

Successful Students Empowered
for School and Life



STUDENT HANDBOOK

HIGH SCHOOL

2025-2026

www.cowetaschools.net

THIS HANDBOOK BELONGS TO STUDENT: _____

GRADE: _____ **HOMEROOM/ADVISOR:** _____

It is the purpose of the Coweta County School System to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the 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. This Student Handbook includes an overview of behavioral expectations.

School Board Members

District 1

Amy Dees

District 2

Buzz Glover

District 3

Beth Barnett

District 4

Rob Dubose

District 5

Andrew Copeland

At Large

Frank Farmer

Larry Robertson

School System Administration

Superintendent, Dr. Evan Horton

Assistant Superintendent of Finance, Mr. Keith Chapman

Director of Administrative Services, Dr. Gamal Kemp

Director of Instruction, Secondary Curriculum, and CTAE, Dr. Chase Puckett

Director of Curriculum, Elementary Programs, and PreK, Dr. Cheryl McChargue

Director of Assessment & Accountability, Dr. Jillian Andrew

Director of Federal Programs, Mrs. Latrina Gates

Director of Special Education, Mrs. Chrissy Dement

Director of Information Technology, Mr. Mike Harris

Director of Safety, Mr. Ken Kesselring

Director of Student Services, Dr. Ahmand Tinker

Director of Human Resources, Ms. Vera Perry-Harris

Director of School Food Services, Mrs. Robin Goad

Director of Transportation, Dr. Fate Simmons

Directory of Safety, Mrs. Danielle Rosa

CCSS High Schools

Name	Address	Phone	Principal
East Coweta	400 HWY 154 Sharpsburg, GA 30277	(770) 254-2850	Mr. Steve Allen
Newnan	190 LaGrange St Newnan, GA 30263	(770) 254-2880	Mr. Jamie Glover
Northgate	3220 Fischer Rd Newnan, GA 30265	(770) 463-5585	Dr. Ashley Wilkes
CEC	160 MLK Jr. Dr Newnan, GA 30263	(678) 423-2000	Mr. Hap Hines
WDA	1 Dowdell St Newnan, GA 30263	(770) 254-2870	Dr. Keafer Triplett
EHSP	5725 Hwy 29 Grantville, GA 30220	(770) 254-2760	Mrs. Rebecca Minerd

CCSS Middle Schools

Name	Address	Phone	Principal
Arnall	700 Lora Smith Rd Newnan, GA 30265	(770) 254-2765	Dr. Stefanie Easterwood
Bass	500 Shaw Road Sharpsburg, GA 30277	(770) 254-2600	Dr. Cindy Bennett
East Coweta	6291 HWY 16 Senoia, GA 30276	(770) 599-6607	Mrs. Dekima Leaphart
Evans	41 Evans Dr Newnan, GA 30263	(770) 254-2780	Mrs. Jessica Slaton
Lee	370 Wills Rd Sharpsburg, GA 30277	(770) 251-1547	Dr. Amy Westbrook
Madras	240 Edgeworth Rd Newnan, GA 30263	(770) 254-2744	Dr. Herb Betts
Smokey Road	965 Smokey Rd Newnan, GA 30263	(770) 254-2840	Mr. David Dement

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COWETA COUNTY SCHOOL SYSTEM
2025-2026 SCHOOL CALENDAR

Approved: 11/12/2024

Good Schools Are A Great Investment

www.cowetaschools.org



P.O. Box 280
Newnan, Georgia 30264
Office: 770-254-2801
Fax: 770-254-2807

FALL SEMESTER

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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|----------------|---------------------|---------------|--------------------------------------|--|
| July 28-Jul 31 | Teacher Work Days | Nov 24-Nov 28 | Thanksgiving Break | <ul style="list-style-type: none"> ■ Beginning Dates ■ Holidays ■ Students' Last Days ■ Teacher Work Days ■ Inclement Weather Make-up Days If Needed |
| Aug 1 | First Day of School | Dec 19 | Students' Last Day of First Semester | |
| Sept 1 | Labor Day | Dec 22-Jan 2 | Christmas and New Year's Break | |
| Oct 10 | Teacher Work Day | | | |
| Oct 13 | Fall Break | | | |

SPRING SEMESTER

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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|---------------|------------------------------|------------------|--------------------|-------------------------|--------------------------|------------|
| Jan 1 | New Year's Day | April 6-April 10 | Spring Break | GRADUATION DATES | Fall Semester | 93 |
| Jan 2 | Teacher Work Day | May 22 | Last Day of School | CEC - Wednesday, May 13 | Spring Semester | 87 |
| Jan 5 | First Day of Second Semester | May 25 | Memorial Day | ECHS - Wednesday May 20 | Total Instructional Days | 180 |
| Jan 19 | MLK Jr. Holiday | May 26-May 27 | Teacher Work Days | NGHS - Thursday, May 21 | | |
| Feb 16-Feb 20 | Mid-Winter Break | June 19 | Juneteenth | NHS - Friday, May 22 | | |
| Mar 12-Mar 13 | Teacher Work Days | | | | | |

Up to date, printable school calendars are available at www.cowetaschools.net

**Delay of School
Late Start Plan**

Schools may be delayed 2 hours in the event of inclement weather. Bus routes and start times would be delayed 2 hours. School will end at the regular time.

Base high school students and CEC students will report to 2nd Block.

**Inclement Weather
Makeup Day Options**

The calendar includes two inclement weather makeup day options. If school is canceled for inclement weather and a decision is made to make up the days, students will make up days as follows:

- Makeup Day #1:**
Thursday, March 12
- Makeup Day #2:**
Friday, March 13

**Notification Procedures
for Inclement Weather**

If inclement weather causes school to be canceled or start late, public announcements will be made via the school system's One Call system, on the school system's website, and metro-Atlanta radio and television stations.

Full day cancellations are usually announced by 6:00am.

2025-2026 SCHOOL YEAR CALENDAR

School Calendar approved 11/12/2024

<p>Jul 28-31 Pro-Planning</p> <p>1 Term 1 Begins</p> <p>28 1st Attendance Period Ends</p>	<p>AUGUST '25</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S		28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>1 Labor Day Holiday</p> <p>4 Mid-Term 1 Ends: Posting Window Opens @ 8 AM</p> <p>10 Posting Window Closes @ 4 PM</p> <p>11 Grade Verification</p> <p>12 Progress Reports Issued</p> <p>26 2nd Attendance Period Ends</p>	<p>SEPTEMBER '25</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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SECTION 1: CCSS POLICIES AND PROCEDURES

Any changes made to these policies & procedures after July 1, 2025 will be updated on our system website.

ACADEMIC HONESTY

It is extremely important that students understand and abide by the common rules of academic honesty. A student should always do his or her own academic work. The use of Generative Artificial Intelligence without prior written teacher approval will be treated as plagiarism. This includes homework, tests, and other assignments. A student should not copy or plagiarize the work of another person. Cheating may result in a zero for that assignment, test, etc. Parents will be notified.

APPROVAL OF CURRICULUM MATERIALS

Coweta County policies and administrative procedures describe specific criteria that will be used by the professional staff to select print and non-print instructional and text resource materials used as sources of instruction. Materials are screened and approved by teacher and parent panels. Additional information and text listings are available upon request to the principal.

ARRIVAL AND DISMISSAL

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

ATTENDANCE POLICIES & PROCEDURES

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 1st.
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, driving privileges, and participation in extracurricular activities.

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's 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. Seniors on track to graduate are eligible for up to no more than 2 days per school year for college visits. Seniors must submit proper documentation for the absence to be considered an approved academic activity. Prior approval may be required.
12. 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.

ATTENDANCE - HOMEBOUND INSTRUCTION PROGRAMS

A child who has a medically diagnosed physical condition, which is non-communicable and restricts him to his home or a hospital for a period of time which will significantly interfere with his or her education (who will be absent for a minimum of 10 consecutive school days or that the student has a chronic health condition causing him to be absent for intermittent periods of time, i.e., of greater than, equal to, or less than 10 days on each occasion during the school year) may be eligible for the services of an itinerant hospital/homebound instructor.

BOOK BAGS

Students may carry book bags to school. Book bags must be managed in a manner that keeps hallways, classrooms, and classroom aisles clear and safe. The administration has the discretion to regulate the size of book bags and revoke the privilege of book bags should they disrupt the educational environment.

BROADCAST/MEDIA COVERAGE

It is our goal to provide information about our educational programs and to “educate” our community, through newspaper, radio, and television. In addition, we intend to share the successes of our students and our staff. Toward that end, many classroom, school, and system activities may be covered by the press and/or videotaped for possible broadcast. In addition, we intend to share the successes of our students and our staff. Toward that end, many classroom, school, and system activities may be covered by the press and/or videotaped for possible broadcast.

BUS NOTES

If a student needs to ride a bus other than the assigned bus, the student must bring a note from the parent/guardian with a telephone number for verification. Transportation notes will be accepted in the form of a written letter, an email, or by fax. Please note this is at the discretion of the transportation department in cases of full bus routes.

