

# COOK PERFORMANCE LEARNING CENTER STUDENT HANDBOOK



**2025-2026**

# COOK COUNTY BOARD OF EDUCATION

**Superintendent of Schools:** Joy Folsom

**Chairman:** Chad Sumner

**Vice Chairman:** Brenda Moore

**Board Members:** Sharon Locklear, Corkey Taylor, Jeff Taylor

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## COOK PERFORMANCE LEARNING CENTER

810 East 8th Street

Adel, GA 31620

Main Office: (229) 896-5185

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## Welcome to the 2025–2026 School Year

We are excited about the upcoming school year. To ensure student success, it is important that parents and students understand school policies and procedures, as well as academic and behavioral expectations.

Everyone associated with the Cook County School System is dedicated to providing a safe, orderly, and productive learning environment. Please carefully review and discuss the Student Handbook with your child, paying close attention to the Attendance Policy, Academic Information, and Student Expectations. The handbook is also available on the Cook High School website.

Parents/Guardians and students must read, sign, and return the required signature forms, including:

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## CPLC Directory

Dr. Gerald Williams - Administrator

Mrs. Susan Catlett - Paraprofessional/Facilitator

Mrs. Julie Hoffman - Special Education

Mrs. Candance Rountree - Teacher

Mr. Matthew Harrell - Facilitair

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# PROGRAMS

## Elementary Full-Day Program (Grades 5th)

Students attend Monday through Friday from 7:30 a.m. to 2:00 p.m. Instruction includes online curriculum, project-based learning, and direct instruction aligned with CCSD Scope & Sequence and Georgia Standards of Excellence.

## Middle School Full-Day Program (Grades 6th–8th)

Students attend Monday through Friday from 7:30 a.m. to 2:00 p.m. The blended learning program includes online curriculum, project-based learning, and direct instruction aligned with CCSD Scope & Sequence and Georgia Standards of Excellence.

- Students take four core subjects: Math, English, Social Studies, Science

A Flex Period is included for acceleration, remediation, and enrichment.

## High School Full-Day Program (Grades 9th–12th)

Students attend Monday through Friday from 7:30 a.m. to 2:00 p.m. Instruction includes online curriculum, project-based learning, and direct instruction aligned with CCSD Scope & Sequence and Georgia Standards of Excellence.

## Achievement Program (Grades 9–12)

Students who have fell behind for a second chance at success. Often a single course credit can stand between a student and graduation, and the Achievement Program enables the student to earn credits and graduate on time.

The centerpiece of the CPLC credit recovery program is the focus on personalization. An online credit recovery program can be specially designed to engage students who just doesn't perform well in traditional settings or match the unique learning style of a struggling nontraditional learner. Both types of students, for example, can require different types of learning models and approaches to challenge their capabilities. There will also be a focus on career and college preparedness. For more information contact the CPLC.



# STUDENT EXPECTATIONS

Mutual respect and cooperation between faculty, staff, and students are essential for success. Students are expected to:

- Be cooperative and respectful to adults and peers.
- Attend school daily and arrive on time.
- Complete assigned work and earn passing grades.
- Follow verbal and written directions immediately.
- Adhere to the CCSD/PLC Dress Code.
- Follow classroom, cafeteria, and hallway rules.
- Perform well on assessments (EOC, EOG, ASVAB, SAT, ACT, PSAT).
- Use appropriate language at all times.

## ATTENDANCE POLICY

Regular attendance is required by Georgia law and is essential for academic success.

### Excused Absences

Absences may be excused for:

- Illness or health conditions
- Religious observances (with parent request)
- School-approved activities
- Family emergencies

Written documentation must be submitted within **two school days** of the absence.

### Unexcused Absences

All other absences are unexcused. Students with excessive unexcused absences are subject to truancy procedures. Referral to truancy court may occur after:

- The 7th unexcused absence in a month, or
- The 10th unexcused absence in a school year

### **Additional Attendance Guidelines**

- Students missing 50% or more of the school day will be counted absent for the entire day.
- Leaving campus without permission will result in immediate disciplinary consequences.

## **SCHOOL EXPECTATIONS**

### **Classroom**

- Follow directions the first time given.
- Raise your hand and wait to be acknowledged.
- Respect others and their property.
- No food or drink.
- No sleeping.
- Adhere to dress code.
- No classroom phone usage.
- Use technology only for schoolwork.

### **Cafeteria**

- Follow seating and behavior expectations.
- Remain orderly and respectful.
- No outside food without administrative approval.

## Hallways

- Walk quietly and orderly.
- Report directly to your destination.

