

**SYSTEM PORTION OF THE
ELEMENTARY HANDBOOK
FOR THE
NEWTON COUNTY SCHOOLS**

2011 – 2012

East Newton Elementary	Fairview Elementary
Flint Hill Elementary	Heard Mixon Elementary
Live Oak Elementary	Livingston Elementary
Mansfield Elementary	Middle Ridge Elementary
Newton County Theme School at Ficquett	Oak Hill Elementary
Palmer Stone Elementary	Porterdale Elementary
Rocky Plains Elementary	South Salem Elementary

**NEWTON COUNTY SCHOOLS — SYSTEM PORTION OF
2011-2012 ELEMENTARY HANDBOOK**

TABLE OF CONTENTS

MISSION and NCSS STRATEGIC GOALS.....	1
SYSTEM APPROVED 2011-2012 CALENDAR	2
GRIEVANCES AND DISCRIMINATION.....	3
ADMISSIONS and ENTRANCE AGE.....	4
ATTENDANCE and TARDINESS	5
BUS SAFETY, PROCEDURES AND RULES.....	7
CHAIN OF COMMAND.....	9
COUNSELING SERVICES	9
CUSTODIAL PARENT/GUARDIANSHIP	10
CURRICULUM	10
DISCIPLINE and STUDENT SELF-CONTROL.....	11
DISRUPTIONS in the SCHOOL DAY	11
DRESS CODE	11
DRUGS, ALCOHOL, COMMUNICATION DEVICES and WEAPONS	13
EARLY INTERVENTION PROGRAM.....	13
EMERGENCY SCHOOL CLOSING - SEVERE WEATHER.....	13
ENGLISH TO LANGUAGE LEARNERS.....	14
FIELD TRIP EXPERIENCES.....	14
FIRE and TORNADO DRILLS.....	14
GRADING PRACTICES.....	15
HEALTH SERVICES	16
CLINIC SERVICES for ILLNESS and ACCIDENTS.....	16
CLINIC SERVICES and MEDICATIONS.....	16
COMMUNICABLE DISEASES.....	17
HEAD LICE.....	17
HOSPITAL HOMEBOUND	17
IMMUNIZATIONS.....	18
HEALTH STUDIES.....	18
HONOR ROLL.....	18
KINDERGARTEN ROUNDUP and PRE-KINDERGARTEN REGISTRATION	18
MAIL, TELEPHONE CALLS, OR GIFTS	19
NOTIFICATION OF PROFESSIONAL QUALIFICATIONS.....	19
PARENT INVOLVEMENT TIPS	20
PARENT - TEACHER CONFERENCES and CLASSROOM VISITS.....	20
PROGRAMS in GIFTED EDUCATION.....	20
PROGRAMS in SPECIAL EDUCATION.....	21
PROMOTION/RETENTION/PLACEMENT POLICY.....	21
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	21
RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION.....	22
SCHOOL FOOD SERVICES.....	23
SCHOOL INSURANCE.....	25
SCHOOL SOCIAL WORK SERVICES.....	25
SEXUAL HARASSMENT	26
STUDENT PUBLICITY RELEASE.....	26
STUDENT SUPPORT SERVICES	26
TESTING.....	27
TEXTBOOKS.....	27
TITLE ONE PROGRAM	27
VISITORS	27
WITHDRAWING A CHILD.....	28
CHARACTER EDUCATION	28
DISCIPLINE SECTION.....	29
USE OF COMPUTER/COMMUNICATION RESOURCES	33
RULES AND DISPOSITIONS	36
PARENT NOTICE OF UNDERSTANDING/COMPUTER USE/PUBLICITY/CLUBS	51
PARENT/STUDENT ACKNOWLEDGEMENT OF UNDERSANDING AND RECEIPT.....	52

NEWTON COUNTY SCHOOLS

OUR MISSION is to provide educational excellence for all students!

OUR NON-NEGOTIABLE GOALS are increased student achievement and more effective teaching.

OUR STRATEGY is two-fold:

At the school system level--

To build the capacity of personnel to deliver a high quality of instruction through:

- ` Using Research-Based Instructional Strategies in classrooms (RBIS)
- ` Building the Background Knowledge of students (BBK)
- ` Integrating the use of technology in classroom lessons (TI)

At the school building level--

To ensure high-functioning Professional Learning Communities in each school with a definite time and place to meet and an agenda of work centered around instruction and its outcomes for students through ongoing question-asking and action steps:

- ` What do we want students to know, do, and understand?
Connection: Georgia Performance Standards (Steps 1 & 2)
- ` How do we best engage students in the learning?
Connection: RBIS, BBK, TI (Step 2)
- ` How do we know if students know, do, and understand what we want?
Connection: Common Assessments—Formative & Benchmarks (Steps 3 & 4)
- ` What do we do when students don't know, do and understand what we want?
Connection: Rtl (tiered remediation); Enrichment (Steps 5 & 6)
 - ` Step 1: Pre-analyze data aligned to Georgia Performance Standards
 - ` Step 2: Deliver standards-based instruction using RBIS, BBK, & TI
 - ` Step 3: Conduct common assessments (formative and/or benchmarks) aligned to Georgia Performance Standards
 - ` Step 4: Analyze common assessment results to check for mastery
 - ` Step 5: Implement GPS-based tiered remediation (Rtl) and Enrichment
 - ` Step 6: Check for mastery / Repeat cycle

OUR TIMETABLE is over the next five school years (2010-11 – 2014-15).

OUR RESULTS will show continuous improvement related to student achievement and more effective teaching as exhibited by CRCTs, GHSGTs, and EOCTs no later than Spring 2012-13 forward. Additionally, we will program for greater student exposure to and success in college readiness (ACT, SAT, AP) and workplace readiness (ACT WorkKeys a.k.a. Georgia Work Ready Assessments)

NEWTON COUNTY SCHOOL SYSTEM

2011-2012 School Calendar (Adopted 3/8/11)

Jul 2011						
S	M	T	W	T	F	S
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31						

Aug 2011						
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Sep 2011						
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Oct 2011						
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Nov 2011						
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Dec 2011						
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July
29 First Day for Elementary Teachers

August
1 First Day for Secondary Teachers
2 Open House for Middle Schools
3 Open House for Elementary Schools
4 First Day of School
8 Open House for High Schools

September
2 Early Release for Professional Learning
5 Labor Day Holiday
7 Progress Reports Issued (Secondary Students)

October
6 End of 1st Nine Weeks
14 Early Release for Parent Conferences
Report Cards Issued
19 Fall Break for Students (Oct. 19-Oct. 21, 2011)

November
10 Progress Reports Issued (Secondary Students)
11 Early Release for Professional Learning
21 Thanksgiving Break (Nov. 21-25, 2011)

December
16 End of 2nd Nine Weeks
19 Holiday Break (Dec. 19, 2011-Jan. 2, 2012)

January
3 Teacher Work Day (No School for Students)
4 Students Report
12 Report Cards Issued
13 Early Release for Professional Learning
16 Martin Luther King, Jr. Birthday Holiday

February
3 Progress Reports Issued (Secondary Students)
17 Early Release for Parent Conferences
20 Winter Break (Feb. 20-24, 2012)

March
14 End of 3rd Nine Weeks
16 Early Release for Professional Learning
22 Report Cards Issued

April
2 Spring Break (April 2-6, 2012)
20 Progress Reports Issued (Secondary Students)

May
23 Last Day of School
Report Cards Issued
24 Last Day for Elementary Teachers
25 Last Day for Secondary Teachers

Jan 2012						
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Mar 2012						
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Apr 2012						
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May 2012						
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Jun 2012						
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GRIEVANCES AND DISCRIMINATION

Decisions made by school personnel which are in violation of federal and state laws are defined as grievances. Grievances shall be resolved through orderly processes and at the lowest possible level. However, the Newton County Board of Education shall provide channels for eventual hearings, should circumstances dictate. Grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teachers the grievance.
2. If the matter is unresolved, it may be brought to the attention of the principal within five school days from the date of the initial contact.
3. If the matter is unresolved, it may be brought to the attention of the School Superintendent within ten school days from the date of the principal's decision.
4. If the matter is unresolved, it may be referred in writing to the Newton County Board of Education within ten school days of the Superintendent's decision.
5. Unresolved grievances may be appealed to:
Director, Department of Education
Office for Civil Rights
101 Marietta Towers
Atlanta, GA 30223
6. Sports equity grievance procedures are available in the offices of each secondary school.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Acts of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Newton County School District does not discriminate in any educational programs, activities including sports, or in employment policies. The following individuals have been designated as the employees responsible for coordinating the district's effort to implement this nondiscriminatory policy.

IX - Dr. Shelia Thomas, Director of Federal Programs
Title II - Ms. Samantha Fuhrey, Director of Secondary Education
Dr. Sarah West Section 504 - Director of Special Education
Georgia Equity in Sports - Dr. Dennis Carpenter - Deputy Superintendent for Operations

Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, or Equity in Sports to the policies and practices of the district may be addressed to the persons listed above at Newton County Schools, 2109 Newton Drive, Covington, 30014; to the Georgia Department of Education, Twin Towers East, Atlanta, GA 30334; to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

ADMISSIONS and ENTRANCE AGE

Children who have reached their fourth birthday on or before September 1 of the current academic year are eligible for pre-kindergarten. Only 520 students may be served in the lottery funded, pre-kindergarten program. Children who have reached their fifth birthday on or before September 1 of the current academic year are eligible for kindergarten. If a child has reached his/her sixth birthday on or before September 1 of the academic year, he/she is eligible for the first grade.

All students are eligible for school registration per policy guidelines of the Newton County Schools. For pre-kindergarten students a special registration is held at a designated school site in the spring. Parents may register their students in grades K-5 at the designated elementary school within the attendance zone where they live. At enrollment the parent/guardian should bring the following for each enrolling student:

1. **Proof of Prior School Enrollment, if a transfer student.** A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.
2. **Residency Verification.** The parent/guardian must provide **both** a non-contingent sales contract or lease or deed (may use a current tax receipt) **and** at least one utility bill (i.e. water, electricity or gas bill) or receipt of service deposit in the parent/guardian's name with the same address validating residency in Newton County at the time of registration (**No Post Office Box**). **A student will be withdrawn from the Newton County Schools if it is discovered that he/she was admitted with fraudulent residency information. NOTE: Verification of residence within Newton County may be requested at any time at the discretion of the administration regardless of the date of enrollment within the school system.**

When a student's family is residing in the home or apartment of another individual, the following are necessary for enrollment:

- a. A notarized affidavit signed by the individual with whom the student's parent/guardian is residing verifying that enrolling parent/guardian is residing in that home or apartment. When the residence is an apartment of someone else, the affidavit must also be witnessed by apartment manager, and
 - b. Proof of residency documents for that individual with whom parent/guardian is residing (See No. 2 above).
3. **Custody/Guardianship. The person enrolling a student shall present proper identification which may include a driver's license, a state identification card, or passport.** Proof of custody/ guardianship must be provided if the child does not live with one or both parents. This document must be provided at the time of registration.
 4. **Immunization Form.** All students, including foreign exchange students, must submit a Georgia Certificate of Immunization, on form 3231. (If a certificate is not provided upon enrollment, Georgia students are allowed 30 days to submit the certificate and out-of-state students are allowed 90 days.) Students who do not comply will be withdrawn from school. Students enrolling in the sixth grade for the 2011-2012 school year must provide the 3231 or 3189 form stating that the chicken pox vaccine has been administered or proof of the disease.
 5. **Eye, Ear, and Dental Form.** All students entering a Georgia Public School for the first time or re-entering after having been absent from a Georgia school for at least one school year must have on file the Georgia DHR Form 3300 Certificate of Eye, Ear, and Dental Examination within 120 calendar days of entrance date. (Out-of-state forms will be accepted if dated within the last twelve

months.) Pre-kindergarten students must have a certificate of eye, ear and dental examination (DHR Form 3300) on file within 90 calendar days.