CAFETERIA PROCEDURES

Complete and well-balanced breakfasts and lunches are served daily in Coweta County Schools. We believe that a hungry child is not adequately prepared to learn. We highly encourage participation in our School Nutrition Program. Our cafeteria uses the “offer vs. serve” method of service which allows students the opportunity to refuse servings of up to two of the five menu items offered for lunch and one of the four menu items offered for breakfast. Choices within the menu items are available daily. We discourage foods brought in from outside sources. Since soft drinks have no nutritional value, please do not send soft drinks in your child’s lunch. Each cafeteria sells milk and juice during breakfast and lunch.

Meal Payment

The cafeteria uses a computerized sales system for all students. This is a big advantage for parents and students who wish to pay ahead and not be concerned with daily or weekly lunch money. Breakfast will be served before school. Both breakfast and lunch can be prepaid (Check/app) or paid in cash at the cafeteria line. However, if a parent wishes to pay a weekly, monthly, or even yearly amount, the amount paid is entered into the student’s computer account on Monday or Tuesday of each week. All lunch transactions are to be taken care of before homeroom. Any money that is left over at the end of the year will be refunded. Each

time a child eats a school lunch, it is subtracted from his/her account as the student ID number is entered into the lunchroom computer. If a child is absent or desires not to eat lunch, the money is left intact in his/her account. If a student pays by check, be sure to put the student's full name on the check so that the money is entered into the proper account. Students who eat free/reduced lunches will use the same student ID system as the students who pay. If a student does not have lunch money or prepayment on his or her account, a lunch charge is issued. A credit limit will be established per the CCSS Meal Charge Policy. Failure to pay the lunch charge on time or accruing a number of lunch charges will result in denial of future lunch charge privileges until all lunch charges are cleared. Students must use their own Student ID number. They are never to borrow another student's number. Using another student's ID number will result in disciplinary action. The cafeteria uses the "**Offer versus Serve**" method of meal service, which allows students the opportunity to refuse or take smaller portions of up to three of the five menu components offered for lunch and take a minimum of three of the four menu items offered for breakfast. Choices within the menu items are available. Students are only able to purchase extra food items (ice cream, cookies, etc.) after eating a lunch from school or home. Only school served lunches or lunches brought from home are allowed during lunch hours; no commercial foods are allowed. Students who have lunch charges may lose the privilege of purchasing additional items such as ice cream until the charge has been cleared. **CCSS school lunch and breakfast prices are available on the school system website.**

Non-Sufficiently Funded Check Collection

Coweta County School System has a contract with CHECKredi 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:

- Full Name
- Physical address (no P.O. box)
- Home phone number
- Work phone number
- Driver's License #
- Student's Person ID

CELL PHONES

Students may possess cell phones, tablets or similar electronic devices. Students who use these devices during the instructional day for inappropriate, and/or unapproved, non-instructional reasons may forfeit their ability to have such devices. The use of electronic communications equipment/devices must be in accordance with Board Policy IFBG. The instructional day is the time period between a student's arrival on campus and the final dismissal bell for all students. The instructional day includes lunch periods and class changes. School buses are extensions of the instructional day. For more information regarding the student behavior code, see Board Policy JCDA. School phones are available for student use in emergency situations. Safe keeping and proper use of cell phones and other electronic devices is the responsibility of the student-owner.

CHARACTER EDUCATION

The Georgia Department of Education has mandated that each school implement a comprehensive character education program for levels K-12. This program should focus on the students' development of the following character traits: courage, patriotism, citizenship, honesty, fairness,

respect for others, kindness, cooperation, self-respect, self-control, courtesy, compassion, tolerance, diligence, generosity, punctuality, cleanliness, cheerfulness, school pride, respect for the environment, respect for the creator, patience, creativity, sportsmanship, loyalty, perseverance, and virtue.

CHECKING STUDENTS OUT OF SCHOOL If a student is being checked out of school, a person listed on the emergency consent card must come to the main office and present proper identification. Students who are checked out prior to 2:45 pm may be considered absent from 4th block. School check out time procedures may vary by school.

CHILD FIND

The purpose of Child Find is to identify, locate, and evaluate all children, in the district, birth through 21, who are suspected of, or have a disability or developmental delay that may result in a need for special education and related services. Coweta County Schools serves children ages 3 through 21 with identified special education needs. Children and youth who reside in Coweta County and 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 or refer to the Coweta County Special Education webpage at www.cowetaschools.net.

CHILD & PARENTAL RIGHTS

It is important that you understand the rights provided to you and your child with a disability. Our staff is available to assist you in understanding your rights and will provide further explanation of available procedures upon your request. If necessary, we will provide an interpreter or written translation to help you understand the information presented in the parent rights. If you have any questions or would like additional information, please contact the special education department at your school. Parent rights can be accessed on our special education website. Go to www.cowetaschools.net and under departments click Special Education then parent rights. Parent rights may also be accessed at Georgia Department of Education (GaDOE) at: [A Parent's Guide to Understanding Your Rights and Responsibilities](#)

CHROMEBOOKS, COMPUTER USE, & COPYRIGHT

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 websites that are hosted on Coweta County Schools' Web servers. Externally, Coweta County Schools has a filtering appliance that blocks inappropriate websites 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.

1. Students are not to use or "load" their privately owned computer software in school computers without the permission of the classroom or supervising teacher.
2. 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.
3. 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).

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

Chromebooks

Students are issued a chromebook by the Coweta County School System. These chromebooks are to be treated as textbooks by students. In the event a student's chromebook is lost or damaged, there will be a charge of \$199 for a replacement. If a student's charger is lost or stolen, there will be a charge of \$20 for a replacement. If a student experiences technical difficulties with their chromebook, they will need to take it to the Media Center.

Copyright Laws

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 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.

CLUBS AND ORGANIZATIONS

Parents are provided a list of all clubs and organizations. 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.

COWETA COUNTY SCHOOL SYSTEM COMPLAINT PROCEDURES

Coweta County Board Policy JCE explains the complaint process for students. The Coweta County School System realizes that there may be conditions in the school system that need improvement and that a student 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 following outlines the channels for eventual hearing(s) should a circumstance dictate.

General complaints and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or parents to discuss with the teacher a decision or situation which is considered unjust or unfair;
2. If the matter remains unresolved, the student or parents may bring the matter to the principal's attention for consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for 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 Every Student Succeeds Act (ESSA)

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 has occurred. A formal complaint must be submitted in writing to the Coweta County School System Superintendent or his 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 I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title I, 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 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 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 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 30333

You can access the Complaint Form for Federal Programs under the Every Student Succeeds Act (ESSA) in the following ways:

- Obtain the procedures and form from the following link:
<https://www.cowetaschools.net/en-US/other-parent-resources-012ee31b>
- 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.

IDEA Dispute Resolution Process

There are several ways to come to a resolution in a dispute with a system over the rights and services afforded to students with disabilities and their families. The quickest and most efficient method is to contact the school administration or the special education In School Coordinator (ISC). The administrator, special education ISC, program specialist and/or director can often assist a family to work out the differences with minimal time and conflict. When a resolution cannot be worked out locally, there are processes guaranteed to families of students with disabilities under the Individuals with Disabilities Education Act (IDEA). These include (1) formal complaints, (2) mediation and/or (3) a due process hearing. Refer to the DOE webpage linked below for further instructions regarding the complaint process. <https://gadoe.org/special-education/dispute-resolution/>

DIRECTORY INFORMATION

The Coweta County School district has designated the following as directory information:

- Student's name, address, and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Dates of attendance at the School System schools; and
- Awards received during the time enrolled in Coweta County School System.

Unless you as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. Parents and legal guardians have ten (10) days in which to inform their child's principal in writing of specific directory information 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, the information pertaining to each student will be classified as "directory information" until the beginning of next school year and may be released by the school.

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.

DRESS CODE

Students should wear clothing that is suitable for school activities, keeping in mind weather conditions and modesty. Shoes must be worn at all times. Pants are to be worn at the waist and fastened securely. The following are not to be worn at school:

1. Halter-tops, tank tops, fishnet tops & midriff blouses
2. Excessively large or baggy clothing
3. Tops and dresses with spaghetti straps
4. Sleeveless shirts
5. Clothing that advertises alcohol, tobacco, or drugs
6. Short shorts and skirts
7. Shorts covered by a full-length shirt
8. Bicycle pants or shorts
9. Clothing with open holes above the knee
10. Clothing that is suggestive, advocates disobedience to society or causes a possible disruption to the school
11. Clothing or attire with statements or symbols which might be deemed offensive to others, violent or of a threatening nature
12. Shoes with cleats and/or wheels
13. Hardware chains
14. Trench coats.
15. Caps, hats, visors and other headgear or sunglasses.
16. Pajamas, lounge pants, and/or house shoes or slippers may not be worn to school unless approved by the administration.

