **Cheating by circumventing the process of assessment:**

Taking an examination for someone else or having someone else take an examination, lying about medical or other circumstances to get special consideration by examiners: lenient view of results or extra time or extensions or exemptions, deliberately mis-shelving books or journal articles in the library so that other students cannot find them or by defacing relevant material, coming to an agreement with another student to mark each other's work more generously than it should be marked, gaining advance information about contents of the examination, concealing teacher errors, threats or blackmail or extortion. (References below)

Newstead, S.E., Franklyn-Stokes, A. @ Armstead, P. (1996). Individual differences in student cheating. *Journal of Educational Psychology*, 88, 229-241.

Cizek, G.J. (1999). *Cheating on tests: How to do it, detect it and prevent it*. Mahwah, HJ: Lawrence Erlbaum Associates.

## **RESTRAINT AND SECLUSION**

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

Employees who work with students, specifically those students who may exhibit severe behavior challenges, are trained in crisis management and de-escalation strategies, as well as in the use of physical restraint, which may be used only if the student is an immediate danger to self 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.

## **TIME OUT/ISS**

TIME OUT/ISS will be under the supervision of a certified staff member working in coordination with the teachers, counselors, and administrators of the school. The main purpose of TIME OUT/ISS is to give a student who has received short term placement an opportunity, under certain restrictions, to remain present at school to accomplish class assignments.

The second purpose for this program will be to provide a place where a student can go or be sent in order to avoid personal confrontation between the student and some member or members of the school population.

A third purpose will be to provide a long-term place where a student can go or be sent for an extended period of time. This will happen when the student's personal conduct or frame of mind is such that the student is unwilling or unable to function in the school without becoming a problem to the student or the school.

Assignments to TIME OUT/ISS will be at the discretion of the principal or assistant principal. Parents will be notified by phone or in writing of the circumstances surrounding the extended placement of their son or daughter in TIME OUT/ISS.

**Supervisory Juvenile Court Order:** If your child is found delinquent and placed on probation under the terms of a Supervisory Order entered in the Juvenile Court, you are hereby notified that a SUPERVISION FEE of \$100.00 will be collected from you and your child. The SUPERVISION FEE is required to be paid as follows: (1) \$75.00 at the time your child is placed on probation; and (2) \$25.00 within thirty (30) days after the date your child is placed on probation.

Under Georgia law, the child, as well as each parent, guardian or legal custodian of the child is jointly and severally liable for payment of the required SUPERVISION FEE. Your failure to pay the SUPERVISION FEE will subject you to the enforcement procedures provided for under the law, including, but not limited to, attachment for contempt.

The Juvenile Court may use the SUPERVISION FEE to provide any one or more of the following services: Housing for children in certain non-secure facilities; educational and tutorial services; counseling and diagnostic testing; mediation; transportation to and from Court ordered services; restitution programs; and job development or work experience programs.

If your child has been placed under the informal supervision of the Juvenile Court, a SUPERVISION FEE in the amount and on the terms set forth above will also be collected from you and your child.

The Coweta County Board of Education shall provide for a safe and healthy school environment for all students. Fighting; acts of violence; threats of violence; abusive and vulgar language which provokes violence; or any behavior that could be considered to cause an assault, battery or physical injury to a student, teacher, school official, staff member or other persons will not be tolerated. Such acts will be reported as required herein, investigated and prosecuted under the criminal codes of the State of Georgia. Violations of this policy could result in suspension or expulsion from school and/or referral to law enforcement.

All school grounds, school facilities (including school buses and motor vehicles) and other facilities where school events are held are public places and therefore subject to the governance of state laws protecting public order and safety. A student, while on school grounds or at school events, shall not commit any crime (felony or misdemeanor) as defined by the laws of the State of Georgia or by federal statute. Violation of such laws will result in referral to law enforcement officials subject to the discretionary authority of the school principal. When such referrals are made the principal is authorized to file criminal charges. Reference: Coweta County System Policies JC, JCD, OCGA 16-5-20 Simple Assault, OCGA 16-5-23 Simple Battery, OCGA 16-11-32 Affray, OCGA 16-11-39 Fighting words, obscene and vulgar or profane language; harassing phone calls.