6. **Birth Certificate.** The copy must be the state issued birth certificate that includes the certificate number. The name on the child's birth certificate will be the name used on all school records unless a certified copy of a court ordered name change is provided.
7. **Social Security Number.** Original to be copied by school secretary. The name on the social security card must match the name on the birth certificate.

It is the responsibility of the parent/guardian to update any of the above information as changes occur.

School secretaries and leadership personnel will assist parents with any questions they may have regarding the registration of their children.

ATTENDANCE and TARDINESS

Georgia compulsory school attendance law requires all students of school age (through the age of 15) to attend school on the opening date and be in regular attendance thereafter. According to Newton County School Board Policy, students are to attend school in the zone of their residence.

Success in school and promotion to the next grade greatly depends on the student's attendance on a daily basis. School personnel will work with parents whose children are sick or miss school for other legal reasons. Please make every effort to send the child to school each day.

In support of good school attendance, a protocol has been developed by representatives of the following agencies/offices: Department of Family and Children Services; Juvenile Court; District Attorney's Office; Sheriff's Office; the Chiefs of Police of Covington, Oxford and Porterdale; Health Department; Mental Health; the Community Partnership; and the Board of Education. The protocol states the commitment of the groups to identify, report, investigate and prosecute cases of alleged violation of the state law related to school attendance.

Changes in Georgia law require that parents or guardians must sign a statement indicating receipt of written attendance requirements and possible consequences/penalties. The Parent Acknowledgement of Understanding and Receipt on page 52 of this handbook indicates such receipt of attendance requirements. Students in grade four and above must sign a statement indicating receipt of the requirements and possible consequences and penalties. If the Notice is not returned to school, the school will have met its responsibility to notify the parent/guardian of the requirements and possible consequences/penalties, if after two reasonable attempts to secure signatures, the parents or guardians are sent, via certified mail, return receipt requested, a copy of the statement.

The child who is tardy for school loses valuable instructional time and causes undesirable disruption in the classroom. Also when a child is frequently checked out of school early he/she loses valuable instructional time. If a child is tardy, he/she, along with the adult who brought the child to school, must report to the school office to receive his/her tardy pass.

Unexcused tardies or early checkouts are strongly discouraged. Simply checking a student out of school does not constitute an excused absence for the classes missed. In order for an absence or tardy/checkout to be excused, a parent/guardian must provide appropriate documentation for the classes missed within three (3) days of the absence.

Students are legally excused from attendance according to Georgia law for (1) illness, (2) death in the family, (3) religious holidays, (4) services as a Page in the General Assembly, (5) when attendance might be hazardous to their safety, and (6) when mitigating circumstances warrant, as determined by the principal. Credit for make-up work will be granted only when the absence is excused as defined above.

Perfect yearly attendance recognition is based on having no absences and a combination of not more than four unexcused tardies and/or early checkouts.

Academic Consequences of Absences

When a student is absent, a written statement from the parent/guardian is required to be presented within three days upon re-entry to document the reason(s) for absence; otherwise the absence will be recorded as unexcused.

Students who have an excused absence must initiate make up work with teachers on the first day they return. The teacher will determine deadlines for the completion of assignments.

It is the responsibility of the student to keep up with all assignments whether absences are excused or unexcused. The school will not deny the student the right to the information missed for an unexcused absence. However, a student may receive a “zero” on any graded class assignment for any unexcused absence and will not be permitted to make up tests.

A student under suspension will be allowed to make up work, and receive full credit. Some work, by its very nature is impossible to make up and may necessitate alternative assignments. The principal (or designee) is the final authority in determining alternative assignments. Students will lose credit for any work not made up within the number of school days suspended. For example, if a student is suspended for 3 days, the student will have 3 days upon returning to school to complete make up work.

Parents/ guardians may submit written excuses for up to five (5) days of absences. After five (5) cumulative absences a student must present documentation from a medical provider of personal illness in order for any further absences to be excused due to illness. School administrators have discretion to evaluate extenuating circumstances regarding this procedure. Absences resulting from any other reason specified as “excused” will be accepted with appropriate documentation i.e., a copy of a subpoena for a court appearance etc. (See Section A) Failure to provide this documentation within 3 days after returning to school will result in absences recorded as “unexcused.”

Consequences for Parents/Guardians of Children with Excessive Absences

In order to comply with the law, parents and guardians of students with more than five (5) unexcused absences may be referred to the appropriate court and will be subject to fines of not less than \$25.00 nor more than \$100.00 or imprisonment up to 30 days or community service or any combination of penalties. (Code Section 20-2-690.1) After notification that a child has five (5) unexcused days of absence, each absence shall constitute a separate offense.

In an effort to keep parents informed of student's absences, the teacher will refer the name of each student who has three unexcused absences to the principal and/or designee. The principal and/or designee will contact the parent/guardian.

For a student with five unexcused days of absence, the school system will make two reasonable attempts to notify parents/guardians of the unexcused absences. Notification may include one or more of the following: a letter to the parent/guardian, phone call to parent/guardian or a phone call to the residence via School Messenger. If there is no response from the parent/guardian, they will be notified via certified mail, return receipt requested of the unexcused days. It is also possible for parents to check attendance via the internet on *StudentTrack*.

BUS SAFETY, PROCEDURES and RULES

Students being transported by school bus are expected, regardless of the type of weather, to be at their designated bus stop at least five minutes before the bus arrives. Drivers will not wait on students.

Students are expected to learn and follow all bus rules as stated in the Student Discipline Section of this handbook. They should always cooperate with and listen to the bus driver or the substitute bus driver. Failure to do so may result in suspension of bus riding privileges by an administrator. Questions regarding the school bus program or bus routes may be addressed to the school principal or to the county bus supervisor at 770-784-2909.

1. The bus driver is responsible for each child's safety and must be obeyed at all times. He/she has the authority to assign seats.
2. Please help keep the bus clean by not eating or drinking.
3. Please be courteous to fellow riders and the driver. Use of profanity or violent acts will not be tolerated.
4. For safety's sake, remain in the seat at all times and especially while the bus is in motion. Keep hands, head, and feet inside the bus at all times.
5. There must be no talking or distractions while at railroad crossings.
6. Please be considerate of fellow riders by being on time and standing at the appointed stop. The bus will not stop or blow the horn if students are not at the bus stop.
7. Be considerate of each parent/guardian's tax dollars by not marking on seats or being destructive.
8. Always wait for the driver's signal before crossing roadway, and cross the roadway immediately in front of the bus.
9. Yelling, screaming, hollering, or excessively loud talking is distracting and dangerous for the driver and is not permitted.

10. A student must ride his/her regular bus unless written permission from a legal guardian and/or a school official is provided.
11. A student is not allowed to get on or off the bus at any other place than their regular stop without written permission from a legal guardian and/or a school official. **NOTE:** Parents should not flag down buses for children to board or unload. Parents should not get children off the bus during dismissal.

Seven-Step Student Discipline Program

Working together, we are committed to defend the “educational day” by providing safe, clean and dependable student transportation. The following represents the procedures a bus driver will take before completing and submitting a bus discipline referral:

Step 1	Driver assigns each student to a specific seat by the end of the third day of the school year.
Step 2	Driver speaks privately to the student on school property.
Step 3	Driver reassigns student to the first seat on the door side of the bus.
Step 4	Driver requests zone supervisor meet the bus on school property and speak privately to the student concerning the behavior and the next steps to be taken should the behavior continue.
Step 5	Driver informs the student that a phone call will be made to their parent/guardian. The driver will speak to the parent/guardian using a script requesting assistance with the behavioral concern.
Step 6	Transportation department will send a letter to the parent/guardian stating the behavioral concern and informing the parent that should the behavior continue the student will be referred to the school office for disciplinary action.
Step 7	Driver completes a bus discipline referral form and attaches their documentation relative to previous attempts to address the behavioral concern. The driver will submit the form to the appropriate school administrator.

The following represents the procedures for schools relative to bus discipline referrals:

- **First bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for three days. A school administrator will request that the parent/guardian come to the school and speak with an administrator concerning school bus safety. If the parent meets with a school administrator, the student will be allowed to return to the bus immediately. Should the parent/guardian refuse to meet with an administrator, the student will be suspended for three days. After the parent/guardian meets with a school administrator or completes the three day suspension, the student may return to the bus. The driver will begin with step one of the process to address additional discipline problems.
- **Second bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for five days. The school must contact the parent before the suspension begins. After five days, the student may return to the bus. The driver will begin with step one of the process to address additional discipline problems.

- **Third bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for the remainder of the school year.

Note: Certain disciplinary infractions may result in the immediate submission of a bus discipline referral. Students with special needs may not be able to comply with this program, but every attempt to meet the same expectations should be made.

Please see Rule 85 -- **MISBEHAVIOR ON SCHOOL BUS**—for the disposition for the offense of fighting on the school bus.

CHAIN OF COMMAND

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to complete their tasks more effectively.

Members of the Newton County Board of Education have confidence in the professional staff and desire to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. These statements do not supersede any employee’s or citizen’s rights to contact Board members directly. However, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution.

The Board advises the public that the proper channeling of and most effective way to resolve complaints involving discipline, curriculum/instruction or transportation is to contact the individual at your student’s school who is designated by position in the chart below to deal with such concerns. Any issue outside of this chart’s listing should be addressed to the principal. The Board will consider hearing citizen complaints when they cannot be resolved through the use of the channels below.

Discipline	Curriculum	Transportation
Teacher	Teacher	Appropriate Assistant Principal
Appropriate Assistant Principal	Appropriate Assistant Principal	Principal
Principal	Principal	Transportation Director
Appropriate Director	Appropriate Director	Associate Superintendent
Associate Superintendent	Associate Superintendent	Superintendent
Superintendent	Superintendent	School Board Member
School Board Member	School Board Member	State Dept. of Education
State Dept. of Education	State Dept. of Education	

COUNSELING SERVICES

The school has the services of a counselor. The counselor’s time is focused on providing students the following services: classroom guidance; small group counseling/guidance; individual counseling; and coordinating/consulting with parents and staff. Each student in grades kindergarten through five will receive instruction in the following areas: achievement/motivation; interpersonal relationships; self-esteem and expression of ideas; rights and responsibilities; and career awareness and exploration. Interested or concerned parents

should contact the school principal or assistant principal for information regarding these services.

CUSTODIAL PARENT/GUARDIANSHIP

The Newton County Schools will abide by state and federal laws regarding custody issues involving students enrolled in our schools. Change of custody (visitation swap) shall not occur on school campus. **The parent who enrolls a child is the parent who is entitled to the custody of the child at all times and has the authority to make decisions regarding his/her child.** If a natural parent contests the right of the other natural parent to make decisions affecting their child, whoever has custody/enrolled the child is empowered to make decisions for the student.

Under the Family Educational Rights and Privacy Act (FERPA) both parents have a right of access to their child's educational records. Both parents are allowed to discuss at reasonable times and intervals with teachers and administrators their child's progress in school and any problems requiring parental intervention. The non-custodial parent may visit their child at school unless specifically prohibited by the custody order. School visits are limited to specialized school sanctioned events or upon written approval of the custodial parent. Mail, telephone calls or gifts of a personal nature will not be accepted. If sent, they will be returned.

A step-parent does not by law have any authority to make educational decisions or obtain information from his/her step-child's educational records, unless, the natural parent has given written authorization under FERPA. The natural parent also may grant specific permission for the step-parent to be present at school events or conferences with teachers and administrators and to pick up the child at school. However, only the natural parent is empowered to sign documents that require parental signature.