If a student chooses to wear shorts or a skirt, the shorts or skirt must be of appropriate length maintaining modesty at all times. At no time should underwear or undergarments be seen or shown. Biker shorts, spandex apparel, excessively form-fitting shirts, pants, or skirts are not allowed. The principal or other duly authorized school official shall determine if a student's attire or grooming meets reasonable and appropriate guidelines.

EMERGENCY CONSENT CARDS

Every student must have an emergency consent card on file in the school office. Please update this information in person any time there is a change in your address, home phone number, or parental employment phone number. It is important to list three additional contact people who could locate you or help us should your child become ill or experience an emergency.

EMERGENCY PLANS

In compliance with the state law, each school in Coweta County has developed specific plans for situations such as fire, tornado, and other emergency situations. These plans are specific to the nature of the occurrences and provide measures to account for all students and secure the facility. Drills are conducted throughout the year to prepare the staff and students for these situations. In the event that we are conducting an emergency drill and you wish to check your child out of school, we will request that you wait until the drill has ended before we locate your child. These drills are very important and should not be interrupted if at all possible. In the event of a potential or real crisis, the school will be placed in a LOCKDOWN. All entrance doors will be locked and normal procedures for checking students in or out will be suspended until the LOCKDOWN is over. If you have any questions concerning specific guidelines and procedures for emergency situations, please contact your principal.

EXTRACURRICULAR ACTIVITIES

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

ENTRANCE REQUIREMENTS

All children entering a public school in Georgia for the first time, regardless of the grade or school entered, are required by state law to present the following:

1. Proof of Residency – board policy JBCCA – Student assignment to school
2. Georgia Certificate of Immunization
3. Georgia Certificate of Eye, Ear & Dental Examination
4. Birth Certificate – certified copy
5. Transcript or Report Card from the previous school.
6. State ID or Driver's License of parent or legal guardian. Children must be four on or before September 1st to enroll in the Pre-Kindergarten Program. Children must be five on or before September 1st to enroll in the Kindergarten Program. Children must be six on or before September 1st to enroll in First Grade.

GEORGIA ONLINE OPTIONS

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

- Notifications by Districts to students and parents of online options began in the 2014-2015 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 or through the approved online programs available in Coweta County School System. 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 school counselor prior to registering for consideration of credit. Courses taken through vendors other than those approved by the school system will not be funded by Coweta County without prior approval.

GAVS, Empower & Dual Enrollment Course Procedures (Non Accelerated Career Diploma)

CCSS now offers a fully online, virtual program for students in grades 6-12. The Empower High School Program (ESHP) is available for full time enrollment for CCSS students. GAVS courses may be used for HHB or as a 5th block option (Selfpay) when an EHSP course is not available for a hardship. While Georgia Virtual School (GAVS) and some post-secondary and dual enrollment organizations may allow students to withdraw from classes once the semester has started, CCSS 9th-12th grade students should NOT withdraw from GAVS, EHSP, or any dual enrollment class without prior approval from their school counselor and/or the Dual Enrollment Counselor. All CCSS students are required to be enrolled in four courses per semester, unless approved ahead of time in writing by the Superintendent's designee, the Director of Instruction and Gifted Education. Students who drop a course without prior written approval can expect to be scheduled and enrolled 4 courses per semester. Students who enroll in classes not approved by their counselor or withdraw from classes without prior approval from their counselor may forfeit future EHSP and DE enrollment opportunities and will be expected to pay for the tuition costs and fees for the dropped classes. The school counselor will make every effort to work with the student, but dropping a course without prior written approval may have significant negative consequences for the student in regards to GPA, future college enrollment, HOPE hours, and ranking. 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 students are required to meet with their school counselor prior to registering for GAVS or dual enrollment courses. Approved GAVS and dual enrollment funded courses are posted to the CCSS transcript. Courses that are not approved, do not qualify for dual enrollment funding, or are scheduled by the student via self pay without counselor prior approval may not be scheduled for the student's high school schedule or posted to the student's high school transcript.

Approved Dual Enrollment Courses can be found at GAfutures.org or at the following link:

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/course-directory/>

Overview of House Bill 175:

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

Accessing Georgia's Online Clearinghouse:

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

http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

- 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 that have not been approved by the school system will not be funded through Coweta County. Communicate with your school counselor for additional details for online opportunities.

GIFTED PROGRAM

Coweta County students in grades 1 through 12 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. A student may be referred for consideration for gifted eligibility by teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Coweta County's REACH Program for Gifted Students, please contact the REACH Program teacher at your child's school.

GRADING PROCEDURES

Listed below is the numerical grading scale used in grades 2 -12. All activities of the school program that require a scholastic average will use the values of each letter grade; grading keys will be provided on progress report cards.

A 90 - 100 Excellent

B 80 - 89 Good

C 71 - 79 Fair

D 70

F 69 or below (this is not passing)

High School Grading Scale and Grade Weights

Parents may check their child's progress, grades, and attendance through Infinite Campus Parent Portal. Additionally, parents may request printed report cards or progress reports through the school office. 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 for AP and Dual Enrollment Courses

Advanced Placement (AP) Courses/Dual Enrollment CORE Courses (Academic)

10 points added to the final grade average for grade point average (GPA) and ranking purposes only.

Advanced or Gifted Academic Courses/Dual Enrollment CTAE Courses (Electives)

5 points added to the final grade average for grade point average (GPA) and ranking purposes only.

All other Courses

No point adjustment to the final grade average.

Grade weight points are added to the final grade average for Advanced Placement and Advanced/Gifted Academic Courses. For an updated list of CCSS approved advanced, gifted, or Advanced Placement (AP)/Dual Enrollment weighted courses, please talk with your student's school counselor.

Awarding High School Credit for Courses Taken in Dual Enrollment Programs

Post-secondary semester hour credit shall be converted to high school unit credit as follows: 3 to 5 semester hours = 1 unit. Postsecondary quarter hour credit shall be converted to high school units as follows: 4 to 8 quarter hour credits = 1 unit.

- For students who participate in approved dual enrollment programs, the grades and amount of credit for each approved course shall be placed on high school transcripts and shall be used in computing grade point averages.
- Beginning with the 2011-12 school year, the correlation of a student's grades earned at the post secondary institution and the secondary cumulative grade point average shall be as follows (except in instances where the post secondary institution provides the school a transcript or document with an official numerical grade with a maximum of a 100 average or the post secondary institution professor provides the school counselor documentation of the official number grade with a maximum of a 100 average). This score will be listed as the nearest whole number in the district's student information system.:

A+ = 98	B+ = 88	C+ = 78	D+ = 70	F = 60
A = 95	B = 85	C = 75	D = 70	
A- = 92	B- = 82	C- = 72	D- = 70	

Beginning with courses taken in 2012-2013, Grade Weights will be as follows:

1. Dual Enrollment University CORE courses = 10 points added into the calculation for final GPA
2. Advanced Placement (A.P.) Courses = 10 points added into the calculation for final GPA
3. Advanced, gifted academic, & Dual Enrollment CTAE Non-CORE courses = 5 points added into the calculation for final GPA
4. Dual Enrollment College/Technical courses through Central Educational Center = 5 points added into the calculation for the final GPA
5. All other High School courses = no points added to the final GPA

High school students attending postsecondary institutions are subject to the rules of both the postsecondary institutions and the Coweta County high schools(s). Quality points are not always awarded, depending on when the course was taken, total number of courses taken, & other factors. Be sure to discuss quality points with your counselor to determine if quality points will be issued.

Dual Enrollment and Valedictorian and Salutatorian

To be selected as valedictorian, the student must be ranked number 1 in the class and earn a diploma. To be selected as salutatorian, the student must be ranked number 2 in the class and earn a diploma.

In order to be named Valedictorian or Salutatorian, students must have attended the same base high school in the Coweta County School System for a minimum of two (2) full academic years (junior & senior) and have taken at least 50% of their coursework during their junior year and 50% of their coursework during their senior year enrolled in high school courses taught by a Coweta County School System Instructor.

Accelerated Career and Dual Enrollment Course Load Requirements and Procedures

Students are required to take the equivalent of four courses each semester, for a total of 4 blocks in the fall and four blocks in the spring. Students enrolled in the Accelerated Career Diploma (ACD) program who are on track to graduate under ACD may request a reduced course load if appropriate after meeting with the ACD or Dual Enrollment Counselor prior to the beginning of the semester in which the student will be requesting a course load reduction. The counselor will then submit the request in writing to the Superintendent's Designee, the Director of Instruction and Gifted Education for consideration of the reduction in course load.

Early Graduation

Students enrolled in ACD or requesting to graduate early from CCSS, are required to meet with their school counselor prior to their senior year.

GUIDANCE/SCHOOL COUNSELING SERVICES

A school counselor is available as a support system to help children experience educational success. A primary function of the guidance program is to provide students with a positive sense of self in academic and social settings. Individual counseling, small group counseling, and classroom guidance programs are services provided to improve student performance, self-awareness, and interpersonal skills. Parents are encouraged to call or come by the counselor's office to review resources available to parents.