## **SECTION III: PROCEDURES**

### **ATTENDANCE POLICY**

Parents: Be sure to be familiar with all attendance regulations listed on the Attendance/Truancy Information Sheet in the back of this handbook. A complaint will be filed in the appropriate court on the 6<sup>th</sup> 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 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.

## 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.

## ADMIT SLIP POLICY

1. You must submit to the attendance office written notes/excuses from home so absences can be classified and entered accordingly.
3. All early check-out notes must be given to the Attendance Clerk before first block, and must include phone numbers for verification (see #4 **Early Dismissal** below)
4. Students absent due to a school-related activity (such as a field trip or competition) must have an admit slip from the sponsoring teacher.

## EARLY DISMISSALS

1. No student may leave campus during school hours without physically 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 8:00 a.m. and 8:30 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.

### **CHILD FIND**

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

### **BYOT**

Each high school is a BYOT (Bring Your Own Technology) campus. Individual classrooms may allow the use of electronic devices at the discretion of the teacher in BYOT classrooms. Misuse of technology will be addressed in accordance with the Coweta County Cell Phone Policy.

### **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).

### **UNACCEPTABLE USAGE OF COMPUTERS/NETWORKS**

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 a person's gender or race
    - f. Contrary to the school's policy on harassment
    - g. Harassing h.
 Illegal
  3. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
  4. Making copies of software on any school's computer or computer system.
  5. Copying or downloading copyrighted software for one's own personal use.
  6. Using the network for private financial or commercial gain.
  7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school's computers or computer systems.
  8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.
  9. Gaining unauthorized access to network resources.
  10. Invading or attempting to use another person's username or password.
  11. Posting or plagiarizing work created by another person without their consent.
  12. Posting anonymous messages.
  13. Using the network for commercial or private advertising.
  14. Forging electronic mail messages.
  15. Attempting to read, alter, delete, or copy the electronic mail of other system users.
  16. Using the school's computer hardware, network, or Internet link while access privileges are suspended.
  17. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
  18. Attempting to alter the configuration of a computer or any of the school's software. Examples include changing screen colors, backgrounds, screen savers, etc.
  19. World Wide Web – Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.

## **INTERNET USAGE**

Student access to the Internet will be a step-by-step process initiated by the teacher whose class will be using the Internet.

1. Every student in the class will receive a parental letter and copy of the Coweta County Internet Access Procedures.
2. Students will return the signed form indicating interest and parental approval. The teacher will collect these forms.
3. Student In-service on ethics will be taught at school during the normal school day by a member of the Instructional Technology department and/or the initiating teacher.
4. Each student in the class who has met the above requirements will be given the account user ID and password by the classroom teacher. Your password and student number should not be shared with other students.

## **COPYRIGHT POLICY**

The Coweta County School System recognizes the importance of the Copyright Laws of the United States (Title 17, United States Code). A willful infringement of the law may result in disciplinary actions. Any duplication of copyrighted materials: print, non-print, and computer software materials, must be within the bounds of "fair use."

The Coweta County School System prohibits copying material not specifically allowed by either copyright law, "fair use" guidelines, license agreements, or proprietor's permission. The school will post appropriate warning notices on or near all

equipment capable of amending copies, as mandated by Section 108 of the Copyright Law. CCSS and the high school will develop and retain appropriate copyright records. The school's Copyright Officer will house and maintain these files to eliminate duplication of copyright licenses and permission agreements.

**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	Withdrawn

**GRADE WEIGHTS**

Advanced Placement (AP) Courses = 10 points added to the final grade average for grade point average (GPA) and ranking purposes only.

Advanced or gifted academic courses = 5 points added to the final grade average for grade point average (GPA) and ranking purposes only.

<u>Advanced &amp; Gifted Course List</u>		<u>Advanced Placement Course List</u>	
9 <sup>th</sup> Grade Literature/Composition – Advanced & Gifted	10 <sup>th</sup> Grade Literature/Composition-Advanced & Gifted	AP American Literature (11 <sup>th</sup> Grade)	AP English Literature (12 <sup>th</sup> Grade)
11 <sup>th</sup> Grade Literature/Composition – Advanced & Gifted	12 <sup>th</sup> Grade Literature/Composition -Advanced & Gifted	AP Biology	AP Environmental Science
Coordinate Algebra - Accelerated	Analytic Geometry – Accelerated	AP Calculus AB	AP Calculus BC