If a parent has custody of his/her child and there are circumstances specifically stated in the court order that affect the child at school, the parent is required to provide a certified copy of the order and complete the Custodial Parent Request Form providing specific instructions and permissions given to the non-custodial parent. **It is the custodial parent's responsibility to keep the school informed of any changes in the custody order or changes in the Custodial Parent Request Form.**

CURRICULUM

Students in the Newton County Schools receive well-rounded, developmentally appropriate curriculum services. Students are expected to complete studies in the areas of language arts (reading, spelling, writing, grammar, vocabulary, listening, and speaking), mathematics, science/health, social studies, music, art, physical education, and handwriting. Curriculum objectives are based upon state and local requirements thus ensuring that all students receive comprehensive instruction in all areas of study. Further information regarding elementary curriculum practices may be obtained from the school principal or assistant principal.

DISCIPLINE and STUDENT SELF-CONTROL

No student should purposely interfere with a fellow student's right to learn. Therefore, each student is expected to behave in a manner that does not inhibit the educational opportunities and the safety of others. Likewise, students are to be treated with the rights and respect due any individual. The Newton County Board of Education has adopted policy JP/GAF which provides guidelines as to appropriate interactions between staff and students.

DISRUPTIONS IN THE SCHOOL DAY

Before the student leaves for school each day, please be sure he/she has all instructions and necessary materials. This will avoid undue disruption of instruction. If an emergency arises and it is necessary for a parent to notify their child, please leave a message with the school secretary. The office staff will relay the message to the child's teacher at the appropriate time. Please do not check the child out of school before the end of the instructional day.

If emergencies arise that require a child to be checked out during the instructional day, a student will be released from school only to a parent or legal guardian or other authorized person. Such persons should be properly identified. The parent or authorized person who will pick up the student must come inside the school, provide a picture ID, and sign the check-out record. Once the check-out procedures are finalized, students are expected to leave the premises immediately. **All phone calls and written requests should be received at least one hour before requested check-out time.** For safety reasons, transportation changes must be received in writing. The note should be signed and dated with a phone number so the note may be verified. If this process is not followed, some delay can be expected. In order to avoid confusion at dismissal, students will not be checked out after 1:45 P.M.

DRESS CODE

Every student shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment. Students are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. Students who fail to comply with the dress guidelines given below will be referred to an administrator and must change into acceptable garments. School attire which is not specifically covered in this section and which the administration believes is disruptive or distracting to the learning environment shall be prohibited.

PLEASE NOTE THE FOLLOWING.

Pants/skirts shall be worn at the waist level so as not to show skin or undergarments.

No chains that could be used as a weapon as determined by an administrator will be permitted.

No extremes in dress and/or grooming will be permitted examples include unusual hair colors, designs or cuts and over-sized pants or shirts.

Further, the following attire is INAPPROPRIATE for school and must NOT BE WORN:

1. Clothing which advertises or displays any insignia of alcohol, illegal drugs or tobacco.
2. Clothing with obscene, vulgar, or suggestive language or design.
3. Clothing with words or symbols, such as pictures and emblems, which advocate violence and/or terrorism.
4. Clothing with signs, symbols, drawings, or writings which show allegiance, affiliation, or reference to any non-sanctioned group.
5. Colors, bandannas, articles of clothing or paraphernalia which promote or identifies with a non-sanctioned group.
6. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods worn inside the school building.
7. Clothing that exposes or accentuates the torso, such as spandex pants, see-through garments, halter tops, spaghetti straps, backless dresses, tube tops, muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above, the waist.
8. Garments with holes that expose undergarments or significant amounts of flesh.
9. Shorts, dresses, or skirts less than finger tip length when worn properly around the waist and when standing upright.
10. Clothes which are so large that they expose underclothing or impede walking.
11. Flip-flops are not allowed.
12. Sleep wear including, but not limited to: pajamas, gowns, bathrobes, slippers, blankets, etc.
13. Tennis shoes with wheels are not allowed in schools.

The following is appropriate school attire:

1. Crop tops worn over another shirt which covers midriff.
2. Leggings (short or long) with pants, dresses, skirts and shirts/blouses. The length of shirts/blouses must meet the same requirements as pants, skirts or dresses.
3. Pants/trousers must be worn properly around the waist. Clothing shall not be poorly fitted or oversized/extremely baggy.
4. Tank top garments worn with a sleeved shirt over or under them.
5. Shoes that are appropriate for school activities must be worn at all times.

Additional guidelines apply to schools requiring uniforms.

DRUGS, ALCOHOL, ELECTRONIC COMMUNICATIONS DEVICES, and WEAPONS

No student may possess, sell, give away, or use illegal drugs, inhalants (except as required for self-administering asthma medication as detailed in the **CLINIC SERVICES and MEDICATION** section,) tobacco, alcohol, or explosive compounds at school, on a bus, or while attending a school event. Students who break this rule will face serious disciplinary action including suspension or expulsion. School staff members are required to report students who break this rule to their principal. These violations may be reported to the proper law enforcement agencies.

No student may possess or use a weapon or use any object as a weapon, ammunition or explosive devices/compounds at school, on a school bus or while attending a school event. Students who break this rule also face serious disciplinary action, such as suspension or expulsion. Parents, and in certain cases a law enforcement agency, will be notified of this rule violation.

No student may possess any electronic communication device in the **ON** position at school between the hours of 7:15 A.M. and 2:30 P.M., unless approved by a teacher or school administration, or on a school bus. (Georgia Code 20-3-1183).

For specifics, please see Rules 01, 05, 11, 24, 45, and 52 in the Discipline Section of this handbook.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program (EIP) is a state funded program designed to provide additional instructional resources to students in grades kindergarten through five in the areas of reading and mathematics. Students are selected for program services based on criteria that include an eligibility checklist and standardized test scores. An EIP teacher works with the identified students to provide challenging instructional activities that are intensely focused on each student's academic deficiencies. These teachers carefully plan with the student's regular classroom teacher to provide the necessary instruction that will enable the students to meet grade-level standards.

Parents of EIP students are encouraged to become involved in various parent activities held throughout the year. Questions regarding the Early Intervention Program services may be directed to the school principal, assistant principal or the Director of Elementary Education at (770)-787-1330.

EMERGENCY SCHOOL CLOSING - SEVERE WEATHER

In the case of severe weather (snow, ice, severe cold, etc.), the official announcement for school closing may be heard over the radio stations: WGFS 1430 AM, WSB 750 AM, WSB 98.5 FM, WBTS 95.5, and Star-WXIA 94.1. The message will be carried over television stations – WSB, WAGA, WXIA, and WGCL. Additionally, a message will be sent to all parents using contact information on file via *School Messenger*, therefore, it is extremely important for parents

to keep phone information up-to-date with the school front office personnel. Please listen to these stations instead of calling school officials. If announcements are not made before 7:00 a.m., parents/guardians should assume school will be in session as usual.

If the weather should become severe during the school day, and school is going to be dismissed before 2:10 p.m., announcements of the school's closing will be made over the same radio stations. If a child's parent/guardian is not at home, the child must know an alternate place to go in the event of an emergency school closing. Parents/guardians will be asked to complete a form to designate where each child should go if school closes early. (Remember, like any other day, buses run only their normal daily routes and **cannot** provide special transportation services on emergency closing days.) Please be sure to discuss emergency closing directions with each child. The child should know what is expected in these situations. Whenever possible, lunch will be served at school even if school is being released early.

ENGLISH LANGUAGE LEARNERS

The English Language Learners (ELL) program provides a curriculum and instructional assistance to students not proficient in English because their native tongue is other than English. The elementary program provides skill instruction in listening, speaking, reading, writing, and American cultural concepts which students need to participate in regular classroom instruction. Possible enrollees will be referred for an assessment of language skills, and if eligible for services, will be assigned to one of these three schools depending upon the student's place of residence.

FIELD TRIP EXPERIENCES

The school faculty and staff support and encourage field trips that are educationally sound. If a child is scheduled for a field trip, the parent or legal guardian will be required to sign a slip granting permission for participation. These permission slips are maintained on file at the school. Teachers planning field trips may request a monetary donation. Field trip experiences will not be denied a student whose parents do not make a donation. **Note that our policy does not allow children to ride the bus who are not enrolled in our school or in the participating class's field trip. Children not enrolled in the participating class are not allowed to attend field trips. Only chaperones registered with the school are allowed to attend the field trip.**

FIRE and TORNADO DRILLS

Fire, safety, and tornado drills are held during the year according to the school's safety plan. Teachers will instruct their students on the procedures to be followed during fire and tornado drills. Students are carefully evacuated from the building during a fire drill. Students are escorted to a designated place in the corridor during a tornado drill.

All Newton County Schools have Emergency Preparedness Plans which deal with various types of emergencies. These plans are followed in the event of other emergencies.

GRADING PRACTICES

The following chart outlines the grading practices of the Newton County School System. Progress reports will be sent home each nine weeks to notify parents of their child's current academic and social development. Teachers will schedule at least two conferences during the school year on specially scheduled school conference days to discuss a child's progress with his/her parents. Other conferences may also be requested. Please make every effort to attend conferences requested by school personnel. Each child's academic and social growth depends upon strong support and encouragement from parents!

EXPLANATION of GRADING SYSTEM

The following grades are given in grades 1-3: 4 = Exceeding the Standard; 3 = Meeting the Standard; 2 = Progress toward Meeting the Standard 1 = Little or No Progress toward Meeting the Standard; S = Satisfactory; P = Progressing; N = Needs Improvement. In grades 4-5 the following grades are given: A = 90 - 100; B = 80 - 89; C = 70 - 79; F = Below 70 and S = Satisfactory; P = Progressing; N = Needs Improvement.

<u>SUBJECT</u>	<u>GRADE LEVEL</u>	<u>GRADE ASSIGNED</u>
Reading	1-3	4, 3, 2, 1
	4-5	NUMERICAL GRADE 70-100 or F
Language Arts	1-3	4, 3, 2, 1
	4-5	NUMERICAL GRADE 70-100 or F
	(Language Arts includes writing, grammar, vocabulary, listening, speaking, and viewing.)	
Spelling	1-3	4, 3, 2, 1
	4-5	NUMERICAL GRADE 70-100 or F
Mathematics	1-3	4, 3, 2, 1
	4-5	NUMERICAL GRADE 70-100 or F
Science/Health	1-3	4, 3, 2, 1
Science/Health	4-5	NUMERICAL GRADE 70-100 or F
Social Studies	1-3	4, 3, 2, 1
	4-5	NUMERICAL GRADE 70-100 or F
Handwriting	1-5	S, P, N
Music	1-5	4, 3, 2, 1 and S, P, N
Art	1-5	4, 3, 2, 1 and S, P, N
P.E.	1-5	4, 3, 2, 1 and S, P, N
Conduct	1-5	S, P, N

Students in kindergarten receive grade reports via the GKIDS assessment.

HEALTH SERVICES

Although not full time, school nurses are provided for each school. The school nurse may make contact with parents regarding any health issues. She will not take responsibility for evaluating signs of illness or injury that have occurred at home. These should be referred to the family doctor or an emergency room.

CLINIC SERVICES for ILLNESS and ACCIDENTS

Should a situation warrant it, parents will be contacted immediately when their child becomes ill or has an accident at school. In serious situations when a parent cannot be contacted, the principal or principal's designee will request the assistance of local emergency medical personnel. Services will be provided if a medical release has been signed. Judgment in such cases is at the discretion of school authorities, and parents assume financial responsibility.

At the beginning of the year please return the emergency authorization form to the teacher. Please keep all telephone numbers current, the name of a contact person for emergencies and their current number on file in the office.

CLINIC SERVICES and PRESCRIPTION MEDICATIONS

Children who become ill at school will be cared for in the designated clinic area. If necessary, simple first aid procedures will be administered. Emergencies will be handled appropriately and parents will be promptly notified.

For **Prescription Medicine**, the parent/legal guardian must complete an authorization and instruction form entitled "Authorization to Give Medication at School." A physician must also sign this form for all prescription medicine given longer than two weeks. A new form must be completed and signed by parent/legal guardian, and/or physician, any time there is a change in medication or dosage.