HELPFUL INFORMATION FOR PARENTS

Mark Clothing & Belongings

Please mark your child's name somewhere on coats, sweaters, book bags, lunch boxes and other personal belongings. Every effort is made to identify lost or misplaced items. Marking the items ensures that they can be identified and returned promptly.

Only bring items needed for class

Students should leave all other items at home. Anything that could be a hazard or a distraction would include such things as jewelry, large amounts of money, radios, electronic games, toys, candy, and gum. Items that interfere with learning or safety will be stored and may be claimed by the parent.

School Insurance

School insurance information is provided in packets which are sent home the first week of school. The purchase of the insurance is optional. Insurance is handled by the insurance carrier exclusively and not by the school.

Textbooks/Media Materials/Chromebooks

All textbook materials will be supplied to students. Students are responsible for the textbooks, media materials and the Chromebook issued to them. Fines for excessive damages or lost items will be assessed on the basis of the items lasting five years. Students must pay for damaged or lost textbook materials before a replacement is given.

Sending Money

Money sent to school should be placed in an envelope that is clearly marked with the child's name, homeroom, and purpose. Examples include lunch money, ice cream money, book fair, etc. Have a special place in your child's book bag to keep these envelopes.

Physical Education

Physical Education is an important part of your child's curriculum. Every child scheduled for this course will be expected to participate in this instructional program. Children with valid physical problems will be excused and they should present a signed note from the parent/guardian or physician.

HOMEBOUND INSTRUCTION ELIGIBILITY

In order for a student to receive hospital or home instruction, a licensed physician must declare that the youngster is physically able to profit from education instruction. Children with other handicapping conditions must meet the medical eligibility requirements. Before placing any student on homebound, who the District knows or has reason to believe may need related aids or services pursuant to 504 or IDEA, the District must:

1. Evaluate the student to determine eligibility for Special Education/Section 504 services (if not already in progress.)
2. Convene a meeting of the IEP Team (If the student is already receiving services per a 504 or IEP) to determine whether such placement will ensure continuation of the student's related aids and services, during the homebound placement to ensure the student receives a free, appropriate, public education (FAPE.)

When extended absenteeism is a result of major illness or injury or other extenuating circumstances, the student may receive academic credit through the use of homebound services. If you know that your child will be absent for 10 or more consecutive school days due to illness, please contact the school to arrange for homebound instruction.

HOMEWORK

Homework is often included as a part of each student's educational program. There are several reasons for assigning homework:

1. To provide practice on learned skills.
1. To provide further learning on areas covered in the classroom.
2. To provide the students an opportunity to practice good study habits.
3. To provide an opportunity for growth and responsibility.
4. To provide parents with an opportunity to see the concepts their child is studying.

IMMUNIZATION REQUIREMENTS

Georgia's immunization requirements for children attending child care and school facilities have been amended to align with the current recommendations of the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. The Georgia Department of Human Resources Board approved the new requirements on February 21, 2007. The requirements may be implemented immediately to ensure that children

entering school, childcare, Head Start, or Pre-K on or after July 1, 2007 meet these new requirements. Summary of Rule Changes:

1. A 'new entrant' refers to any child entering any school or facility in Georgia for the first time or after having been absent from a Georgia facility for more than twelve months or one school year
2. Changes in vaccine requirements: New vaccines required along with the other required immunizations (DPT, DTaP, DT, or Td; Hepatitis B; Hib; OPV or IPV; Measles, Mumps and Rubella or MMR; and Varicella)
 - a. Pneumococcal Conjugate Vaccine is required for all children less than 5 years of age who are attending child care facilities, Head Start or Pre-K programs
 - b. Hepatitis A Vaccine or proof of serologic immunity is required for all children born on or child care facilities or programs, or school
 - c. Additional doses to existing vaccine requirements for children entering Kindergarten, 6th grade or new entrant in any grade (Kindergarten through 12th grade)
 - d. Mumps 2nd dose required or proof of serologic immunity
 - e. Varicella 2nd dose required or healthcare provider documentation of disease history or proof of serologic immunity The Georgia Department of Human Resources, Certificate of Immunization, Form 3231, has been revised to reflect the new requirements. The revised form now contains two sections for documenting vaccinations. The top section documents administration dates of vaccination, serologic immunity or disease histories, which are required for entry. The top section must be completed. A child must have either a Georgia immunization certificate marked "Complete For School Attendance," a Georgia immunization certificate marked with a current date of expiration, a current written waiver granted by a school official, or an appropriate religious waiver to attend school in Coweta County Schools. The bottom section lists vaccinations that are recommended but not required. A "Date of Expiration" indicated on the certificate reflects the date the next immunization or evaluation of a medical exemption is due. All dates of immunization should be entered appropriately on the form, regardless of the child's age. Children attending more than one facility or school, must have a copy of the valid Certificate of Immunization (Form 3231) filed at each facility. Photocopies are acceptable. If you have any questions, please call your local school health nurse, the health department, or the Georgia Immunization Program at 404-657-3158.

INCLEMENT WEATHER PROCEDURES

While it is the goal in the Coweta County School System to have your children in school every day, it sometimes becomes necessary to close schools due to inclement weather. The safety of your child is our primary concern. In order to attain information regarding school closings in a timely manner, please check the following media:

Radio Station Channels

WNEA (AM) 1300

WCOH (AM) 1400

WMKJ (FM) 96.7

Internet: <https://www.cowetaschools.net>

Television Stations

WSB WAGA Channel 46

WXIA Cable Channel 10

INJURIES

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

INTERROGATIONS AND SEARCHES GUIDELINES

Before a student is searched, the school official must have a reason to believe that the student has in his or her possession an article or substance which is illegal, prohibited by school rules, or dangerous. This reason may be something the school official has seen, heard from the student involved, heard from another student, or observed about the student. School officials should not base their search on a hunch or belief unless the reason for that belief can be articulated and supported.

- All student searches must be witnessed by another professional employee of the school system. This is primarily for the protection of the employees involved, but also may provide additional testimony and evidence if such is ever needed in a board proceeding or otherwise.
- Students must be searched in as unobtrusive a place and manner as possible under the circumstances. Generally, searches should be in private and reasonable efforts should be made to avoid humiliating or embarrassing the student involved.
- Before any action is taken by the school officials to physically search a student, the school official must explain to the student his suspicion. (For example, "I believe you have contraband in your possession.")
- The student must be given an opportunity to voluntarily empty his or her pockets, pocketbook, or otherwise produce the item sought.
- If a physical search of the student is to be conducted, it should be conducted by a school official of the same sex, and generally, the witness should be of the same sex as well.
- Pocketbooks, satchels, and other such items can be searched most easily and with the least restriction. Pat-down searches of students are certainly acceptable if conducted by an official of the same sex.
- Strip searches of a student should never be allowed. Asking students to remove certain articles of clothing, such as jackets, shoes, socks, vest, or other such apparel, is acceptable if done in connection with a pat-down search.
- If the school official believes that the item is contained within the student's clothing and the student refuses to produce it, the school official should give the student several choices all of which are designed to produce the item. (For example, "You can either let me have the marijuana, prove to me that you do not have it on you, or I will call your parents (or if appropriate, law enforcement officials).") It should be made clear to the student that he will not leave the office until the issue is resolved and the school official should be willing to follow through on whatever action he proposes to the student.

Guidelines for Conducting Searches of School Property

1. School lockers, desks, and other school property shall be subject to inspection by school authorities at all times without further notice to students or parents. Students shall be advised (by the student handbook or by some other means) each year that the school has reserved this right. Student searches shall be conducted by school officials. School officials, at their discretion, may seek the aid of law enforcement officers. At the discretion of school officials, consultation may be sought with the school attorney.
2. Physical searches of students' lockers and desks and other school properties will be conducted by school officials on a periodic basis or based upon the belief that drugs, alcohol, stolen property, weapons, or other dangerous substances, instrumentalities or contraband are contained therein.
3. Searches supported by the use of trained police dogs may be employed for the search of physical facilities and equipment which are properties of the school system. The use of law enforcement personnel and dogs will be a cooperative effort with the school administration retaining overall control.
4. No student shall be searched with the use of police dogs.

5. All searches conducted with the use of police dogs will be accomplished while students are absent from the site of the search.
6. In the event that illegal or unauthorized contraband is discovered in the locker or desk of the student(s), the following procedures will be implemented:
 - a. Student(s) will be removed to a private setting and advised of the findings.
 - b. Students will be afforded an opportunity to explain the circumstances surrounding the possession of the identified substance, property, materials or contraband.
 - c. The school or system administrator will determine if the student(s) should be processed under the local board policies and procedures or referred to local law enforcement authorities.
 - d. School officials will take action to notify by phone, parents or legal guardians of student(s). A letter giving formal notice of the findings and proposed action will be forwarded as soon as practical.
7. In all search procedures, every effort will be made to preserve the teaching and learning environment with minimum disruption to the total program.