# DRESS CODE

Personal safety is a priority. Students in violation will remain in the front office/ISS until the issue is resolved. Attendance consequences apply.

## General Requirements

- Hair must be neat and naturally colored.
- Undergarments must be worn.
- Shirts must remain tucked in.
- Pants must be worn at the waist.
- Belts required.
- Closed-toe shoes required (with exceptions noted).
- No hoodies, trench coats, hats, bandanas, or durags.
- No holes, rips, sagging, or tight/oversized clothing.
- No gang-related or drug-related symbols.
- No grills.

Additional guidelines apply for gentlemen and ladies as outlined by CPLC administration.

I CAN & I WILL

# PROHIBITED ITEMS

- No cell phones or personal electronic devices (smartphones, smartwatches, earbuds, tablets, etc.).
- Devices will be confiscated.
- Refusal to surrender a device will result in suspension.
- No purses, wallets, or bookbags (exceptions handled by administration).
- The school is not responsible for lost or stolen items.

# DISCIPLINE

No list of rules can cover every situation that may arise. The administration has the authority to make decisions in cases that are not specifically mentioned in this handbook or CCSD Code of Student Conduct Handbook.

Student discipline is addressed through positive incentives and empowering students to solve problems appropriately. Each student is encouraged to follow the Schools expectations.

Administration reserves the authority to address behaviors not specifically listed.

Discipline follows progressive steps:

- Verbal Warning
- Written Warning
- Parent Contact
- Guidance Referral
- Behavior Contract
- Out-of-School Suspension (OSS)
- Tribunal Referral

Serious offenses (including but not limited to fighting, drugs/alcohol, weapons, gang activity, arson, assault, bomb threats, sexual offenses) may result in **10 days OSS and Tribunal Referral** on the first offense.

## **THE RULES...**

CPLC Classroom Rules & Consequences are as follows:

### **Rules**

- Follow directions the first time they are given.
- Raise your hand and wait to be acknowledged before you walk or talk.
- Respect others and their property.
- No food or drink in the classroom.
- No sleeping in class.
- Adhere to dress code.
- No classroom phone usage
- Use computers and technology appropriately. Only for schoolwork and assignments.

### **Consequences**

- Verbal Warning
- Written Warning/Office Referral (Documentation)
- Out of School Suspension
- Parent Contact / Conference



**I CAN**  
**I WILL** &

## CODE OF STUDENT CONDUCT

### PROGRESSIVE DISCIPLINE

ARSON	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS d) Behavior Contract TRIBUNAL REFERRAL			
ASSAULT	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS d) Behavior Contract TRIBUNAL REFERRAL			
BOMB THREAT	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS d) Behavior Contract TRIBUNAL REFERRAL			
BULLYING/ CYBER-BULLYING	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 2 Days OSS d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) Parent Contact b) SRO Contact c) 3 Days OSS	3 <sup>RD</sup> OFFENSE a) Parent Contact b) SRO Contact c) 5 Days OSS	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
PENDING INVESTIGATION				
BURGLARY THEFT COERCION PENDING INVESTIGATION	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 3 Days OSS d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) Parent Contact b) SRO Contact c) 5 Days OSS	3 <sup>RD</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS TRIBUNAL REFERRAL	
BUS CONDUCT FIGHTING ON THE BUS WILL RESULT IN REMOVAL FOR THE REMAINDER OF THE SEMESTER.	1 <sup>ST</sup> OFFENSE a) Assigned Seat b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 3 Day Removal	3 <sup>RD</sup> OFFENSE a) 5 Day Removal b) Behavior Contract	4 <sup>TH</sup> OFFENSE a) 15 Day Removal
CHEATING	1 <sup>ST</sup> OFFENSE a) Grade of Zero b) Parent Contact c) Principal's Discretion	2 <sup>ND</sup> OFFENSE a) Grade of Zero b) Parent Contact c) Guidance Referral d) Behavior Contract	3 <sup>RD</sup> OFFENSE a) Grade of Zero b) Parent Contact	
CLASSROOM DISRUPTION	1 <sup>ST</sup> OFFENSE a) Verbal Warning	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS

		b) Parent Contact c) Guidance Referral			TRIBUNAL REFERRAL
COMPUTER MISUSE	1 <sup>ST</sup> OFFENSE a) Parent Contact b) Guidance Referral c) Principal's Discretion	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact c) Night School	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL	
DAMAGE/THEFT OF SCHOOL OR PRIVATE PROPERTY PENDING INVESTIGATION Restitution must be paid for anything greater than \$300	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 5 Days OSS d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL			
DRESS CODE Habitual offenders (3 or more verbal warnings from teacher/administrator) may be subject to immediate advanced disciplinary action.	1 <sup>ST</sup> OFFENSE a) Verbal Warning b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) 5 Days OSS	4 <sup>TH</sup> OFFENSE a) 5 Days OSS b) Parent Contact	
DRUGS/ ALCOHOL	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS d) Behavior Contract TRIBUNAL REFERRAL				
ELECTRONIC DEVICES Students who refuse to relinquish their electronic device(s) will receive an immediate 3-5 Days OSS.  Habitual offenders may be suspended from school for up to 5 Days.	1 <sup>ST</sup> OFFENSE a) Device Confiscated b) Scheduled Parent Appointment (Release of Device) c) Memorandum of Understanding (MOU) Issued	2 <sup>ND</sup> OFFENSE a) Device Confiscated (Remainder of Year) b) Behavior Contract	3 <sup>RD</sup> OFFENSE a) Device Confiscated (Remainder of Year) b) 3 Days OSS	4 <sup>TH</sup> OFFENSE a) No Device or Confiscated (Remainder of Year) b) 5 Days OSS	
			STUDENT DEEMED HABITUAL OFFENDER		

FALSIFYING REPORTS	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral d) SRO Contact	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) SRO Contact d) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact c) SRO Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
FIGHTING/ INSTIGATING A FIGHT	1 <sup>ST</sup> OFFENSE a) 10 Days OSS b) SRO Contact c) Parent Contact Tribunal Hearing			
HINDERING PREVENTION OF A FIGHT	1 <sup>ST</sup> OFFENSE a) 3 Days OSS b) SRO Contact c) Parent Contact d) Guidance Referral e) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 5 Days OSS b) SRO Contact c) Parent Contact	3 <sup>RD</sup> OFFENSE a) 10Days OSS TRIBUNAL REFERRAL	
FORGERY	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral c) SRO Contact	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) SRO Contact d) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact c) SRO Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
GANG ACTIVITY PENDING INVESTIGATION If a student is charged & arrested for gang activity, the result will be an immediate Tribunal Referral.	1 <sup>ST</sup> OFFENSE a) 3 Days OSS b) SRO Contact c) Guidance Referral d) Parent Contact e) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 5 Days OSS b) SRO Contact c) Parent Contact	3 <sup>RD</sup> OFFENSE a) 10 Days OSS b) SRO Contact TRIBUNAL REFERRAL	
GAMBLING	1 <sup>ST</sup> OFFENSE a) Parent Contact b) Guidance Referral c) 1 Day OSS d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) Parent Contact b) 3 Days OSS	3 <sup>RD</sup> OFFENSE a) Parent Contact b) 5 Days OSS	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
INAPPROPRIATE BODILY CONTACT	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact	3 <sup>RD</sup> OFFENSE a) 5 Days OSS	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL

INCITING/ ADVISING ENGAGEMENT IN PROHIBITED ACTS	1 <sup>ST</sup> OFFENSE a) 3 Days OSS b) SRO Contact c) Guidance Referral d) Parent Contact e) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 5 Days OSS b) SRO Contact c) Parent Contact d) Night School	3 <sup>RD</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL	
TRESPASSING DURING OSS	1 <sup>ST</sup> OFFENSE SUBJECT TO IMMEDIATE ARREST SRO CONTACT			
PROFANITY TOWARDS A TEACHER	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
PROFANITY/ VULGARITY OBSCENE LANGUAGE OR MATERIALS	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
REFUSAL TO FOLLOW DIRECTIONS INSUBORDINATION	1 <sup>ST</sup> OFFENSE a) Verbal Warning b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
RUDE & DISRESPECTFUL BEHAVIOR	1 <sup>ST</sup> OFFENSE a) Verbal Warning b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL
SEXUAL HARASSMENT	1 <sup>ST</sup> OFFENSE a) 5 Days OSS b) Parent Contact	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	