Medicine shall be provided to the school in the original labeled container containing the student's name, doctor's name, and contents. Free samples provided to parent/ guardians by physicians must be in sealed packages and accompanied by written directions from physicians and authorization from the parent/guardian for administration.

Controlled drugs should be delivered by a parent, and counted upon arrival and accounted for weekly.

In accordance with state law, some students may be allowed to carry and self-administer their own asthma medication. This should be implemented after assessment of the child's age, independence, competence in self-care, and with the approval of parents and healthcare provider. The form "Authorization for Student to Carry a Prescription Inhaler" must be completed.

OVER-THE-COUNTER OR NON-PRESCRIPTION MEDICATIONS

For **Non-Prescription medicine**, parents/guardians must provide routinely administered non-prescription drugs in the original container along with the appropriate signed authorization form giving school staff complete instructions as to how it is to be administered. No over-the-

counter medicines will be provided by the school except for emergency situations as deemed appropriate by the school nurse or principal's designee. These shall be administered according to parent/guardian instructions.

As long as prescribed and/or over-the-counter medicine is administered in accordance with the schedule/directions as described by the parent/guardian and/or physician, the Newton County Board of Education is released from any liability in the event of injury or adverse effects to the child as a result of the administering of such medication.

COMMUNICABLE DISEASES

School nurses can screen for some of the contagious or infectious diseases listed below and may call parents to pick their children up from school if one of the diseases is suspected. Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable; although all are not of a serious nature. Parents should notify the school if their child has been affected by any of these for advice on readmission to school. Parents of students in classrooms affected by a student with a serious communicable disease, as determined by the school nurse or administrators, will be notified of concerns.

Lice (pediculosis)	Meningitis	Chicken Pox (Varicella)
Poliomyelitis	Scarlet Fever	Pink-Eye (Conjunctivitis)
Strep Throat	Hepatitis	Ringworm
Mononucleosis	Scabies	Worms or Parasites
Measles (Rubella)	German Measles	Impetigo/Staph Infection
T.B. (Tuberculosis)	Mumps	Whooping Cough (Pertussis)
Fifth's disease	Influenza	

HEAD LICE

Students who have head lice (pediculosis) are to be sent home from school. After treatment and before re-entering school, **the student accompanied by a parent/guardian**, will be cleared by a school official to make certain that the student is free of all infestation and any remnants, including dead nits.

If the student's head is still suspect, he/she will not be allowed to re-enter school. However, if the child has not been cleared to re-enter on or before the third (3rd) school day from the date he/she was sent home, the matter will be referred to the School Social Work Department. Referrals will be made to the School Social Work Department for repeated cases of head lice.

Parents of students will be notified when there are multiple outbreaks of head lice within a classroom.

HOSPITAL/HOMEBOUND STUDENTS

A student who has a medically diagnosed, non-communicable condition which restricts him or her to home or a hospital for five or more school days may be eligible for hospital/homebound instruction. Please contact the school principal or assistant principal for further information regarding this program.

IMMUNIZATIONS

The Newton County School System, in accordance with the Georgia Department of Human Resources, requires all students entering a Georgia public school to have up-to-date immunizations. All parents must show valid proof of such immunizations. Immunizations must be recorded on form 3231. Shots may be secured from the Health Department or a private physician. For additional information, contact the school principal or the student services department at 770-787-1330.

HEALTH STUDIES

Instructional units on human growth and development are taught in fifth grade classes as a part of the state of Georgia required health curriculum. It is the right of parents to opt their children out of human growth and development units of study. A letter will be sent home to parents prior to this instruction. If there are concerns or questions, please contact the school principal or assistant principal.

HONOR ROLL

Fourth and fifth grade students are eligible for honor roll recognition at the end of each semester. The "All A" honor roll contains the names of students who have achieved an average semester grade of "A" in all designated subjects and an average of "S" in all areas where such grades are recorded. The "A/B" honor roll contains the names of students who have achieved at least one average semester grade of "A" and all remaining average semester grades of "B" or better. To qualify for the "A/B" honor roll and an average of "S" must be achieved in areas where such grades are recorded.

Handwriting grades are not considered when determining honor roll eligibility. However, all other subject area and conduct grades are used for determining eligibility.

Students in, first, second, and third grades are evaluated using a scale (4, 3, 2, 1 and S, P, N) to judge their attainment of curriculum content objectives. Early childhood is a time to develop and strengthen a child's academic, social, and emotional growth. Development of strong self-esteem is of primary importance during these years. Therefore, students in these grades are recognized for their individual achievements on a continuing basis instead of an honor roll listing.

KINDERGARTEN ROUNDUP and PRE-KINDERGARTEN REGISTRATION

During early spring, parents of first time kindergartners are requested to bring their incoming kindergartners for registration at roundup activities. To be eligible for kindergarten, students must have reached their fifth birthday on or before September 1 of the school year in which they intend to enroll. The school will notify parents of the registration date in the spring. Please bring to kindergarten registration: (1) the child's state certified birth certificate, (2) appropriate immunization record, (3) social security card, and (4) two proofs of residence as

stated on page 4 of this handbook. Policy requires that these documents be on file for every student enrolling in the Newton County Schools.

The registration process takes approximately two hours. Each child will be given a hearing and vision screening and a simple academic assessment. Questions regarding spring roundup may be directed to the school principal or the Director of Elementary Education (770-787-1330).

Pre-kindergarten registration is also held in early spring. To be eligible for pre-kindergarten, students must have reached their fourth birthday on or before September 1 of the school year in which they intend to enroll. Limited slots are available at each elementary school (with the exception of the Newton County Theme School at Ficquett) requiring the selection of children via a lottery process. Registration documents required for enrollment in pre-kindergarten are the same as outlined above.

MAIL, TELEPHONE CALLS, or GIFTS

In order to maintain a school climate focused on learning, the school discourages disruptions of any kind. Disruptions by the receiving and distributing of items for students in the school and/or on the bus are prohibited. Mail, telephone calls, or gifts (including flowers, balloons, etc.) for students will not be accepted at school. If these items are sent to the school, they will be returned to the sender at that individual's expense.

NOTIFICATION OF PROFESSIONAL QUALIFICATIONS

At the beginning of the school year under requirements of the No Child Left Behind Act, the parent/guardian of a student attending a school receiving Title I funds may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: the qualifications and licensing criteria for the grade level/subject areas taught; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher; the field of discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications. Notice will be given to a parent when a child has been assigned a teacher for four or more consecutive weeks for instruction who is not highly qualified. For more information concerning professional qualifications, contact can be made with the school principals listed below.

School	Principal	Phone	Email Address
East Newton	Kim Coady	770-784-2973	coady.kim@newton.k12.ga.us
Fairview	Naomi Cobb	770-784-2959	cobb.naomi@newton.k12.ga.us
Flint Hill	Lori Thomas	770-784-2969	thomas.lori@newton.k12.ga.us
Heard Mixon	Lee Peck	770-784-2980	peck.lee@newton.k12.ga.us
Live Oak	Ericka Anderson	678-625-6654	anderson.ericka@newton.k12.ga.us
Livingston	Shari Thomas	770-784-2930	thomas.shari@newton.k12.ga.us
Mansfield	G. W. Davis	770-784-2948	davis.gw@newton.k12.ga.us
Middle Ridge	Alan Satterfield	770-385-6463	satterfield.alan@newton.k12.ga.us
Newton County Theme School at Ficquett	Ruth Anne Smith	770-786-2636	smith.ruthanne@newton.k12.ga.us
Oak Hill	Brenda Gammans	770-385-6906	gammans.brenda@newton.k12.ga.us
Porterdale	Lizzella Dodson	770-784-2928	dodson.lizzella@newton.k12.ga.us
Rocky Plains	Miranda Jones	770-784-4987	jones.miranda@newton.k12.ga.us
South Salem	Holly Dubois	678-342-5907	dubois.holly@newton.k12.ga.us
West Newton	Takila Curry	770-385-6472	curry.takila@newton.k12.ga.us

PARENT INVOLVEMENT TIPS

Parents may assist teachers in ensuring that their child experiences success and happiness in school by following the suggestions listed below.

1. Attend parent-teacher conferences and communicate often with the teacher.
2. Limit television viewing time and establish regular work/study times.
3. Listen to the child. Encourage the child to read, discuss, and tell stories.
4. Play educational games with the child.
5. Research suggests to read to and with all children each day for a minimum of 20 minutes.
6. Become familiar with school procedures and how to address concerns.
7. Volunteer time by tutoring at school, creating learning materials at home, assisting with school activities, joining the PTO/PTA, or becoming a room parent.
8. Let the teacher know in writing if the child is to go to a different address in the afternoon.
9. Check-in at the office first before visiting anywhere in the school. When leaving, please sign out at the school office.
10. Return papers (medical authorization, pupil information, insurance forms, progress reports, notes, etc.) to the school in a prompt manner.
11. Be positive in communication to and about school and school personnel.

PARENT-TEACHER CONFERENCES and CLASSROOM VISITS

Remember each child's success in school greatly depends upon parental involvement and concern. School administrators and teachers are available throughout the year to conference with parents. Please call ahead for an appointment for a conference. In addition, two early-release parent conferences days have been incorporated into the school year calendar. The Newton County School System has specific procedures for parents to follow if they wish to visit in their child's classroom. Please review these procedures in the System Elementary Handbook on page 27.

PROGRAMS in GIFTED EDUCATION

The Newton County Schools offer educational services for identified gifted students through the Quest program. Quest services are available in kindergarten through twelfth grade for students who meet the state eligibility requirements. Students may be referred for consideration for Quest placement by teachers and/or parents.

PROGRAMS in SPECIAL EDUCATION

The Special Education Department of the Newton County Schools provides a complete range of programs and services for students with identified special needs. Special services are available from pre-school through high school for eligible students who are handicapped emotionally, and/or intellectually, and/or physically. Eligibility procedures include initial screening and further educational/psychological testing to determine program eligibility and the type and amount of help needed when eligible.

Special attention is provided to meet the needs of individual students while working closely with the parent(s). An individual education plan (IEP) is formulated for each eligible student. Individual plans consider the types of services and personnel required, each student's learning style, motivational factors, and environmental factors.

Instruction is provided on site in resource rooms or self-contained classes or at alternative school sites. Questions regarding these special services should be directed to the school principal or assistant principal.

PROMOTION/RETENTION/PLACEMENT POLICY

In accordance with State Board of Education Policy, the Newton County Board of Education enacted Policy IHE-Promotion-Retention effective the 2004-2005 school year. The policy states that the promotion, placement or retention of a student will be based on standards and criteria outlined in the policy and the regulations designed for its implementation. Statewide standards, criteria, and appeal processes specific to grade three were implemented beginning with the 2003-2004 school year. For grade five, the statewide standards, criteria and appeal process were implemented during the 2004/2005 school year. The school principal or designee will annually notify parents/guardians of the specifics of the policy and its regulations for individual student promotion, placement, or retention.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Parents/guardians are hereby notified that at various times during the school year various activities as listed below may be scheduled. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed below and that is funded in whole or in part by the U.S. Department of Education. Parents have the right to inspect any survey or instrument used in the collection of information listed in 1 and 2 below before the instrument is administered or distributed to a student and to opt the student out of participation in accordance with regulations developed by the administration.

1. The administration of any survey containing one or more of the following items:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;

- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parent;
- or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
 3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

Parents may, upon request, inspect any instructional material used as part of the educational curriculum for each student.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled at this time any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights as described herein.

RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the “Act”), parents have a right to:

1. Inspect and review the education records of their child, or in the case of a student who is eighteen years of age (18) or older, their own education records;
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records.

The Newton County School District has designated the following information as directory information:

- Student’s name, primary address, and telephone number;
- Student’s date and place of birth;
- Student’s participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the School System schools; and
- Awards received during the time enrolled in Newton County School System.
- Dates of enrollment in the Newton County Schools;
- Honors and awards received during the time enrolled in the Newton County Schools;
- Video, audio or film images or recordings;
- Photograph; and
- Grade level.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. Parents/guardians 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. If a parent/guardian wishes to exercise this right, he/she must notify annually the principal of the school of the refusal of disclosure within ten days of the child's enrollment.