INTERSCHOLASTIC ATHLETICS

These interscholastic sports are open to 9th-12th grade students who are eligible to participate according to local school board policy and the rules set forth by the GHSA. To participate in athletics, a student must have an athletic physical, a heat and humidity practice procedures form, and a concussion awareness form signed by the parent and student athlete on file at school. Students must also have proof of medical/hospitalization insurance. These are requirements of the Coweta County School System.

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 or at your child's school. The contact person is Dr. Gamal Kemp, Jackson St, Newnan, Ga. 30263. The telephone number is (770) 254-2800.

Eligibility For Extra-Curricular Activities/Competitive Interscholastic Activities

To participate in extracurricular or interscholastic activities, the school system requires resident students, other than home school students, to be enrolled full-time during the semester of participation unless the student's schedule approved by school officials during the registration process provides otherwise. Home study students must enroll in and attempt to complete one (1) qualifying course as defined in state law for each semester of participation. Further, the home study student must meet established age, academic, residence, zoning and other rules and criteria required of all students who participate in the selected activity and provide any supporting documentation required by the school system. The home study student must abide by the same code of conduct, disciplinary measures and transportation policies as students enrolled at the school who are participating in the activity. This includes completing any tryout process or equivalent required for all students for participation and being selected for the activity if there is a competitive selection process.

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. [CCSS Authorization Form.pdf](#)

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 19th birthday prior to May 1st, preceding his/her 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, the contact person is Mr. Ken Kesselring.

Heat & Humidity: Practice Procedures

The Coweta County School System and high schools are concerned about the health and safety of all student athletes. In accordance with GHSA regulations, Coweta County Schools and high schools have developed High Heat and Humidity Practice Procedures. These procedures follow GHSA and American College of Sports Medicine recommendations. All coaches and athletic trainers are required to follow all procedures and mandates in order to insure the health and safety of all student athletes. The safety of student athletes is a top priority of coaches, trainers and administrators at all middle schools. By adhering to standard heat related procedures and with proper nutrition, hydration and conditioning of athletes, the risk of heat related injuries can be minimized.

Concussion Awareness

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor "ding" to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death. Common signs and symptoms of concussion: headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness, nausea or vomiting, blurred vision,

sensitivity to light and sounds, fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments, unexplained changes in behavior and personality and possibly loss of consciousness

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

By-law 2.68: GHSA Concussion Policy: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred.

(NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

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

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

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

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

MAKE-UP WORK

It is the student's responsibility to make arrangements to make up work missed when absent from school.

MEDIA CENTER

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

MEDICATION PROCEDURE

Whenever it is necessary for your child to receive medication at school, Board policy JGCD must be followed: A school nurse or school designee may administer medication provided all of the following requirements are met.

1. All medicine shall be in its original **LABELED** container or prescription bottle.

2. Written instructions for prescription medication must be from a doctor or a physician's assistant authorized to prescribe medicine as how to administer, amount, time, etc., must be shown.
3. A written request by the parent or guardian must be made to the school nurse or school designee to administer any medication.
4. The school nurse or school designee shall keep a written report of medication administered. School personnel shall not provide students with any medication whatsoever, except as authorized by the policy.

School personnel shall not provide students with any medication whatsoever, except as authorized by the policy.

A student who has asthma may possess and use his/her asthma medication as prescribed:

1. While in school
2. At a school-sponsored activity
3. While under the supervision of school personnel
4. While in before-school or after-school care on school operated property.

The safety and well-being of your child is our concern. We believe that along 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.

MOMENT OF REFLECTION

1. In compliance with Georgia Law, at the opening of school on every school day in each classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than sixty seconds with the participation of all the pupils.
2. This moment of quiet reflection is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.
3. Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer.
4. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.
5. Staff should simply state: "We will now have a moment of silence."

MULTI-TIERED SYSTEMS OF SUPPORT (GA MTSS), RTI & PBIS

A Multi-Tiered System of Supports is a framework designed to provide support matched to student needs to maximize student achievement and reduce behavior concerns. The Tiered System of Supports for Students utilized by the Coweta County School System includes schoolwide implementation that focuses on the "what and how of instruction" and the provision of services and supports to students that meet their unique, whole-child needs. A Multi-Tiered Support System includes three levels of intensity or prevention that includes high-quality core instruction, evidence-based practices and evidence-based interventions. The three levels of intensity are Tier I: Primary Level - Instruction/Core Curriculum, Tier II: Secondary Level - Intervention and Tier III: Tertiary Level - Intensive Intervention.

If a student is experiencing difficulty academically, socially or emotionally school personnel or a parent should initiate a MTSS team meeting to discuss the necessary level of support needed. Each

school has a designated MTSS Coordinator. Universal Screening of all students is conducted throughout the year to identify those most at risk.

- Tier 1 Support is provided through effectively delivered core instruction through high leverage practices. The first tier encompasses the entire student body.
- Tier 2 interventions are targeted, evidence-based interventions and supplemental instruction delivered to small groups; additional instruction, structure, or opportunities to practice are strategically selected based on skill needs. The second tier comprises small groups of targeted students.
- Tier 3 intensive interventions are evidence-based interventions and supplemental instruction delivered to small groups or individually; setting is the regular education classroom or other appropriate locations within the school. At this level, a school based Student Support Team (SST) will meet regularly to monitor the student's Response to Intervention (RTI) and determine next steps, if needed. The third tier focuses on students with intensive needs

Meaningful and effective Family and Community Engagement is an essential component of positive student development and educational success. Both the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA) require that families are actively involved and engaged in their child's education. Actively engaging families in all steps of the problem-solving process and in all decisions regarding adjustments to interventions and related changes to their student's core curriculum will improve academic and behavioral outcomes. Parents are invited to all Tier 3 (SST) meetings.

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 Director 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.

Concerns may be addressed to the Director 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., 20231.

CTAE Notice of Non-Discrimination

The Coweta County School System offers career and technical education pathways and programs for all students regardless of race, color, sex, national origin, including those with limited English

proficiency, or disability in grades 9-12. Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact the school counseling department or the Director of CTAE:

Dr. Chase Puckett
Director of CTAE
Director of Instruction, Secondary Curriculum & Gifted Education
167 Werz Industrial Blvd.
Newnan, GA 30263

OPEN RECORDS REQUEST

Please make all open records requests to the 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 receive such course of study."

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.)

PARENT PORTAL

Parents of Coweta County school children can participate in their child's daily education online using the school system's internet-based Parent Portal. To use the Parent Portal, parents or guardians need a computer that can access the internet. Parent Portal can be accessed from home, work, a public library, or anywhere parents can establish an internet connection.

Our goal is to utilize the Parent Portal as a communication tool. For more information about Parent Portal, visit your school, or visit the Parent Portal link at:

<https://campus.cowetaschools.org/campus/portal/coweta.jsp>

PARENT TEACHER CONFERENCES

Please remember to schedule a conference in advance with your child's teacher. Conferences may be scheduled before or after school. Special Note: In order to protect instructional time for all children, classroom visits must be scheduled in advance with the teacher. Phone messages will be taken for teachers during school hours. All visitors must use only the front door and report to the office for a visitor's badge before moving about the building.

PLEDGE OF ALLEGIANCE

Students in the Coweta County School System shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America each day. Students participating in the

recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the recitation of the pledge may (a) stand and refrain from reciting the pledge, or (b) remain seated.

PROMOTION AND RETENTION PROCEDURES

Please refer to Coweta Board of Education Attendance Policy JB. The principal is responsible for submitting the “Students for Placement” report by June 15 each year. The Coweta County Board of Education herein establishes the following promotion and retention policy to assure appropriate achievement for all students as they progress through their school experience.

The superintendent will establish promotion and retention procedures based upon the requirements of state and local school board policies. The superintendent and the board of education shall review such policies and procedures annually. Each school principal and staff has the responsibility for determining the quality of student progress and eligibility for promotion or retention as herein defined. Student placement or promotion will be based upon academic achievement.

Students not meeting county promotion requirements in grades 1-8 shall have been active in Tier Level Activity as defined by the Georgia Department of Education. The principal will consider the recommendation of the appropriate personnel (teacher, assistant principal, designated support staff) if a placement to the next grade is more appropriate. The approval of the superintendent or his system level designee is required for the placement to the next grade.

Grade placement at the secondary level (9-12) is based upon the number of Carnegie units earned by the student, and fulfillment of all applicable state policy requirements as stated in Policy IHF: Graduation Requirements.

Promotion of a student shall be determined as follows:

Middle School: No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the state assessment in reading and in mathematics and meet promotion standards and criteria established by the local board of education for the school that the student attends.

High School: Students will be seated in grades on the following basis:

- 9th grade - promotion from 8th grade
- 10th grade - 6 units (8 possible)
- 11th grade - 13 units (16 possible)
- 12th grade - 20 units (24 possible)

Graduation Requirements - 28 units (32 possible)

High school students will follow the Local Policy and the State Board of Education Rule for High School Graduation Requirements.

The school principal or designee may retain a student who performs satisfactorily on the state assessment but who does not meet promotion standards and criteria established by the local board of education.