Pre-Calculus – Accelerated	Physics – Advanced	AP Human Geography	AP Micro Economics
Biology – Advanced	Anatomy & Physiology	AP Chemistry	AP Psychology
Chemistry – Advanced	U.S. History – Advanced	AP Physics 1	AP Physics C
American Government/Civics – Advanced & Gifted	World History – Advanced	AP European History	AP US History
French III & French IV & French V	Spanish III & Spanish IV & Spanish V & Spanish VI	AP French	AP Spanish
		AP Music Theory	AP Studio Art

**FOR MORE DETAILS:**

Please talk with your school’s guidance counselor to receive updated information about possible point adjustments to courses taken as dual enrollment through universities and technical schools. Refer to the College and Career Planning Guide for more information on dual enrollment and postsecondary options that afford opportunities to earn credit at public colleges, universities, or technical institutions. Refer to Coweta County Board Policy with regard to specific requirements pertaining to Valedictorian and Salutatorian

All other high school courses = no point adjustment to the final grade average.

**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. See page 3 for Progress Reports and Report Cards Issue Dates.

**STATE TESTING**

The state of Georgia has developed Georgia Milestone Assessments (End of Course – EOC) for several courses. The courses being tested are: Coordinate Algebra, Analytic Geometry, Physical Science, Biology, U.S. History, Economics, 9<sup>th</sup> Grade English and 11<sup>th</sup> Grade English. The current Georgia High School Graduation Test (GHSGT) will occur according to a schedule approved by the State Board of Education.

**GIFTED EDUCATION**

Coweta County students in grades first through twelve who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the REACH Program for Gifted Students. Eligibility criteria for placement in this program are determined by the State Board of Education. During designated time periods, a student may be referred for consideration for gifted

eligibility services by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities.

If you need more information or a summary of eligibility criteria for Coweta County's REACH Program for Gifted Students, please contact the REACH Program teacher at your child's school. Assistance is also available from the Coordinator of the Gifted Program at 770-254-2810.

## **PROMOTION REQUIREMENTS**

- 9th grade - promotion from 8<sup>th</sup> grade
- 10th grade - 6 units (8 possible), must have passed 9<sup>th</sup> Literature/Comp and earned 1 Math unit
- 11th grade - 13 units (16 possible), must have passed 9<sup>th</sup> Literature/Comp & 10<sup>th</sup> Literature/Comp, and earned 2 Math and 2 Science units
- 12th grade - 20 units (24 possible), must have passed 9<sup>th</sup> Literature/Comp, 10<sup>th</sup> Literature/Comp, & 11<sup>th</sup> American Lit/Comp and earned 3 Math and 2 Science units
- Graduation Requirements — 28 units (32 possible)

## **PARENT NOTIFICATION OF ONLINE COURSE OPTIONS**

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

### **Compliance with Senate Bill 289:**

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

### **Overview of House Bill 175:**

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

### **Accessing Georgia's Online Clearinghouse:**

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: [http://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/Clearinghouse.aspx](http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx) **Step One:** Type in the course you need (for example 9th grade Literature)

**Step Two:** Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

**Step Three:** Utilize the **provider's site to register** the student in the selected online course.

In summary, prior approval is required for online courses in Coweta County to be considered for credit, and online courses through vendors other than Georgia Virtual School will not be funded through Coweta County. Communicate with your guidance counselor for additional details on Georgia Virtual School opportunities.

## **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.

## **NOTICE OF NON-DISCRIMINATION**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990), or disability (Section 504 and the Americans with Disabilities Act ("ADA")) of programs or activities receiving federal financial assistance. To access coordinators for the above statutes and appropriate complaint procedures, please refer to Title IX Compliance below:

### **Title IX, VI, 504 and ADA Compliance**

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

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

Coweta County Board of Education may be addressed to the Assistant Superintendent of Administrative Services at the Coweta County Board of Education, 237 Jackson Street, P.O. Box 280, Newnan, Ga., 30263; to the Regional Office for Civil Rights, Atlanta, GA., 30323; or the Director, Office for Civil Rights, Education Department, Washington, D.C., 20201.