SCHOOL FOOD SERVICES

SCHOOL NUTRITION PROGRAM

Nutritious breakfasts and lunches are available each day for students, staff, and guests. Menus are planned to offer a variety of foods that are attractive and appetizing to children, and at the same time, meet the nutritional requirements set by state and federal regulations. Meal choices are offered daily at each school. Current monthly menus are posted at each school as well as the school system's website.

MEAL PRICES FOR 2011-2012

BREAKFAST PRICES

Full Price	\$1.00 per day	\$5.00 per week	\$22.00 per month (22 days)
Reduced Price	\$0.30 per day	\$1.50 per week	\$6.60 per month (22 days)
Free	\$0.00 per day	not applicable	not applicable
Adults	\$1.50 per day		

Students who qualify for free/reduced price lunch automatically qualify for free/reduced breakfast.

LUNCH PRICES

Full Price	\$1.50 per day	\$7.50 per week	\$33.00 per month (22 days)
Reduced Price	\$0.40 per day	\$2.00 per week	\$ 8.80 per month (22 days)
Free	\$0.00 per day	not applicable	not applicable
Adults	\$2.75 per day		

Parents/guardians are encouraged to prepay for meals either on a weekly or monthly basis.

Prices for other items include:

- Extra Milk - .50
- 100% Fruit Juice (4 oz) - .40

Additional pricing of a-la-carte items is posted in the school cafeterias.

PRE – PAY:

Prepayment can be made by the following methods:

1. Internet Access (www.mealpayplus.com) or phone (1-866-872-3986) using Visa or MasterCard. Mealpay Plus accounts may be set up to automatically send a low balance notification email to the parent. The low balance level is established by the parent. An account can be set up using the student ID number. Please contact your school office or the School Nutrition Manager to obtain your student's ID number.

2. At school, please follow the procedures listed below.
- **Paying with cash – place payment in a sealed envelope on which the child’s name, ID number, and teacher’s name have been written.**
 - **Paying by check – write the child’s name, ID number, and teacher’s name on the check.**
 - **Paying for more than one student at the same school – please write each student’s name, each student’s ID number and their teacher’s names and the amount of money being paid for each child on the check or envelope.**

Please visit the school, email the School Nutrition Program Manager, (email addresses are listed on the school system’s website under food services), view student meal history at www.mealpayplus.com or call the child’s School Nutrition Manager to be sure he/she has adequate money in his/her school meal account. Knowing your child’s meal account balance is especially important if the child is allowed to use money from his/her meal account to buy extras in the school cafeteria. If the child charges up to the approved limit of three (3) meals, he/she will receive a nourishing, alternate meal and will not be allowed to purchase extra foods until charges are paid. To receive email notification of low balances, please set up an account at www.mealpayplus.com for each student and select the low balance notification option.

FAMILY APPLICATIONS FOR FREE AND REDUCED PRICE MEALS

If a parent/guardian believes their family/child qualifies for the free/reduced price meal benefits, one family free/reduced-priced meal application must be completed. **PLEASE COMPLETE ONLY ONE APPLICATION FOR THE FAMILY THIS YEAR – BE SURE TO LIST ALL STUDENTS ENROLLED IN NEWTON COUNTY SCHOOLS AS WELL AS ALL OTHER FAMILY MEMBERS ON THE SINGLE FAMILY APPLICATION. WHEN MULTIPLE APPLICATIONS ARE SUBMITTED FOR ONE FAMILY, THE APPLICATION REVIEW PROCESS IS SLOWED DOWN DUE TO THE NEED TO REVIEW ALL DUPLICATE APPLICATIONS BEFORE ANY OF THE APPLICATIONS FOR YOUR FAMILY CAN BE PROCESSED. EXCEPTION: A SEPARATE FORM MUST BE COMPLETED FOR EACH FOSTER CHILD IN THE FAMILY.**

Family applications for free and reduced meals are available at each school office or cafeteria and are sent home to every household at the beginning of the school year. **A new family application must be completed for each eligible family each school year.** Even if the child/children were determined eligible for the benefit last school year, a new application must be completed for this school year. Applications may take up to ten (10) working days to be processed after they are received in the School Nutrition Program Central Office. **Please send money to pay for meals until written notice is received that the application has been approved. Parents/guardians are responsible for all charges incurred during this review period.** Meal benefits are not determined at the school, and parents/guardians are responsible for the price of meals until notice is received that the student has been approved for free or reduced meals.

MEAL CHARGES

Students will be allowed to charge school meals up to the approved limit of three (3) meals. If three (3) meal charges have occurred, an alternative meal will be served (e.g. peanut

butter sandwich or a cheese sandwich with milk for lunch; toast and juice for breakfast). Parents will be notified of low balances (below \$5.00) and negative balances two times per week by telephone call from the School Messenger system. If School Messenger calls do not reach an active telephone number, a letter will be sent home with the student on Folder Day.

Students will not be allowed to charge extra milk, extra entrees, ice cream, or any type of a-la-carte item. Students may not purchase milk, ice cream or any extra food items if they have charges on their account.

The School Nutrition Program Manager can provide parents/guardians a student's meal history and account information on the telephone or by letter sent home with the student. Student meal history and account information is also available through www.mealpayplus.com at no charge to the parent. The student's school identification number is required to access the mealplayplus account information.

NON-SUFFICIENT FUNDS AND OTHER RETURNED CHECKS

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, Envision Payment Solutions (Check Approval Service) will charge a \$37 processing fee. Envision Payment Solutions is the check security system for many stores like Kroger, Wal-Mart, Target, etc. Repayments must be made with cash, money order or cashier's check to Envision Payment Solutions, **P. O. Box 157 Suwanee, Georgia 30024. The company can be contacted at (770) 709-3000.** If two checks are returned for any non-payment reason, neither you nor your spouse will be allowed to pay for your child/children's meals with a personal check at any Newton County School System Cafeteria for the remainder of the school year. **Any money that is paid to the school cafeteria when the student has a returned check charged to his/her account does not pay the returned check. It simply puts money on the student account to enable the student to purchase a meal.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

SCHOOL INSURANCE

The Newton County School System does not provide accident insurance for students. Parents/guardians have the opportunity to buy accident insurance from the Board approved insurance carrier. This policy pays for accidents regardless of any other accident insurance coverage parents may have on a child. School time coverage is for school hours and travels directly to and from school. Twenty-four hour/ twelve month coverage affords year round protection. This insurance is transferable should a student move to another school. Information concerning school insurance programs is sent home at the beginning of the school year if requested.

SCHOOL SOCIAL WORK SERVICES

School social work services are offered to all Newton County students, parents, and school staff. Requests for services are made by referral. School social workers assist both parents and students with problems related to attendance, health, behavior, economic or social problems

and hospital/homebound activities. Social workers coordinate the referrals to other community agencies when necessary.

SEXUAL HARASSMENT

As part of the mission of the Newton County School System, it is our goal to provide a positive school climate for every Newton County School student and teacher. Sexual harassment creates a hostile learning environment and will not be tolerated in our schools. In fact, sexual harassment is a form of discrimination expressly prohibited by Title IX of the Education Act of 1972. The Newton County School System has defined sexual harassment as unwanted sexually oriented words, actions, or gestures that cause discomfort to the person to whom they are directed. During the coming year, each child will be informed of age-appropriate behaviors expected while at school. The child will also have explained to him or her the consequences of sexually harassing others. These consequences may include: a) a verbal reprimand, b) a note sent home to parents, c) a visit with the school counselor or psychologist, d) detention, e) removal from extra-curricular activities, and f) a formal complaint being filed with the system Title IX coordinator. In extreme cases, suspension or the contacting of juvenile authorities may result. See Rule 71 of the Handbook.

STUDENT PUBLICITY RELEASE

The Newton County School System is very proud of the students and staff in the schools. Throughout the year, newsworthy and notable events of interest are shared with the community and other educational agencies to honor school and student performance. Student art, literary, and audio/video productions, which may or may not include the student's photograph, are used to publicize school and/or student achievements. Various types of student work (e.g., creative writing, artwork, slide presentations, multimedia projects) and student photographs (groups or individuals) are presented in media.

Home addresses, telephone numbers, or other personally identifiable student data are not published or released in press releases, newsletters or websites. **However, please note the school system cannot control the inclusion of students in photographs of large group settings covered by the public news media, such as school assemblies, plays, parades, athletic or other extracurricular events. Please see page 51 for excluding a child from appearing in photographs for news media release or on the website.**

STUDENT SUPPORT SERVICES

Each school has a Educational Behavioral and Instructional Support Tier 2(EBIS) team and a Student Support Team Tier 3(SST) established to review referrals of students experiencing academic and/or behavioral difficulties. The committees may be composed of the school principal or assistant principal, teachers, school counselor, psychologist, and other appropriate school personnel. Both teams assist classroom teachers in identifying the needs of referred students, planning alternative instructional and/or behavioral strategies, and serving to determine the promotion/placement/or retention of a student.

TESTING

Students in the Newton County School System experience various forms of standardized and teacher-made tests. Discuss with the child's teacher the types of tests the child will encounter during the school year.

The State of Georgia has a mandatory testing program that includes testing for kindergarten through fifth grade students. Kindergarten children are tested with the Georgia Kindergarten Inventory of Developing Skills (GKIDS). Students in selected grades will take the Iowa Tests of Basic Skills (ITBS) in the fall. Students in grade two will take the Cognitive Abilities Tests. Additionally, third and fifth grade students will be assessed in writing development with a state designed writing assessment. Students in grades three through five will be given the state mandated Georgia Criterion-Referenced Competency Tests (GCRCT).

NOTE: The GCRCT is the promotion test in grades three and five. Third grade students must pass the reading portion and fifth grade students must pass the reading and mathematics portions.

TEXTBOOKS

Textbooks are issued to each student when appropriate. All books should be treated as borrowed school property and given the appropriate respect. In case of loss or damage to textbooks, the parent/guardian must pay for the lost or damaged book according to a fixed scale.

TITLE ONE PROGRAM

Title One is a federally funded program designed to provide additional educational services in designated schools to students in the area of reading and math. Students are selected for program services based on multiple criteria that include standardized test scores, grades, and teacher recommendations. A Title One teacher works with identified students to provide extra instruction in each student's area of weakness. These teachers carefully plan with the student's regular classroom teacher to provide a well sequenced, balanced, and timely improvement program.

Parents of Title One students are encouraged to become involved in Title One parent activities held throughout the year. Questions regarding Title One program services may be directed to the school principal or the Director of Federal Programs (770-787-1330).

VISITORS

Parents/guardians are welcome as visitors in the Newton County schools. For safety reasons and for safeguarding of the instructional time in the classroom, all visitors are required to report to the front office upon entering the school building. Visitors will be required to sign in and obtain a visitor's pass. Parents/guardians/relatives who wish to visit in their child's classroom must make arrangements **with the principal in advance of the requested visit. While visiting in the classroom, parents also are required to follow any directions from the principal and/or the principal's designee.** Failure to comply with directions can result in a parent/guardian being asked by an administrator to leave the classroom and the school. Siblings/relatives are not allowed in the classroom while the parent observes or volunteers in the classroom. Students may not bring siblings to school as their guests. Also, students may not bring friends from

other schools or school systems to school as their guests. Upon leaving the school, visitors should report back to the office to sign out and return their visitor’s pass.

WITHDRAWING A CHILD

Please contact the child's teacher or the school secretary at least 24 hours before the child's last day of school. Also inform the teacher or secretary of the child’s future destination. All outstanding fees must be paid and the child must return all textbooks and library material before his/her withdrawal is complete. Each child will take a copy of the withdrawal slip to his/her new school. All records will be forwarded at a later date upon notification of enrollment from the receiving school.