Special Education

Students who have been identified as having a disability and who are being served in a special education program will be considered for promotion, retention, or placement based on the grade level expectation plus information contained in their individualized Education Programs (IEP).

ELL (English Language Learners)

Elementary and middle school students who qualify for ELL services and are being served by the ELL instructor will be considered for promotion or retention by the ELL instructor, the classroom teacher(s) and, if necessary, the Student Support Team or the Promotion and Retention Team. Consideration should be given to the chronological age of the student and the student's documented progress.

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 28 ("protected information survey"): if the survey is funded in whole or in part by a program of the U.S. Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal Protection of Pupil Rights Amendment (PPRA), visit the U.S. Department of Education's website at <https://studentprivacy.ed.gov/faq/what-protection-pupil-rights-amendment-ppra>)

QUALITY POINTS

Students, who choose to take a course beyond the Coweta County School System's instructional day, must obtain proper documentation from the base high school before registering for the course. Quality Points may not be awarded for the course without the prior approval documentation.

Quality points will be awarded for Advanced Placement courses and designated courses that are taken through the Coweta County School System or taken through the Georgia Virtual School as scheduled during the regular four-block program. Quality points for dual enrollment courses will be awarded if the dual enrollment courses occur during the four-block scheduled school day or the Dual Enrollment courses are funded through the GA Department of Education or HOPE Grant allowing the course to be equally accessible to all students regardless of financial conditions. Weighted GPAs and quality points for CCSS courses are only utilized for ranking purposes for Val/Sal.

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 2016 session adopted this requirement for the Georgia Professional Standards Commission as an amendment to O.C.G.A. § 20-2-751.7. That same legislation requires school systems to implement and follow the process established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.

RESTRAINT AND SECLUSION

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

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

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

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS 2024-2025 (AUGUST 1, 2024)

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

Whether the student's teacher:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.
- whether the child is provided services by paraprofessionals and, if so, their qualifications. If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact your child's principal.

SAFE AND HEALTHY SCHOOL ENVIRONMENT

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 504: NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER 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.

SEXUAL HARASSMENT

It is the policy (See Board Policy JCAC) of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 USC 2000e-2

SOLICITATIONS

The Coweta County Board of Education accepts the premise that funding of educational programs shall be in keeping with taxation powers vested in the Board by State constitutional and statutory provisions. These provisions do not include the solicitation of school operating funds from students, faculties, or other citizens. Fundraising projects may be conducted for activities deemed by the Board not to be in conflict with this policy. Such projects must always receive prior approval of the Superintendent. School participation in all charity drives must be approved by the Superintendent.

SPECIAL EDUCATION EVALUATION

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

STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to 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 to 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.

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.

STUDENTS TO BE TESTED ON GA MILESTONES REQUIREMENTS:

All students who are enrolled in grades 3 through 8, including students with disabilities and English Language Learners, for whom English is a second language, participate in the End Of Grade Milestones assessment. Students who are enrolled in the following high school courses are required to participate in the End of Course Milestones Assessment: US History, Biology, Algebra, and 11th American Literature. Exceptions are made for students who qualify for the Georgia Alternate Assessment 2.0 (GAA 2.0). Please refer to the Student Assessment Handbook on the GA DOE website for detailed information concerning GAA 2.0 participation.

STUDENT ASSIGNMENT TO SCHOOL

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

1. Affidavit Of Residence - The parent, legal guardian, or other lawful custodian of every student seeking to enroll, or to continue enrollment, in the Coweta County School System shall sign under oath and deliver to the Registrar of the school at which enrollment is sought an Affidavit of Residence in the form hereunto attached, marked Exhibit "A" (see JBCCA-E (1)), and made a part hereof.
2. Evidence Of Domicile - The following items may establish the domicile of a student in accordance with the provisions of this policy:
 - a. The property tax records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
 - b. Mortgage documents or deed records which indicate the street location of the residence of the parent, guardian, or other lawful custodian;
 - c. Apartment lease, home lease, or rent receipt indicating current 911 address, the date and amount of the rent payment, and the persons who made and received the rent payment (provided that, if a rent receipt is submitted, the next month's rent receipt, including the required information, must be submitted within 30 days);
 - d. Current utility bill or utility application showing the current 911 address (provided that, if a utility application is submitted, a current bill must be submitted within 30 days of the submission of the application); and
 - e. Voter precinct identification card or other voter documentation indicating the current 911 address. Notwithstanding the foregoing provisions, a post office box shall not be acceptable evidence of an address.

3. Student Domicile - The domicile of each student attending school in the Coweta County School System and the proof required to establish such domicile shall be as follows:
 - a. The domicile of a student shall be the residence of the parents of the student with whom the student resides, where 18 the parents are married to one another, and living together. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - b. The domicile of a student shall be the residence of the parent of the student with whom the student resides where (i) the parents are married to one another but living apart; and (ii) no valid court order has been entered granting custody of the student to either parent. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - c. The domicile of a student shall be the residence of the surviving parent of a student with whom the student resides, where one of the parents of the student is deceased. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - d. The domicile of a student shall be the residence of the mother with whom the student resides, where the parents of the student have never married. Any mother seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above.
 - e. The domicile of a student shall be the residence of the parent having sole legal custody of the student and with whom the student resides, where such parent has sole legal custody of the student pursuant to a valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree (including any separation agreement incorporated therein) or other court order, granting such custody.
 - f. The domicile of a student shall be the residence of the parent having physical custody of the student and with whom the student resides, where: (i) the parents of a student have been granted joint custody of the student pursuant to a valid court order; and (ii) only one of the parents has been granted physical custody of the student pursuant to such valid court order. Any parent seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the final divorce decree (including any separation agreement incorporated therein), or other valid court order, granting such physical custody.
 - g. The domicile of a student shall be the residence of the parent with whom the student resides, where: (i) the parents of a student have joint custody of the student pursuant to a valid court order which does not establish the physical custodian of the student; (ii) the parents of the student are separated pending the filing or the granting of a divorce and no valid court order establishes the physical custodian of the student; or (iii) a student of divorced parents is required to live with each parent for an equal period of time under a joint physical custody arrangement. In any such situation, the parents of the student shall designate which one of them shall be the custodian of the student for school purposes, and the student shall be deemed to reside in the

attendance zone where such designated parent resides; such designation shall be in writing, signed by both parents in the presence of a notary public, and delivered to the Registrar of the school where the parents desire to enroll the student. Any parent seeking to enroll such a student, or to continue enrollment of such student, must provide to the Registrar the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; (ii) a filed copy of a valid court order establishing joint physical custody in the parents; and (iii) the written designation of the parents mentioned above.

- h. The domicile of a student shall be the residence of the student's legal custodian with whom the student resides or the student's legal guardian with whom the student resides, where: (i) a valid court order has been entered establishing such custody or guardianship; and (ii) the legal custodian or legal guardian of a student is not a parent of the student. Any legal custodian or guardian seeking to enroll such a student, or to continue enrollment of such a student, must provide to the Registrar of the school where enrollment is sought: (i) at least 2 of the 5 items mentioned in Paragraph B above; and (ii) a filed copy of the court order or decree, or letters of guardianship, naming such person as the legal guardian or legal custodian of the student.
 - i. The domicile of a student shall be the residence of the parent, relative, guardian, foster parent, or other person with whom such student has been placed, where the student is in the lawful custody of either the Georgia Department of Human Resources or the Georgia Department of Juvenile Justice. In either instance, an authorized representative of the Georgia Department of Human Resources, or the Georgia Department of Juvenile Justice, as the case may be, shall certify in writing, in the presence of a notary public, that such student is in the lawful custody of such Department. Such certification shall be delivered to the school in which the Department desires to enroll such a student, or to continue enrollment of such a student, and shall be accompanied by the name, address, and other identifying information of the parent, relative, guardian, foster parent, or other person with whom such student has been placed by said Department. In addition, such Department seeking to enroll such a student, or to continue enrollment of such a student, shall provide to the Registrar of the school where enrollment is sought at least 2 of the 5 items mentioned in Paragraph B above relating to the residence address of the parent, relative, guardian, foster parent, or other person with whom such student has been placed.
4. Student Assignment To Schools
- a. General Rule. As a general rule, each student shall attend the elementary, middle, or high school located in the attendance district where the student is domiciled. Geographic boundaries of attendance districts shall be designated by the Superintendent and approved by the Board of Education. In every instance in which the domicile of a student is the residence of his or her parent, parents, legal custodian, or legal guardian, then the student must actually dwell at such residence in order to attend the school located in the attendance district where the residence of such parent, parents, custodian, or guardian, as the case may be, is located.
 - b. Exceptions To The General Rule. The only exceptions to the general rule that each student must attend the applicable school located in the attendance district where he or she is domiciled shall be as follows:
 - i. A student (a) who is in the lawful custody of any county Department of Family and Children Services or other child welfare agency of the Georgia Department of Human Resources, or who has been lawfully committed to the

Juvenile Justice Division of the State of Georgia; and (b) who has been placed in a foster home or other home placement by such department or division shall be allowed to attend the school in the attendance district in which such home placement is located.