### **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:

- Driver's License Number
- Full Name
- Street Address
- Phone Numbers
- Student's Name

### **PARENTS RIGHT TO INSPECT AND REVIEW STUDENT RECORDS**

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

### **NOTICE OF PARENTAL RIGHTS REGARDING STUDENT INFORMATION**

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

### **NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

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

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

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

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office/U.S. Department of Education/400 Maryland Avenue, SW/Washington, DC 20202.

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

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

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

**The Coweta County School System does very little that might apply to the PPRA. One survey that applies is the annual Georgia Student Health Survey II (GSHS II), which will be administered to students in grades 6, 8, 10 and 12. This anonymous survey consists of approximately 100 questions on a variety of health-related and school-safety related issues and takes less than 20 minutes to complete. Under PPRA, copies of the middle and high school surveys will be available for your review upon request.**

**Parents who believe their rights have been violated regarding FERPA or PPRA may file a complaint with: Family Policy Compliance Office/U.S. Department of Education/400 Maryland Ave., SW/Washington, D.C. 20202-8520**

**Parents may opt their child out of the Georgia Student Health Survey if they so desire.**



## **NOTICE TO PARENTS: THE RIGHT OF SCHOOLS TO RELEASE STUDENT INFORMATION**

Listed below is student information that Coweta County schools may release to the public under Board of Education Policy KL unless parents or legal guardians inform their schools in writing that any or all of the information listed below should not be released without prior consent.

Parents and legal guardians have ten (10) days in which to inform their principal in writing of specific directory information also military access pertaining to their student that is not to be released without their permission, except as provided by law. If no objection is received within ten days this official notification, the information pertaining to such student will be classified as "directory information" until the beginning of next school year and may be released at will by the school. The following information may be designated by schools as "directory information" for the **2016-2017** school year:

1. Student's name, address, telephone listing, and date and place of birth;
  2. Parent or lawful custodian's name, address, and telephone listing;
  3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
  4. Student's participation, interview and or photograph in officially recognized activities and sports;
  5. Weight and height of athletic teams;
  6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
  7. Diplomas, certificates, awards and honors received;
  8. Most recent previous educational agency or institution attended by student.
- Reference: Family Educational Rights and Privacy Act of 1974 (FERPA)

## **NOTICE TO STUDENTS 18 YEARS AGE OR OLDER**

If you are a student who is 18 years of age or older, you have the following rights under the Family Educational Rights and Privacy Act:

You have the right to inspect and review your educational records: you have the right to seek amendment of your educational records that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights: you have the right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the aforesaid Act and 34 C.F.R. 99.31 authorize disclosure without your consent; and you have the right to file with the Department of Education a complaint under 34 C.F.R. 99.63 and 99.64 concerning the alleged failure by this educational agency to comply with the requirements of the Act and the regulations promulgated there under.

To exercise your right to inspect and review your education records, you may submit a request to the principal of the school where you are enrolled or the Superintendent of the Coweta County School System, if you are no longer a student. A more detailed explanation for the procedure for exercising this right is set forth in Board Policy JR. If you believe that your record contains an error, you may request its correction by submitting a written explanation of the error and the basis for believing it to be an error to the principal of the school where you are enrolled or to the Central Office of the School system

likewise set forth in Board Policy JR. See 34 C.F.R. 99.7(a)(2).

If you are a student who is at least 18 years of age (or will attain the age of 18 during this academic year), you may grant or deny your parents or guardians the right to review, inspect, and seek the amendment of your education records. Contact your registrar to take action on this matter.

## **OPEN RECORDS REQUEST**

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

## **PARENTAL NOTIFICATION OF SEX EDUCATION INSTRUCTION**

The 1988 Georgia law requiring sex education and AIDS prevention instruction states that parents have the right, as provided in O.C.G.A. 20-2-143, to elect for their child not to receive education in this area. The law states, "Any parent or legal guardian of a child to whom the course of study set forth in this code section is to be taught shall have the right to elect, in writing, that such child not receives such course of study."

## **SENIOR FINAL EXAM EXEMPTION POLICY**

Seniors may elect to exempt their 1<sup>st</sup> and 2<sup>nd</sup> term finals exams under the following conditions.