Character Education

The Newton County School System realizes that character education is vital to the development of the whole child. Each of the schools—elementary, middle, and high—supports the character education legislation adopted by the Georgia legislature and will work to supplement the efforts of the home and community to help mold and develop good character in our students.

As stated in Georgia law, Code Section 20-2-145, character education “shall focus on the students’ development of the following character traits”; however, most schools have added additional traits to those taught in their respective schools.

Respect for Teachers

Respect for Yourself

School Pride

Cooperation

Fairness

Courteousness

Citizenship

Kindness

Generosity

Creativity

Tolerance

Loyalty

Perseverance

Respect for Others

Kindness/politeness

Self-Control

Cleanliness

Patience

Sportsmanship

Patriotism

Compassion

Joyfulness

Honesty

Courage

Punctuality

Diligence

Respect for the Environment

DISCIPLINE SECTION

The Newton County Board of Education operates on the philosophy that all students have the right to learn. Additionally, the Board believes that students should be responsible for their behavior and should be in attendance and on time for school. Students are to respect constituted authority, which includes following school procedures and obeying school rules and regulations. Additionally, discipline is a partnership between the home and the school. The Board anticipates that parents will be concerned and cooperative in dealing with any behavioral problems which may arise.

Developing within the student a healthy self-discipline and for the school a positive school climate involves the use of natural, logical and realistic consequences; a simple structure; reasonable rules; as well as the labeling and accepting of feeling. For this reason, the Board of Education annually approves codes of conduct which include rules and procedures based on local and state laws and policies. The student disciplinary rules and procedures are developed by the administration with input where appropriate from students and parents. These rules are age appropriate, delineate standards of behavior and provide for progressive dispositions where appropriate.

To promote better discipline, school personnel are encouraged to use preventive measures such as, but not limited to, conferences, counseling, school social worker referral and Student Support Team referrals. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

Disposition or disciplinary action taken is intended to show the student how/he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring, and to inform the parents of the misconduct. The administration is authorized to use a variety of corrective measures including, but not limited to, student and/or parent conferences, mediation, detention of the student with a teacher or administrator, in-school suspension, or out-of-school suspension to provide for a safe learning environment. Serious behavior problems, which could result in long-term suspension or expulsion, require a hearing before the disciplinary hearing. Student behavior which violates state or federal laws as specified in O.C.G.A. 20-2-1184 will result in a report being filed with the appropriate police authority and district attorney.

School administrators may, at their discretion, require a student and his/her parent(s) to sign a behavior contract as a prerequisite for enrollment. All students deserve and have the right to a quality education. All teachers deserve and have the right to teach in an appropriate environment. Parents, students, teachers, and the principals working together can make this a reality and the quality of instruction can improve.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Students are expected to show respect to adults and each other.

Students are expected to show respect to the school's and each individual's property.

Students are expected to move quietly and in an orderly manner in the building at all times.

CLASSROOM RULES

All teachers develop a formal discipline plan at each grade level showing steps they will take to handle disciplinary problems. Discipline procedures are designed to teach two very important concepts:

- Certain behaviors are undesirable and should be avoided.
- Certain behaviors are desirable and should be repeated.

The foundation of this plan is the following of school-wide classroom rules and consequences drawn up by a committee of parents, teachers, and administrators.

SCHOOL-WIDE RULES

1. Respect yourself, others, and their property.
2. Stay in your seat or assigned area.
3. Listen, follow directions, and complete all work.
4. Refrain from disruptive behaviors in class.
5. No physical contact - keep hands, feet, and other objects to yourself.

STUDENT BEHAVIOR

TO STUDENTS:

The school exists to provide each student with comprehensive educational opportunities. It is the desire of the teachers, administration, and other staff members that each student should have every opportunity to take advantage of the instructional programs offered. To assist in knowing what behavior is expected of, a behavior code has been developed to inform all students of the actions which violate school rules and the consequences of those actions.

Students should:

- attend school daily and be on time
- be prepared to come to class with appropriate working materials
- be respectful to all individuals and property
- refrain from PROFANE, INFLAMMATORY, OR RACIST statements
- act in a safe and responsible manner
- be responsible for your own work
- abide by the rules and regulations of the school and each classroom teacher
- seek changes in an orderly manner

TO PARENTS:

Parents must accept the responsibility for providing the important early training that every child needs in preparation for the formal education that begins in pre-kindergarten, kindergarten, or first grade. Parents should strive to provide children with basic training in good conduct, respect for other persons and property, and positive attitudes about learning. Parents share the responsibility to keep lines of communication open between home and school, to be informed of all facts before taking concerns and complaints to the proper person, to be supportive of the teacher, and to encourage positive attitudes in the student toward school and learning. **School administrators cannot disclose to a parent/guardian how a child that is not theirs was disciplined.**

Parents should:

- regularly communicate with the school authorities concerning their child's progress and conduct

- insure that their child is in daily attendance and promptly report and explain an absence or tardiness to school
- provide their child with the resources needed to complete class work (pencils, pen, paper, etc.)
- assist their child in being healthy, neat, and clean
- bring to the attention of school authorities any problem or condition which adversely affects their child or other students of the school
- discuss report cards and work assignment with their child
- maintain up-to-date HOME, WORK, and EMERGENCY telephone numbers at the school including doctor preferences, an emergency health care form, and current home address
- cooperate with the school in terms of completion of homework assignments.

DISCIPLINE DEFINITIONS, RULES AND DISPOSITIONS

DEFINITIONS

A. STUDENT TIME OUT PROGRAM (STOP) / IN-SCHOOL SUSPENSION PROGRAM (ISS)

Placement in STOP/ISS is the removal of students from their regular classes for a period of time to a highly structured, supervised area. Parents will be notified by phone or letter when students are assigned. Students are counted present for school attendance and are provided individualized assignments from their regular classroom teachers. Students who fail to abide by the rules and regulations of STOP/ISS may receive additional STOP/ISS time, or be suspended from school. This suspension will be separate from, and in addition to, any days already served in STOP/ISS. Any absences during an STOP/ISS assignment will be made up before the student returns to the regular classroom.

Students will bring basic learning supplies (including all textbooks and folders) to STOP/ISS, will do assigned work quietly in their seats or wherever appropriate, will show respect for themselves and others, and will obey all school rules and regulations.

B. OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is the removal of students from school for a specified period of time. Students are not allowed on campus during the school day nor are they allowed to attend any school function during the period of suspension. A parent conference is required for any out-of-school suspension. A parent conference must be held prior to the student's re-entering school.

1. **SHORT-TERM SUSPENSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, for not more than ten school days.
2. **LONG-TERM SUSPENSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, for more than ten days but not beyond the current semester.
3. **EXPULSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, beyond the current school semester.
4. **SUSPENSION TO A FORMAL HEARING** - The hearing of all charges and evidence against a student for discipline offenses by a hearing officer appointed by the Superintendent of Newton County Schools. Parents are sent written notification through the mail of the charges, witnesses,

and date/time of the hearing. Disciplinary action taken by the hearing panel may include, but is not limited to, short-term suspension, long-term suspension or expulsion. If a student is returned to school after a disciplinary hearing or the acceptance of the waiver option during the school year, the student returns under probationary status for the remainder of the school year.

An administrator, at his/her discretion, may choose to offer a waiver of hearing to a student suspended with a charge(s) for violation of the rules and regulations of the Newton County Schools. The parent/guardian will be given written notification by letter of the charges and formal hearing options—either a waiver with acceptance of disposition or formal hearing before the disciplinary hearing officer.

5. **MAKE-UP WORK FOR SUSPENDED STUDENTS** - A student under suspension will be allowed to make-up work, but will not be allowed to receive full credit. For each graded assignment, the numerical grade earned by the suspended student shall be recorded after make-up, but in no case shall the grade given be higher than 70. If the work is not made up by the student in the time specified, a zero shall be recorded for assignments that were to be graded.

C. SUSPENSION FOR PARENT CONFERENCE

For a disciplinary reason a student may not be allowed to attend school until a parent conference is held as specified by the administrator on the referral. It is not necessary for students to miss any school time provided a parent/guardian complies with the conference request. A phone conversation or a personal parent conference may be required.

D. AFTER SCHOOL DETENTION

Students may be detained by a teacher or school administrator before or after school. Notification at least twenty-four hours in advance is sent with a student to his/her parents regarding the date(s) and time(s) of detention. Any student assigned detention must spend his/her specified time within the designated area.

E. OTHER DEFINITIONS:

1. **SEARCH AND SEIZURE** - To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, his/her book bags or purses, desks, and seize any illegal, unauthorized, or contraband materials discovered in the search. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.
2. **SELLING** - No items may be sold on campus without permission of the administrative staff. In addition, students are not allowed to sell, swap, or buy anything from other students while at school or on the school bus. All such items and money will be confiscated. The school assumes no responsibility for items confiscated, but will return such item(s) to the parent/guardian on request.
3. **FOOD AND DRINKS** - Students may not leave campus to buy lunch and then return with that lunch. No glass containers or canned, carbonated beverages are allowed. Commercially prepared lunches may not be delivered to students.

4. **TARDINESS** - Tardiness is defined as a student not being in the designated area when instruction begins or when the tardy bell rings.
5. **HALL PASSES** - Students are not to be in the halls during class without an official hall pass. Each hall pass must have the student's name, date, time dismissed, and the teacher's signature. **NO HALL PASSES SHOULD BE ISSUED AFTER 1:45 P.M.**
6. **ELECTRONIC COMMUNICATIONS DEVICES** - (Board of Education Policy JCDAF)
The Newton County Board of Education shall not allow students enrolled in the Newton County Schools to have with them any electronic communication device (includes cell phones) in the on position at school between the hours of 7:30 A.M. and 2:30 P.M., unless approved by the teacher or school administration, or on a school bus. These devices present an unnecessary source of classroom disturbance and interruption. (GA CODE 20-2-1183)
7. **DISTURBANCES** - Students are not to bring items such as radios, tape, CD/DVD/MP3/iPODs/etc. players/recorders, electronic gaming devices, cameras (**unless part of a cell phone as referenced in Rule 24**), beepers, noise makers, pets, playing cards, water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray, or any nuisance devices to school except as a part of a planned activity. Any item or piece of equipment that may create a disturbance in the school is prohibited and such items will be confiscated. Teachers and administrators have the authority to determine whether items are a nuisance or may cause a disturbance. Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/presentation in a specific class are permitted only after teacher/administrator approval. A teacher's classroom instruction shall not be audio/video taped without the teacher/administrator's permission. The school assumes no responsibility for items confiscated or stolen, but will return such confiscated item(s) to the parent/guardian on request.
8. **PRANKS** - Students who participate in pranks/vandalism subject themselves to disciplinary action.

USE OF COMPUTER/COMMUNICATION RESOURCES

Board of Education Policy IFBG establishes guidelines for use of computer resources and networks of Newton County Schools.

The Newton County School System maintains an electronic network (EN) that includes local-area networks, wide-area networks, and wireless networks, as well as access to worldwide networks such as the Internet. Access to the EN, as well as the hardware and software that support access, is conditional upon following all federal and state laws as well as Newton County School System's policies pertaining to this use. The EN shall be used solely in support of the School System's instructional and administrative programs. Use of the EN is a privilege that may be discontinued at any time.

The EN should be used only in a responsible, ethical and lawful manner. Any unauthorized use of the EN or any failure to comply with the local and system-wide provisions and policies relating to use of the EN will be grounds for loss of EN access and other disciplinary and/or legal action. The vision of the Newton County School System for the academic use of computer technology is to facilitate technological communication and creation of content in support of learning, teaching, and research.

The Newton County Schools shall use technology protection measures that block or filter Internet websites not in accordance with this policy. Blocks or filters may be disabled by an authorized staff member for bona fide research purposes conducted by a student or an employee that supports the educational mission of the school system. All

unblocked websites must be authorized by the Assistant Superintendent for Curriculum and Instruction or his/her designee.