		c) Guidance Referral d) Behavior Contract	a) 5 Days OSS b) Parent Contact )	a) 10 Days OSS TRIBUNAL REFERRAL	
SEXUAL RELATION OFFENSES	1 <sup>ST</sup> OFFENSE a) SRO Contact b) 5 Days OSS b) Guidance Referral c) Parent Contact d) Behavior Contract	2 <sup>ND</sup> OFFENSE a) SRO Contact b) 10 Days OSS TRIBUNAL REFERRAL			
SKIPPING CLASS/SCHOOL	1 <sup>ST</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 3 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 5 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 10 Days OSS TRIBUNAL REFERRAL	
SLEEPING IN CLASS	1 <sup>ST</sup> OFFENSE a) Verbal Warning b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 1 Day OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 3 Days OSS b) Parent Contact	4 <sup>TH</sup> OFFENSE a) 5 Days OSS b) Parent Contact	
TOBACCO PRODUCTS VAPES FOLLOW DISTRICT POLICY	1 <sup>ST</sup> OFFENSE a) 3 Day OSS b) Parent Contact c) Guidance Referral	2 <sup>ND</sup> OFFENSE a) 5 Days OSS b) Parent Contact c) Behavior Contract	3 <sup>RD</sup> OFFENSE a) 10 Days OSS b) Parent Contact	TRIBUNAL REFERRAL	
WEAPONS	1 <sup>ST</sup> OFFENSE a) Parent Contact b) SRO Contact c) 10 Days OSS d) Behavior Contract TRIBUNAL REFERRAL				

## TRANSPORTATION

Transportation will be provided to and from the Center. Students are expected to follow all bus rules and behavioral expectations. Any student who receives a bus referral will be suspended or removed from bus transportation for the remainder of the semester.

## ACADEMICS

### Grading Categories

- Learning Tasks (Homework, Classwork, Online Lessons)
- Formative Assessments
- Summative Assessments

### Grading Scale

- A = 90–100
- B = 80–89
- C = 70–79
- F = 69 and below

**60 & Below Policy:** No report card average will be recorded lower than a 60.

## SMART GOALS

Middle School: Pass all academic classes with 70% mastery.

High School: Improve graduation rate and earn maximum credits for promotion and graduation.

**THERE WILL BE NO CREDIT FOR SEAT TIME OR POOR EFFORT, SO WORK HARD & DO YOUR BEST! EARNED CREDITS ARE WHAT IS NEEDED FOR PROMOTION!**

# RETURN TO TRADITIONAL CAMPUS

Students who are referred to the Cook Performance Learning Center will remain on our campus for a period of time determined by the referring district's tribunal panel (normally no less than 1 FULL Semester). Additionally, the districts will also have **supplementary conditions** which a student must meet in order to return to the traditional campus.

These often include, but are not limited to: community service, counseling, improved attitude, improved discipline record, improved attendance, improved academic performance, and/or restitution.

For students who are referred to the CPLC by administrative placement or self-referral, an evaluation date will be determined by the district. This is usually at the semester change or the end of the school year. In order for a student to be recommended for return, s/he must have a **good attendance record, minimal to none behavior referrals, and make adequate academic progress.**

# TECHNOLOGY USE

Technology must be used responsibly and in accordance with the CCSD Acceptable Use Policy. Students and parents must sign the Acceptable Use Agreement.

# ROLES & RESPONSIBILITIES

## Students

- Complete assignments on time.
- Maintain academic integrity.
- Communicate with teachers.
- Monitor academic progress.

## Parents

- Provide a structured homework environment.
- Monitor progress.

- Maintain updated contact information.
- Attend conferences.

### **Teachers/Facilitators**

- Provide clear instruction and objectives.
- Maintain accurate records.
- Offer academic support.



# HANDBOOK, CONTRACT, & PRESENTATION ACKNOWLEDGEMENT

As a student enrolled in the CPLC program, I agree to adhere to the following:

- Students will follow the directions of all staff members at all times without delay or comment.
- Students will adhere to the policies and procedures of the CPLC, included but not limited to the attendance policy.
- Students will not trespass on the campus of any CCSS properties while enrolled in CPLC.
- Students enrolled in the CPLC program will not be allowed to return to their home school until the assigned date of return.
- Students will not be allowed to make phone calls during school hours. If a student becomes ill, a staff member will contact an approved parent or guardian.
- Students understand that the Director/Coordinator of the CPLC has the authority to recommend removal of a student from the program with formal due process and an evidentiary hearing conducted by said Director and presented to Director of Student Services for approval/disapproval.
- I understand that as a student of the CPLC I am afforded certain privileges and that any failure to act in an appropriate manner could jeopardize my continued educational opportunity. Inappropriate behavior could result in suspension or termination.
- I understand that any violation of standard school behavior may result in suspension or termination from the CPLC program.
- By signing this contract both student and parent understand that a school official may conduct a safety check of said student whenever there is any suspicion that the student is in possession of contraband. If the student declines to cooperate with the search he/she will be terminated from the program.

I have read, understand, and agree to adhere to the policies outlined in this handbook.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

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

Date: \_\_\_\_\_