1. The student has maintained an average of 90% or higher for the class to be exempted. (The students should have maintained at least a 90% average for each of the 9 weeks.)
2. The student has accumulated no more than 3 absences and 3 tardies (excused or unexcused) for the class exam they wish to exempt (checking out of class is considered an absence).
3. Student activities do not count as a class absence.
4. Any activity outside of school such as college visits, competitions in Junior Olympics, etc., are considered unexcused absences and will count as a class absence.
5. During the exam exemption timeframe, students who are exempt from final exams must follow all normal attendance, check-out, and absence procedures.

NOTE: There will be no appeals.

## **SPORTS EQUITY**

The Coweta County Board of Education does not discriminate on the basis of sex, race, color, religion, creed, national origin, age, or disability. The Coweta County Board of Education prohibits discrimination based on gender in its elementary and secondary school athletic programs. Grievance procedures for equity in sports are listed in the Coweta County Board of Education Policy IDFA. This policy is contained in the school board policy on-line at [www.cowetaschools.org/echs/](http://www.cowetaschools.org/echs/) or at your child's school. The contact person is Dr. Marc Guy, Jackson St, Newnan, Ga. 30263. The telephone number is (770) 254-2800.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES/COMPETITIVE INTERSCHOLASTIC ACTIVITIES**

The State Board of Education has established the policy that has become known as the No Pass, No Participate Policy, which is State and County Board Policy IDE. The following requirements must be met for students who wish to participate in competitive interscholastic activities in the school year **2016-2017**.

In order to participate in athletics at our school, students are required to have a valid physical and parental authorization on file in the Athletic Office. Forms are available online at [www.cowetaschools.org/nhs/index.php/athletics](http://www.cowetaschools.org/nhs/index.php/athletics).

1. The grading period for secondary schools will be a term.
2. Students participating in competitive interscholastic activities must pass three subjects out of four on the 4 X 4 block system. These subjects must carry credit toward graduation or grade promotion. Summer school will be an extension of the second term. Students not meeting this requirement will be ineligible for one term and will remain ineligible until passing three subjects (4 X 4) the term proceeding participation.
3. All students participating in any competitive interscholastic activity must take four classes during the term of participation. A block course counts as two classes and earns one (1) unit.
4. All students must be on track with
  - a. A minimum of five (5) units beginning the second year.
  - b. A minimum of eleven (11) units beginning the third year.
  - c. A minimum of seventeen (17) units beginning the fourth year.Fifth year high school students are not eligible to participate in competitive interscholastic activities. Also, to be eligible to participate in interscholastic activities, a student must not have reached his 19<sup>th</sup> birthday prior to May 1<sup>st</sup>, preceding his year of participation.
5. A student will have the first fourteen (14) calendar days of the new semester to complete work and change an incomplete grade. A student is ineligible during these fourteen (14) calendar days of make-up work and cannot practice or play.
6. Ineligible students cannot try out or practice with any competitive interscholastic activity. Students assigned to alternative school or in out-of-school suspension for disciplinary reasons lose their eligibility. Suspension is considered to have

ended when the student is physically readmitted to the classroom. All Georgia High School Association Rules and Regulations supersede these guidelines. For additional information about eligibility, contact the Athletic Director, Mr. Jeff Bryant.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Our Board of Education realizes that there may be conditions in the school system that need improvement, and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

Students' complaints and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair.
2. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for his/her consideration.
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his/her consideration.
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

### **Complaint Procedures related to Federal Programs and/or the Elementary and Secondary Education Act (ESEA)**

Any individual, organization or agency ("complainant") may file a complaint with the Coweta County School System if that individual, organization, or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under ESEA has occurred. An official Coweta County School System Federal Programs and/or Elementary and Secondary Education Act (ESEA) complaint form is not included in this document.

A formal complaint must be submitted in writing to the Coweta County School System Superintendent or his/her designee. The federal complaint form is located on the district website and available at all Coweta County School System schools and offices.