This policy establishes guidelines for what constitutes use of the computer resources and the networks of the Newton County Schools.

Acceptable Use

Students and employees will receive the privilege of using the computer resources and the EN in support of academic activities. If the student's parent/guardian chooses not to allow the student to access the computer resources of the Newton County School System, the student's parent/guardian must sign an opt out form, and return this form to the school. Otherwise, every student will be given the privilege to use the computer resources as part of the educational mission of the school system. This privilege may be suspended or revoked and the student may face disciplinary action if the student exhibits behavior that constitutes "unacceptable use."

Unacceptable Use

1. Network Security – Every student and every employee is responsible for maintaining the security of the school system's network. In order to maintain the security of the network, a student or employee may not access or attempt to gain access (hack) into a computer area/file/program/network that is not normally accessible to him/her through the individual's normal login. No generic logins are to be used unless they are specifically authorized by the Director of Technology.

No student or employee will use a login of another student or another employee. An employee shall not allow a student or an employee or any other person to use this employee's login. Technology Department personnel and School Technology Assistants are exempted from this section of the policy if they are using the login of a student or of another employee in conjunction with their professional responsibilities.

2. Accessing unauthorized websites – A student or an employee shall not access or attempt to access an unauthorized website through the use of proxy (redirecting) servers, through the use of other Internet relay websites, or through the use of other unauthorized means. A student or an employee shall not bypass the web content filter in order to access unauthorized websites.
3. Vandalism – A student or an employee shall not destroy, vandalize and/or threaten to destroy computer hardware or software that is the property of the Newton County School System.
4. Obscenity – A student or an employee shall not use the EN to access, distribute or store profanity, vulgarity, obscene words or gestures, pornographic materials, or pictures, images, files or other visual depictions that are deemed harmful to minors.
5. Bullying – A student or an employee shall not use the EN of the school system to bully or to threaten a student or an employee.
6. Theft or Possession of Stolen Software/Hardware – A student or an employee shall not steal software/hardware or files of the Newton County Schools or those of another individual.
7. Illegal activities - Students or employees shall not engage in any illegal or inappropriate activities on the Internet using the EN and/or system-owned technology equipment.
8. Logins for non-employees - Daily substitute teachers are not allowed to have a school system login. The building administrator has the discretion to allow long-term substitute teachers/administrators, student-teachers or interns to have a school system login.
9. Disclosure of Personal Information - Employees shall not disclose personal information of students or staff that may include but is not limited to name, demographic data, school, address, and telephone number unless this

disclosure is permitted under the FERPA law. Employees are not allowed to post photographs of student on the Internet unless the employee has obtained written permission from the student's parent or guardian.

10. Commercial Uses - Students and employees shall not use the network for commercial or for-profit purposes, for product advertisement, for political lobbying, for distribution of hate mail, for harassing messages or for discriminatory remarks, or for personal and/or private business.
11. List Servs - Employees shall not post personal messages on the school system's list servs or on the Intranet unless prior approval is obtained from the director of public relations or the director of technology.
12. Downloading and Uploading of Software - Students and employees shall not use the network in order to disrupt its use by others. Students and employees shall not use the network to send, receive, or install any software programs or viruses on the network or on computing equipment, or on any portable storage devices such as flash drives or CD/DVD disks. Approved software may be installed by Technology Department personnel, School Technology Assistants, and other employees designated by the Director of Technology.-
13. Streaming Radio - Students and employees shall not stream radio signals. Students shall not stream audio or video files without the consent of a school's administrator, a teacher, or the director of technology.
14. Email – With the permission of the building principal, all students 5th grade through 12th grade are given access to a system-owned email account. An inappropriate use of this email account will result in this email account being terminated. All employees are also provided a system-owned email account. All email accounts are to be used for official school system business or for instructional purposes.
15. Plagiarism - Students and employees shall not post work created by another person without their consent nor plagiarize the work of another person. Students and employees shall not post anonymous messages or forge electronic mail messages.
16. Students Must Follow Teacher's Directions - Students shall not use the school's computer hardware, school's network, or Internet connection in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
17. Unauthorized Hardware - Students and employees shall not connect to the wired network or install on the wired network any computer including laptop and handheld device, computer hardware or components, and computer peripherals including printers which are not school system property without prior approval of the director of technology.
18. Wireless Network – The Newton County School System provides a wireless network for system-owned wireless computing devices. The school system also allows students, employees, and guests to access this wireless network with their personal-owned computing equipment. This network uses the same filtering equipment that is used with system-owned equipment. Any attempt to use this system-owned wireless network in a manner that is inconsistent with the other provisions of this policy is a violation of this policy.
19. Mobile Devices – Any students' or employees' personally-owned mobile computing devices are allowed on every Newton County School System campus unless explicitly prohibited. Portable devices may include, but are not limited to, laptops, netbooks, eReaders, iPods, iPads, and smartphones. All phones must be turned off when they are within a classroom unless explicitly allowed by the teacher. All personally-owned mobile devices are allowed to use the Guest wireless network. Any use of personally-owned mobile devices within a classroom must be approved by the teacher and must be used for instructional purposes only. Attaching any personally-owned mobile device to the wired network is strictly prohibited. Any use of a personally-owned mobile device while on any campus of the Newton County School System must comply with all provisions of this policy. The Newton County School System is not liable or responsible for any personally-owned mobile device brought onto any school system property.
20. Copyright - All students and employees are to abide by the various copyright laws in regard to using

copyrighted material including but not limited to music, digital graphics, movies, games, and written material. Unauthorized use and/or downloading of copyrighted material are violations of Board policy and of federal law.

21. Pilot Projects - Due to the ever evolving nature of technology, the Assistant Superintendent of Curriculum and Instruction or his/her designee is authorized to temporarily suspend any provision of this policy as part of a pilot project or a test of new technology equipment, new technology applications, and/or new technology uses of currently installed technology.
22. Exemptions – Technology Department personnel are exempt from certain provisions of this policy as long as their actions are in accordance with their professional responsibilities such as the downloading of software (item #12).

A representative(s) of the Newton County Schools who has been authorized by the Associate Superintendent of Curriculum and Instruction shall have the right to review and to track any account and/or files accessed or created on its resources.

Student violation of the above rules will include as disposition a student's ban from using the computer resources, the Internet and networks of the Newton County Schools for an appropriate length of time as determined by the administrator with input from the school level technology committee. The penalty for student violation of this policy is at the discretion of the administrator. Penalties may include ISS, suspension and/or referral to a formal hearing, and/or referral to law enforcement officials or juvenile authorities. Restitution for damages may be required.

A violation of the above requirements results in a disposition as deemed appropriate by the administrator as is detailed in rule 76 of this handbook.

RULES AND DISPOSITIONS

All dispositions for offenses listed below are minimum dispositions. Depending on the severity of the situation, school officials may apply stricter measures up to and including notification of law enforcement. An administrator has the discretion to determine the offense and the appropriateness of the disposition assigned.

Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the disposition specified for the individual offenses committed, up to and including suspension for a formal hearing and possible long-term suspension or expulsion.

01. ALCOHOL

OFFENSE: Selling of or attempting to sell, possession of, use of, or under the influence of alcohol on school property, or at a school event

(Influence is defined as noticeably impaired behavior, obvious physical symptoms, and/or having registered positive by a breathalyzer test.)

DISPOSITION:

Minimum ten day suspension. The student may be referred to a formal hearing for long term suspension.

05. DRUGS*

OFFENSE: **Selling of or attempting to sell, distribution of, possession of, use of drugs (except as required for self-administering asthma medication as detailed in HEALTH SERVICES—Clinic Services and Medications, page 16) or under the influence of drugs on school property or at a school function**
***(illegal, over-the-counter, or substances represented to be illegal drugs, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc. Mere possession of inhalants such as glue, white-out, and/or rubber cement does not constitute violation of this policy.)**
(Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.)

DISPOSITION:
Minimum ten day suspension. The student may be referred to a formal hearing for long term suspension.
As per Georgia Code 20-2-1184 and 16-13-30, the principal or designee shall notify law enforcement officials regarding illegal drugs or substances thought to be illegal drugs.

11. TOBACCO USE

OFFENSE: **Using and/or possessing tobacco in any form on school property or at a school function is prohibited (Board Policy JCDA)**

DISPOSITION:
At the discretion of the administration which may include: conference, detention, ISS, or suspension.

13. POSSESSION OF BANNED OBJECTS

OFFENSE: **Using and/or possessing banned objects on school property or at a school function**
The following objects are banned unless required to be brought to school as part of a planned activity: all electronic gaming items, radios, tape/CD/ DVDMP3/iPODs, etc. players or recorders, cameras (unless part of a cell phone as referenced in Rule 24), beepers, noise makers, pets, playing cards/collectibles, water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray, or any nuisance devices. Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/ presentation in a specific class are permitted only after teacher/administrator approval. Any item or piece of equipment that may create a disturbance in the school is prohibited and such items will be confiscated. The school assumes no responsibility for items confiscated or stolen, but will return such confiscated item(s) to the parent/guardian on request.

DISPOSITION:
At the discretion of the administrator which may include conference, detention, ISS, or suspension.

15. FIGHTING

OFFENSE: **Participation, regardless of initiation, in a fight involving physical violence where there is no one main offender and no major injury. This does not include verbal confrontations or other minor confrontations.**

NOTE: If a school system employee is hit, whether intentionally or not, during the process of breaking up a fight, the student will receive a minimum ten day suspension. In addition, the student may be referred to a formal hearing for long term suspension.

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

(In all cases, an attempt will be made to contact the parent.)

See Rule 85 for the dispositions for fighting on the school bus.

20. NON-SANCTIONED GROUP ACTIVITIES

OFFENSE: Participating in activity related to non-sanctioned groups while on school premises or at a school function. (Board Policy JCD)

There is zero tolerance in the Newton County School System for non-sanctioned group activities which are detrimental to a healthy and safe school environment.

1. No colors, bandannas, articles of clothing, or paraphernalia which promotes or identifies with a non-sanctioned group is acceptable. No extremes in dress and/or grooming will be permitted.
2. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
3. No signs, symbols, gestures, songs, drawings, or writings which show allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.
4. Any items found on school property which display signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with a non-sanctioned group will be confiscated by school officials and turned over to law enforcement agencies.
5. No student shall threaten to commit, or actually commit, any crime of violence or damage property with the purpose of terrorizing another; cause the evacuation of a building, place of assembly, school bus, or other school facility; or otherwise disrupt the orderly operation of any activity on any school campus or school property in reckless disregard of the risk of causing such terror or disruption.
6. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated this policy. (Board Policy JCD)

DISPOSITION:

At the discretion of administrator which may include STOP/ISS, suspension, suspension for a formal hearing and/or referral to appropriate law enforcement authorities.

22. CAMPUS/CLASSROOM DISTURBANCES

OFFENSE: Causing substantial disruption of learning opportunities, the normal operating procedure of the school, and/or threatening the safety of other students

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

23. ACTS OF BIGOTRY

OFFENSE: Engaging in any verbal, physical, or electronic (as defined in the Bullying rule #73) acts of bigotry whether read, observed, overheard, or known to be fact by a member of the school faculty and/or staff while on school grounds or during school activities (Board of Education Policy JCAD)

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, counseling and mediation, ISS, removal from the premises, and suspension

24. CELL PHONES AND OTHER COMMUNICATION DEVICES

OFFENSE: Possessing an electrical communication device of any kind in the on position at school between the hours of 7:15 A.M. and 2:30 P.M., unless approved by the teacher or school administration, or on a school bus (Ga. Code 20-2-1183). Device shall not be visible but shall only be in the pocket, pocketbook, bookbag or locker.

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS. The device will be confiscated (Ga Code 20-2-1183) and returned only to the parent/guardian, and a judicial complaint may be filed.