- ii. Any student transferred to a school outside of his or her attendance district pursuant to Board Policy JBCD shall be allowed to attend the school to which he or she has been transferred. Notwithstanding any provision of this policy to the contrary, any student involuntarily transferred to a school pursuant to Board Policy JBCD shall attend the school to which he or she has been transferred.
- iii. A school aged child of a military service member who lives on a military base or off-base in military housing is eligible to attend any public school within the school system where the military student resides. The parent shall assume all responsibility and cost of transportation of the student to and from school. Military parents should complete an application for student transfer and submit to the assistant superintendent at 237 Jackson Street, Newnan, GA 30263.

STUDENT TEEN ELECTION PARTICIPATION

Beginning in the 2012-2013 school year, the Coweta County School System, in coordination with the Coweta County Election Superintendent, has developed the 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 at, 678-854-0015.

TRANSFER OF STUDENTS WITHIN THE COWETA COUNTY SCHOOL SYSTEM

A student may be transferred from another local unit of administration to an attendance district within the Coweta County School System, or a student properly enrolled in a school within the Coweta County School System shall be permitted to transfer from the school in which such student is enrolled to another school within the School System only upon the conditions outlined in the Coweta County School System Transfer Policy JBCD. If you have questions regarding the student transfer process, please contact Dr. Marc Guy at 770-254-2802.

TRANSPORTATION CHANGES

Please notify your school's administration office or teacher in writing if there is to be a change in your child's regular transportation. The following information must be included on the transportation note: the date, the child's full name, where the child is going, how the child is being transported (bus, car, etc.), the teacher's name, and the parent's signature. Transportation changes will not be accepted after 1:30 p.m. *If no prior written notification is received, your child will follow his/her regular means of transportation.*

NOTE: Bus drivers may not let a child off the bus at any stop other than his own without written and approved authorization to do so. Please do not meet the bus along the route and ask your child to get off. Please meet him/her at home instead.

SPECIAL NEEDS SCHOLARSHIP

As a parent/ guardian of a student who receives special education services or 504 accommodations in the Coweta County School District, you have an option to exercise public and private school choice. For questions, contact Assistant Superintendent Dr. Gamal Kemp at 770-254-2802.

VISITORS

Visitors are welcome in Coweta County Schools. All visitors should enter through the front door and report to the school office. Visitors will be asked to sign in and receive a visitor's badge. This badge should be visible to school personnel at all times the visitor is on campus. Before leaving, the visitor should sign out at the school office and return the visitor's badge to the receptionist if it is a reusable badge.

WATER SAFETY

The Edna Mae McGovern Act requires local school systems to provide information on the important role of water safety education. Swimming lessons can play an important role in saving lives. Our local YMCA provides water safety education and swimming lessons. Please see their website for more information at <https://ymcaatlanta.org/activity-finder> or [YMCA Swim Lessons](#).

WITHDRAWAL OR TRANSFER OF STUDENTS

Transfer of Students Within the Coweta County School System:

A student may be transferred from another local unit of administration to an attendance district within the Coweta County School System, or a student properly enrolled in a school within the Coweta County School System shall be permitted to transfer from the school in which such student is enrolled to another school within the School System only upon the conditions outlined in the Coweta County School System Transfer Policy JBCD. If you have questions regarding the student transfer process, please contact Dr. Gamal Kemp at 770-254-2802.

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

SECTION 2: CCSS STUDENT BEHAVIOR CODE - CODE OF CONDUCT FOR ELEMENTARY, MIDDLE, AND HIGH SCHOOL STUDENTS

Board Policy: 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.

Discipline & Parental Involvement

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

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.
- Selling of any merchandise by students without permission is prohibited.
- Distribution of any materials requires permission from the principal.
- 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

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:

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

The following actions will be taken when bullying is reported:

Investigate

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

Notify

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

Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence at the discretion of the principal or designee, including

but not limited to loss of privilege; reassignment of seat if feasible; reassignment of class if feasible, in-school suspension; out-of-school suspension, detention, expulsion, assignment to an alternative school, and counseling if appropriate.

Students in grades six (6) through twelve (12) found to have committed the offense of bullying for the third (3rd) time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary tribunal. Coweta County Schools reserve the right to send a student to a disciplinary hearing for a single act of bullying if the student's misconduct under the Student Code of Conduct requires the student to be sent to a disciplinary hearing.

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

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

Follow Up

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

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

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

Weapons

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

Definition of 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, nunchuck, 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, nightstick, 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 & Reporting Requirements

(Firearms, Dangerous Weapons & Hazardous Objects)

Firearms and Dangerous Weapons

Students who possess any weapon described 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 & Discipline

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. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. 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.

Transportation Policies and Procedures

Students are assigned to ride school buses that will pick them up and drop them off in close proximity to their homes. Students are not allowed to ride a bus other than their assigned bus unless a written request is received from the parent or guardian stating their permission to do so.

Remember, bus transportation is a privilege provided to all students who can cooperate and abide by the rules. Problems on a school bus are a ROAD HAZARD. Reasonable behavior ensures a safe ride for students.

General Bus Rules & Expectations:

1. Observe classroom conduct
2. Follow bus driver instructions
3. Remain seated
4. No excessive noise

5. Sit in your assigned seat
6. Do not eat, drink, or chew gum on the bus
7. Keep the bus clean
8. Do not damage bus or equipment/Do not tamper with equipment
9. Keep head, hands, and feet inside the bus
10. Be courteous and respectful
11. No harassing and/or bullying of anyone
12. No profane language
13. Do not fight, push, or shove
14. No animals of any kind – dead or alive
15. No tobacco products of any description
16. No flammable material
17. No throwing of any objects out the bus window
18. No balloons, water, or glass items
19. No objects larger than you can hold in your lap
20. Do not use any type of electronic device while loading or unloading the bus
21. No weapons or any item resembling a weapon
22. Boys and girls do not sit together
23. Students are to have a note from their parent or guardian that has been approved through the school office to ride a different bus and/or get off at a stop other than their own. Note: Change of buses is not guaranteed and must be approved by the principal in writing ahead of time.

Do Not Lose Your Bus Privilege! Note: Parents should closely supervise children at bus stops to ensure their safety as they wait and properly board the school bus.

Bus Transportation FAQ:

1. Will the bus leave the bus stop if he/she is not waiting at the bus stop location? The student must be waiting at his/her stop at least 5 minutes prior to the designated time, regardless of weather conditions. Georgia law requires children to wait at the bus stop prior to its arrival. Bus drivers count the students at the bus stop before they load and as they get on the bus to ensure all children are safely on board. If students are not waiting at the bus stop, the bus driver cannot count them and cannot be certain the students are all safely on board. Waiting at the bus stop before the bus arrives further ensures that no one chases after the bus - this is a very dangerous thing to do. Many districts also instruct their buses to not stop at locations where no students are waiting.
2. Can my child wear earbuds when loading the bus? Board Policy EDCB:Bus Conduct states: Students may use electronic devices during the operation of a school bus. Headphones must be used for any electronic device that produces sound; however, headphones may not be used while the student is loading or unloading the bus. No electronic device may be used in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
3. Can I get on the bus to talk with the bus driver? No, it is against the law. If you need to talk to the driver please come to the driver window or call transportation (770/254-2820) and they will arrange a meeting with that driver. **Ga Code Section 20-2-118: Disrupting public school; penalty. It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school

boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Fighting & Gang Related Activity

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

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 established by the Georgia Professional Standards Commission for reporting alleged instances of inappropriate behavior.

Disciplinary Practices

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

Parents will be notified of the suspension in writing and where possible by phone. Suspended students must remain off any school campus during the period of suspension. Repeated suspensions will be brought to the attention of the superintendent's office through a meeting with Student Services. Students should return all work to the individual teacher upon returning to school. 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.

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 physical 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 standards are 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 misappropriation of 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, nunchuck, 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, nightstick, 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, chronic disciplinary problem student plans.

Code of Conduct Attendance Guidelines

- 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 day's 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.

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.

What To Leave At Home

- Anything not needed for class
- Anything that could be an annoyance or a hazard
- Large amounts of money or items of value.
- Alcohol, drugs, tobacco, cigarettes, vaping devices, firearms, firecrackers, laser pointers
- Knives, razors, explosives, water pistols, pornography material and the like (these items at school will result in suspension.)