The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. The federal programs for which complaints can be filed

1. Title 1, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title 1, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
8. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
  
9. Title IX, Part E, Subpart 1, Section 1, Section 9503: Complaint Process for Participation of Private School Children
10. Title X, Part C-McKinney-Vento Education for Homeless Children and Youth

### **Filing a Complaint**

A formal complaint must be submitted in writing to the Coweta County School System Superintendent or his/her designee. The federal complaint form is located on the district website and available at all Coweta County School System schools and offices

### **Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Department received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the Department may investigate or address the complaint; and
4. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

### **Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 3033

**You can access the Complaint Form for Federal Programs under the Elementary and Secondary Education Act (ESEA) in the following ways:**

- **Obtain the form from the following link:**  
[http://www.cowetaschools.org/images/legal/2015/complaint\\_procedures\\_ccss.pdf](http://www.cowetaschools.org/images/legal/2015/complaint_procedures_ccss.pdf)
- **Obtain the form at Coweta County Central Office at 167 Werz Industrial Dr. Newnan, Georgia 30263.**
- **Call Coweta County Central Office Federal Programs Department and request a form to be mailed to you.**

### **RESPONSE TO INTERVENTION (RTI)**

RTI is found within the framework developed by the *Georgia Department of Education* entitled the *Student Achievement Pyramid of Interventions (POI)*. Georgia's Pyramid of Interventions is a four-tiered approach to providing services and interventions to students. The tiers increase in program intensity based on data analysis. The student's rate of progress is used to make important educational decisions, including possible determination of eligibility for exceptional education services such as gifted education or special education. One can consider the Pyramid as the process/framework and RTI as the action that brings the Pyramid to life.

The Facts you should know:

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

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

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

**Tier 3** - Specific data from individualized interventions

**Tier 4** - Specialized services that require an eligibility component

- The actual length of time that an intervention is implemented depends on the student's response to the intervention and realistic time periods required for the target skills to develop.

- RTI represents a systematic method for meeting the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions. It is a process of observing and evaluating students and implementing high-quality, research-based instructional practices based on student needs. It includes monitoring student progress and adjusting instruction based on the student's response. RTI is designed to ensure sound instruction in regular education; however, it could also provide meaningful data to assist schools in identifying students who may require more intensive instructional services.

- RTI should include the following:

- o High quality instructional and behavioral supports;
- o Scientifically, research-based interventions delivered by qualified personnel with expertise in the intervention used and in the area(s) of student difficulty;
- o Various interventions addressing individual student needs with the support of needed resources and personnel;
- o Student progress continuously monitored, documented, and maintained on each student;
- o Systematic documentation verifying that interventions are implemented with fidelity, integrity, and the intended intensity;
- o Collaborative decisions after review of intervention data; and
- o Parent/Guardian communication.

- Within each school a team to specifically address the Pyramids of Interventions and Response to Intervention should exist to support teachers and assist in the decision-making process.

- **Key Terms:**

Progress Monitoring - a scientifically-based practice that is used to assess students' academic/behavioral performance and evaluate the effectiveness of instruction. Progress monitoring can be implemented with individual students or an entire class. To implement progress monitoring, the student's current levels of performance are determined and goals are identified that will take place over time. The student's academic/behavioral performance is measured on a regular basis (weekly or monthly). Progress toward meeting the student's goals is measured by comparing expected and actual rates of learning. Based on these measurements, teaching is adjusted as needed. Thus, the student's progression of achievement is monitored and instructional techniques are adjusted to meet the individual student's needs.

Pyramid of Interventions (POI) - the framework adopted by the Georgia Department of Education that has 4 Tiers. Each Tier builds on intensity of instruction and data collection to assure that student's needs are being met. The Pyramid of Interventions is the structure that houses Response to Intervention.

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

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

Where to go for more information:

<http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Response-to-Intervention.aspx>

## **Section 504**

The main purpose of the Rehabilitation Act of 1973 (Section 504) is to prohibit discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 applies to all institutions receiving federal financial assistance, including public schools. The law places an obligation on public schools to provide a “free, appropriate public education” to children with disabilities.

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

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

A mental impairment is any mental or psychological disorder such as organic brain syndrome, emotional or mental illness. Examples of mental impairments include Tourette syndrome, clinical depression, Attention Deficit Hyperactivity Disorder (ADHD).

Major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Section 504 requires school districts to offer accommodations to some children who might not qualify for special education services under the Individuals with Disabilities Act (IDEA). These accommodations must be based on a child’s educational needs and may include curricular, classroom, school, and/ or grading modifications. Section 504 is not part of “special education,” but the responsibility of the general public education system.