The possession of inappropriate contraband items may result in suspension. Inappropriate items will be collected for parents to pick up at school

Coweta County School System Internet Access – Students

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

It is the policy of the Coweta County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

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

Unacceptable Usage

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

1. Accessing materials or communications that are
 - a. Damaging to another person(s) reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person’s gender or race
 - f. Contrary to the school’s policy on harassment
 - g. Harassing
 - h. Illegal
2. Sending, creating, or posting materials or communications that are
 - a. Damaging to another person’s reputation
 - b. Abusive
 - c. Obscene
 - d. Sexually oriented
 - e. Threatening or demeaning to another person’s gender or race
 - f. Contrary to the school’s policy on harassment
 - g. Harassing
 - h. Illegal
3. Using the school’s computer hardware or network for illegal activity such as copying software or violation of copyright laws.
4. Making copies of software on any school’s computer or computer system.
5. Copying or downloading copyrighted software for one’s own personal use.
6. Using the network for private financial or commercial gain.
7. Loading or using games, public domain, shareware, or any other unauthorized programs on any of the school’s computers or computer systems.
8. Purposely infecting any school computer or network with a virus or program designed to damage, alter, or destroy data.

9. Gaining unauthorized access to network resources.
10. Attempting to bypass Internet filtering devices.
11. Invading or attempting to use another person's username or password.
12. Posting or plagiarizing work created by another person without their consent.
13. Posting anonymous messages.
14. Using the network for commercial or private advertising.
15. Forging electronic mail messages.
16. Attempting to read, alter, delete, or copy the electronic mail of other system users.
17. Using the school's computer hardware, network, or Internet link while access privileges are suspended. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
18. Attempting to alter the configuration of a computer or any of the school's software. Examples include changing screen colors, backgrounds, screensavers, etc.
19. World Wide Web - Students do not have permission to create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
20. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Coweta County students. These terms and conditions reflect the entire agreement and understandings of the parties. These terms and conditions shall apply to the laws of the State of Georgia and the United States of America.
21. Every student of the Coweta County School System will be given a unique username and password to login to the County's network. All users must use their own logon credentials to access the network. Giving this username and password to another individual is a direct violation of Coweta County Board policy.

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Coweta County School System online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Coweta County School System staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet

in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21 st Century Act.

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

Cyber Bullying

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

Some examples of cyberbullying are:

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

You can prevent cyber bullying if you "take 5" before responding to something you encounter online. You can stop communication with cyber bullies; and you can also report cyberbullying to your teachers. Some ways to stay cyber-safe are:

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

INTERNET FILTERING

Coweta County Schools incorporate internal and external filtering of all web content. Internally, Technical Support Services screens all web pages published by all teachers, staff, and students for inappropriate material. This includes only websites that are hosted on Coweta County School System web servers. Externally, Coweta County Schools have a filtering appliance that blocks inappropriate websites from being seen by teachers, staff, and students. While no system is 100% foolproof, Coweta County Schools can block up to 98% of the content inappropriate for educational purposes.

SECTION 3: SCHOOL 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 6th unexcused absence and on each unexcused absence from that point forward. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Coweta County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. Read, sign, and return the Attendance/Truancy Information Sheet (JB-E(1)) sent home separately with your child during the first week of school.

ATTENDANCE 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.
4. 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.
5. 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.
6. 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. For each absence beyond five (5) days, the school administration must approve any make up work.
7. Individual teachers or schools will provide incentives for good attendance.

8. A student who misses one-half or more of a class period will be counted absent for that class.
9. 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.
10. Students who miss classes or days from school because of approved school sponsored activities will be counted present.
11. Repeated absences may impact a student's ability to participate in extracurricular activities. A Certificate of Enrollment from school is required to obtain a Driver's License, if under 18 years of age.
12. Seniors are allowed up to a maximum of two (2) days their senior year to participate in a college visit. In order to have the absence approved, students must submit documentation from the college or university to indicate proof of participation in the college visit.

Admit Slip Process

1. You must submit to the attendance office written notes/excuses from home so absences can be classified and entered accordingly.
2. 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)
3. 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.

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 including the loss of participation in extracurricular activities.

CLUBS AND ORGANIZATIONS

Directory will be provided by the individual high school.

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:

1. Cheating by taking, giving, or receiving information from others.
2. Cheating by utilizing Artificial Intelligence (AI) and/or Generative AI to complete assignments without teacher permission, circumvent the grading process, or to submit work as the student's own work.
3. 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.
4. Cheating through the use of forbidden materials or information.
5. 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.
6. Cheating by circumventing the process of assessment.
7. 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.

SENIOR FINAL EXAM EXEMPTION (May vary by school)

Seniors (marked as 12th graders in Infinite Campus) only may elect to exempt their 1st and 2nd semester term final exams under the following conditions.

1. The senior has maintained an average of 90% or higher for each of the 9 weeks for the class to be exempted.
2. The senior has accumulated no more than 5 absences and 4 tardies (excused or unexcused) for the class exam they wish to exempt. Checking out of class is considered an absence
 - a. Approved student activities do not count as a class absence.
 - b. 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.
3. The senior has ZERO In School or Out of School suspensions for the class to be exempted.
4. During the exam exemption timeframe, students who are exempt from final exams must follow all normal attendance, check-out, and absence procedures.
5. No senior may exempt a state-mandated EOPA or EOC Milestone test.
6. Seniors who do NOT meet the Exam Exemption requirements are required to take exams. It is the senior's responsibility to verify if they meet exam exemption requirements before exam day.
NO APPEALS.

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.

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 TIMEOUT/ISS.

OTHER HIGH 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, & other designated off-limits areas during the school day without permission from administration.
2. Students may 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 the 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. 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.
6. Students are required to enroll in four classes per semester and expected to attend all classes.
7. Students are not allowed to have visitors during school hours.
8. 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.
9. Eating and drinking is not allowed in halls and classrooms. 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.
10. Students are released each period by the teacher, not the bell tone.
11. 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 designated zone by 3:40. If students remain on campus without supervision, disciplinary action may be taken.
12. A student must receive permission from an administrator to make phone calls while at school.
13. If a student is assigned to Winston Dowdell Academy or Maggie Brown Academy, he or she may not be on any Coweta County school campus for any school functions.
14. 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.
15. Students are expected to comply with reasonable directives from staff members.

16. During the school day, students are not allowed to have food delivered by any delivery company or by anyone other than their parent or legal guardian.

SECTION 4: FORMS TO BE SIGNED AND RETURNED TO THE SCHOOL

This Page (Front and Back) Must Be Signed and Returned (JB-E(1))

Forms to be signed and returned: Free and Reduced Meal Forms, Clinic Card (Issued Separately), & this Student/Parent Signature Page that includes signatures for: Attendance/Truancy Information Sheet, 2) Media Release 3) Clubs, Yearbook and Organizations Participation 4)Handbook Review Signature Page

Attendance/Truancy & Information Sheet

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided in State Board Policies JB, JBD, O.C.G.A. 20-2-693, O.C.G.A. 20-2-690.1, and O.C.G.A. 20-2-692.
- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor. Each days' absence from school in violation of said law, after the child's school notifies the parent, guardian or other person who has control or charge of a child of 5 unexcused days of absence for such child shall constitute a separate offense. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. See Code Section 20-2-690.1(c). A complaint will be filed in the appropriate court on the sixth (6th) unexcused absence and on each unexcused absence from that point forward.
- A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned. See Code Section 15-11-67.
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration (Policy JBD). Unexcused absences are all failures to attend school without proper documentation.
- Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian, doctor, dentist, or judge. The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school. At each school the attendance clerk will receive and file excuses. The principal will resolve any question in determining whether an absence is excused or unexcused.
- The school administration may require an excuse from a doctor, dentist, health center, or court after five (5) consecutive absences, or twelve (12) excused absences related to health, except for mitigating circumstances such as a death in the family.
- For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level (grades 1-3, 135 minutes of 270; grades 4-5, 150 minutes of 300; grades 6-12, 165 minutes of 330).

- A student must be enrolled a minimum of 80 days per semester (including days transferred from other schools) to receive Carnegie unit credit for a course. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time.
- Repeated absences affect a student's ability to obtain a Georgia 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. Excessive absences & tardies may impact a student's ability to participate in extracurricular activities.

ATTENDANCE/TRUANCY INFORMATION SHEET SIGNATURE

Student's Name (PRINT):	
Student's Signature:	Date:
Parent/Guardian Signature:	Date:

CCSS STUDENT HANDBOOK SIGNATURE

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

Student's Name (PRINT):	
Student's Signature:	Date:
Parent/Guardian Signature:	Date:

PUBLICITY INFORMATION RELEASE

The Coweta County School System and School (Check One)

_____ **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.

_____ **has my permission** _____ **does not have my permission**

To use my student's photographs in the yearbook.

Parent/Guardian Signature:	Date:
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STUDENT TRANSPORTATION ARRIVAL/DISMISSAL INFORMATION

Permanent Student Residential Address: _____

Car Rider _____ AM _____ PM Bus Rider _____ AM _____ PM

Walker _____ AM _____ PM

CLUB & ORGANIZATION PARTICIPATION CONSENT. ONLY COMPLETE THIS SECTION IF YOU WANT TO LIMIT YOUR STUDENT'S CLUB PARTICIPATION IN 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. If your child is **NOT ALLOWED** to participate in **ANY** clubs/organizations, write "**ALL**". My child is **NOT ALLOWED** to participate in the following clubs/organizations: _____

Parent/Guardian Signature:	Date:
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