Section 504 Accommodation Plans are based on eligibility criteria. There are also associated Parental Rights and Procedural Safeguards which can be found under the Coweta County Website Quick Links.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system’s Section 504 District Contact at the following address: Lead Psychologist 167 Werz Industrial Drive, Newnan, GA 30263 or P.O. Box 280, Newnan, GA 30263; Phone: 770-254-2810; Email [maria.carroll@cowetaschools.net](mailto:maria.carroll@cowetaschools.net)

## **STUDENT TEEN ELECTION PARTICIPATION**

Beginning in the 2012-2013 school year, the Coweta County School System, in coordination with the Coweta County Election Superintendent, will develop agreed upon rules, regulations, and procedures for the implementation of a Student Teen Election Participant (STEP) program. This program permits full- time public, private, and home schooled students to volunteer to work as poll officers during any primary, special, or general election. For more information on the STEP program, contact the election superintendent, Jane Scoggins, 678-854-0015.

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

When a student withdraws or transfers from school, he/she must have permission from his/her parent or guardian. All transfers and withdrawals are processed through the counselor's office. The Coweta County Schools policies on transfer and withdrawals and student assignments to schools are available on the following websites:

[HTTP://WWW.GSBAEPOLICY.ORG/PDFS/COWETA/APPLICATION%20FOR%20TRANSFER.PDF](http://www.gsbaepolicy.org/PDFS/COWETA/APPLICATION%20FOR%20TRANSFER.PDF)  
[HTTP://WWW.GSBAEPOLICY.ORG/POLICY.ASP?PC=JBCCA&S=4046&REVNO=1.61&C=J&Z=P](http://www.gsbaepolicy.org/POLICY.ASP?PC=JBCCA&S=4046&REVNO=1.61&C=J&Z=P)  
[HTTP://WWW.GSBAEPOLICY.ORG/POLICY.ASP?PC=JBCE&S=4046&REVNO=1.61&C=J&Z=](http://www.gsbaepolicy.org/POLICY.ASP?PC=JBCE&S=4046&REVNO=1.61&C=J&Z=)

## **SECTION IV: FORMS TO BE RETURNED (Issued Separately)**

- \*Green Emergency Contact Cards
- \*Free and Reduced Meal Forms
- \*Clinic Card
- \* Attendance/Truancy Information Sheet
- \*Student/Parent Signature Page for Media Release, Clubs and Organization Participation and Student Handbook Review

# This Page (Front and Back) Must Be Signed and Returned

## Attendance/Truancy Information SheeJB-E(1)

- 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 make-up work and tests within a reasonable amount of time.
- **Repeated absences affect a student's ability to obtain a Georgia Driver's license and may result in the license being revoked.**
- School driving privileges may be revoked for 5 unexcused absences or 10 unexcused tardies.
- Students with more than 10 tardies and/or early dismissals MAY NOT be eligible for the Perfect Attendance Awards at the end of the school year. Students may be required to serve before or after school detention or lunch detention for excessive tardies.

Student's Name (Please Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT HANDBOOK SIGNATURE PAGE**

Student's Name (Please Print) \_\_\_\_\_

First Block Teacher's Name (Please Print) \_\_\_\_\_

**PUBLICITY INFORMATION RELEASE**

The Coweta County School System

\_\_\_\_\_ has my permission

\_\_\_\_\_ does not have my permission to use my student's photograph, honor roll information, or interview in a positive fashion to publicize news or information concerning the Coweta County School System.

(Parent/Legal Guardian Signature)          Date

**STUDENT TRANSPORTATION INFORMATION**

Car Rider                                  \_\_\_\_\_ AM    \_\_\_\_\_ PM

Bus Rider                                    \_\_\_\_\_ AM    \_\_\_\_\_ PM

**STOP – COMPLETE THIS SECTION ONLY IF YOU WANT TO LIMIT YOUR STUDENT'S CLUB PARTICIPATION**

**CLUBS AND ORGANIZATIONS**

Notice to parent/guardian: If you do NOT wish for your child to participate in any of our clubs or organizations, please complete and sign this notice.

My child is NOT allowed to participate in the following clubs/organizations:

(If your child is NOT allowed to participate in ANY clubs/organizations, write "all".)

(Parent/Legal Guardian Signature)

Date

I have read the policies and procedures contained in the parent/student handbook and have reviewed them with my student.

\_\_\_\_\_ Parent/Legal Guardian Signature          Date \_\_\_\_\_