School personnel assume no responsibility for items confiscated or stolen, but will return such confiscated item(s) to the parent/guardian on request.

25. GAMBLING

OFFENSE: Participating in illegal gambling, games of chance or possession of illegal gambling devices such as dice.

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

NOTE: All gambling devices and/or money will be confiscated.

26. INAPPROPRIATE BEHAVIOR

OFFENSE: Exhibiting or participating in inappropriate behavior in the hall, classroom, media center, cafeteria, restroom, playground which may include but is not limited to scuffling, tussling, shoving, minor campus disturbances, throwing objects, running away, cheating, etc.

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, or suspension.

35. DISOBEDIENCE, DISRESPECT AND/OR INSUBORDINATION

OFFENSE: **Acting in a rude, disobedient, disrespectful and/or insubordinate manner and/or refusing to identify oneself correctly upon request**

(In all cases, a student must have conference with school counselor and/or administrator for re-admission.)

DISPOSITION:

At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

36. BEING IN AN UNAUTHORIZED AREA

OFFENSE: **Being in an unauthorized area. Students are not to be in areas designated by each school without written permission.**

DISPOSITION:

Penalty at the discretion of the administrator, which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

38. RECKLESS/DISORDERLY CONDUCT

OFFENSE: **Engaging in an act which substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat of bodily harm to or endangers the safety of another person by consciously disregarding a substantial and unjustifiable risk that his act of omission will cause harm or endanger the safety of the other person.**

DISPOSITION:

At the discretion of the administrator which may include STOP/ISS, suspension, or suspension to a formal hearing.

39. PHYSICAL VIOLENCE AGAINST A SCHOOL SYSTEM EMPLOYEE

OFFENSE: **Committing physical violence against employees which is defined under GA Code 20-2-751.6 as intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided for in Code 16-3-21.**

DISPOSITION:

Minimum ten day suspension. Student will be referred to a formal hearing. The principal or designee shall notify law enforcement authorities by calling 911 and the Superintendent's office of the offense. If the case is found to involve physical violence,

the hearing officer will submit its findings and recommendations to the Board of Education for imposition of punishment in accordance with GA Code 20-2-751. A student found guilty shall be expelled for the remainder of the student's eligibility to attend public school. An alternative education program may be permitted. For a student in kindergarten through grade eight, the Board may permit the student to re-enroll in the Newton County Schools for grades nine through twelve. For a student in kindergarten through grade six, the Board may permit the student to enroll in the Newton County Schools on the date it deems appropriate.

40. BATTERY AGAINST STUDENTS

OFFENSE: Striking another person against his/her will and/or intentionally causing bodily harm to an individual on school property, at a school event/function, and/or on a school bus. Includes an attack with a weapon, placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. Charging with this offense occurs only when it is serious enough to warrant calling law enforcement or security.

DISPOSITION:

Minimum five day suspension. The principal shall notify law enforcement authorities.

41. OBSCENITY

OFFENSE: Using profane, vulgar, and/or obscene words or gestures, or improper dress, possession of pornographic material.

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing.

(If obscenity is directed toward any school system employee, disposition will result in a five day suspension from school and may result in a formal hearing.)

42. INAPPROPRIATE DISPLAY OF AFFECTION

OFFENSE: Displaying expressions of affection such as kissing, embracing, and petting, etc., while at school.

DISPOSITION:

Penalty at the discretion of administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing.

43. INDECENT EXPOSURE*

OFFENSE: Removing one's own or another's clothing or acts which offend against commonly recognized standards of good taste.

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing.

*Indecent exposure is defined as removing clothing items, pulling down pants/skirts, wearing pants/skirts significantly below the waistline, holes that expose significant amounts of flesh, or unzipping pants/skirts in public. Unzipping pants/skirts and/or pulling them down while wearing shorts underneath will be treated as indecent exposure.

44. THREATENING AND/OR ENDANGERING A SCHOOL SYSTEM EMPLOYEE

OFFENSE: Engaging in behavior that threatens and/or endangers the safety of a school system employee on or off school property, if school related. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. This offense includes unintentional physical contact that occurs while violating other rules.

DISPOSITION:

Penalty at the discretion of the administrator which may include ISS, Project Decision, suspension or suspension for a formal hearing and/or notification of law enforcement.

45. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS

OFFENSE: Carrying, possessing or having under such person's control while at a school building, school function, on school property, on a bus or other transportation furnished by the school, ammunition of any type or explosive compound (matches, lighter, explosives, fireworks, flammable incendiary devices). Georgia Code O.C.G.A. 16-11-127.1

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing. The principal or designee shall notify law enforcement authorities when the offense involves ammunition and serious explosive compounds other than fireworks. Georgia Code O.C.G.A. 16-11-127.1

47. INAPPROPRIATE SEXUAL BEHAVIOR

OFFENSE: Making sexual advances, requesting sexual favors or being involved in sexual conduct of any nature without force or threat of force at school or any of its functions.

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing. The principal or designee shall notify law enforcement authorities.

52, 53, 54. WEAPONS

OFFENSE: Possessing a dangerous instrument or weapon on school property or at a school event.

The safety of students and staff is a primary concern of the Newton County Board of Education. The Board recognizes the potential danger when weapons of any description are on school campuses.

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon, destructive device or any other tool or instrument capable of influencing bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is capable of causing bodily harm or property damage. A "weapon," "tool" or "instrument" means and includes by way of illustration but is not limited to the following items: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, taser gun, pellet or BB gun, look-alike firearms, or any weapon designated or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain, spring stick, night stick, pipe, or studded or pointed bracelets; metal brass or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any "martial arts" device, including any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, nun chahak, nun chuck, non chaku, dart, schuriken, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) is/are on the person of the student, in the student's possession, in the student's locker, or on property being used by the school, at any school function or activity or any school event held away from the school.

Elementary students have the opportunity to turn in to an administrator or teacher without any penalty knives brought unintentionally to school. The release of a knife by a student must occur prior to the student being questioned by an administrator, teacher, or other school employee regarding the possibility of the student having a knife in possession or before an administrator, teacher, or other school employee has been notified of the possibility that the student has a knife in possession.

Any student bringing a gun (including a firearm as defined by federal law) onto school property shall be referred to the disciplinary hearing officer. If the hearing officer determines that the student did possess a gun on school grounds, the student shall be suspended for not less than one year. The hearing officer may, in his discretion, impose a more lengthy suspension or allow the student to apply to the Alternative School. As the law permits, the Superintendent or his designee i.e. the hearing officer, may modify the mandatory minimum one year suspension in cases where a weapon was not knowingly or willfully brought on the campus or to a school function or in other appropriate circumstances.

The principal or designee shall notify law enforcement authorities and the Superintendent's office of the offense of any student who brings a firearm or weapon to school in compliance with Georgia Code 16-11-127.1 and 20-2-1184. In addition, the parents of any such student will be contacted. (Board Policy JCDAE)

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing.

55. SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION

OFFENSE: Skipping class without an excuse or leaving class without permission

DISPOSITION:

Parents will be notified by school social worker or other personnel and, at the discretion of the administrator, parent conference; detention; STOP/ISS.

NOTE: In all cases the student will receive a zero for graded exercises missed.

56. SKIPPING SCHOOL OR LEAVING CAMPUS WITHOUT PERMISSION

OFFENSE: Skipping school or leaving campus without permission.

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing. A parent conference is required prior to re-entering class.

60. ARSON

OFFENSE: Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

DISPOSITION:

Penalty at the discretion of the administrator, which may include in-school suspension, suspension, or suspension to a formal hearing. The principal or designee shall notify law enforcement officials. Immediate restitution for any damages is required.

61. VANDALISM

OFFENSE: Willful and/or malicious destroying, vandalizing of, and/or threatening to destroy/ deface public or private property located on school premises or at a school function without the consent of the owner. (This may include such actions as pulling or vandalizing fire alarms, calling 911, the deliberate destruction or defacement of school property i.e. graffiti, spray painting on walls etc..)

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing. Immediate restitution for damages and/or suspension. The principal or designee shall notify law enforcement officials.

62. LARCENY/THEFT/SELLING/PURCHASING OR POSSESSION OF STOLEN PROPERTY

OFFENSE: Theft without threat, violence or bodily harm of public or private property located on school premises or at a school function.

DISPOSITION:

Must pay for damages or losses. Other actions at the discretion of the administrator may include but are not limited to STOP/ISS, suspension, suspension for a formal hearing, and/or referral to law enforcement officials.

64. BREAKING AND ENTERING-BURGLARY

OFFENSE: Unlawful entry into a building or other structure with the intent to commit a crime.

DISPOSITION:

Penalty at the discretion of the administrator which may include suspension, suspension for a formal hearing. The principal or designee shall notify law enforcement officials. Immediate restitution for damages is required.

65. TRESPASSING

OFFENSE: Entering or remaining on a public school campus or School Board facility without authorization or invitation and with no lawful purpose for entry (includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.)

DISPOSITION:

Penalty at the discretion of the administrator which may include ISS, suspension or suspension for a formal hearing, and/or notification of law enforcement officials.

66. FORGERY

OFFENSE: Forging checks, medical records, school or parent documents, and/or possession of counterfeit money

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing. The principal or designee shall notify law enforcement officials.

68. FOOD ITEMS *(Gum, Candy, Soft drinks, Junk food)

OFFENSE: Possessing/chewing/eating/selling/buying of identified food items.

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to teacher warning, parent contact, detention, and/or suspension.

*In all instances, items and/or money will be confiscated.

71. SEXUAL HARASSMENT

OFFENSE: Engaging in sexual harassment

It is policy to assure that schools are places where students can learn and be free of any kind of harassment. Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It causes tension for others or makes them feel uncomfortable.

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- are directed at a person because of his or her sex**
- are uninvited, unwanted, and unwelcome**
- cause a person to feel uncomfortable or offended**
- create an environment that makes learning difficult**
- pervasive and ongoing.**

DISPOSITION:

Parents of the offender and the victim will be notified immediately. Penalty at the discretion of the administrator, which may include suspension for a parent conference, STOP/ISS, suspension, or suspension for a formal hearing. Additionally, in all cases a report of sexual harassment will be reported to the system's Title IX coordinator.

72. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

OFFENSE: Placing another person in fear of bodily\psychological harm through verbal\written\electronic (as defined in the Bullying rule #73) threats without displaying a weapon or subjecting the person to actual physical attack.

DISPOSITION:

Penalty at the discretion of the administrator which may include but not limited to conference, counseling, detention, STOP/ISS, suspension, or suspension to a formal hearing

73. BULLYING

OFFENSE: The term 'bullying' means an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;**
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or**
- (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 within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;**
 - (B) Has the effect of substantially interfering with a student's education;**

(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.

DISPOSITION:

1ST OFFENSE:

AND

2ND OFFENSE: Penalty at the discretion of the administrator which may include but not limited to ISS or suspension.

3RD OFFENSE: Suspension to a formal hearing. If the hearing officer finds that a student, in grades 6-12, has committed three offenses of bullying (as defined above) during the same school year, the student will be assigned to the alternative school.

74. INCITING, ADVISING, OR COUNSELING

OFFENSE: Inciting, advising or counseling others to engage in prohibited acts/rules of the Code of Conduct

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to ISS, Project Decision, suspension, suspension for a formal hearing.

76. COMPUTER TRESPASS

OFFENSE: Unauthorized use of a computer, computer network, or data as per acceptable use policy.

DISPOSITION:

Administrative discretion to include but not limited to STOP/ISS, loss of computer usage, suspension, suspension for a formal hearing, and/or referral to law enforcement officials or juvenile authorities. Immediate restitution for any damages is required.

84. CONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES

A student who has committed any act off campus which is prohibited by the Georgia Criminal Code and is punishable as a felony or would be punishable as a felony if committed by an adult (regardless of whether the student has been arrested, charged, or convicted with a crime) and whose presence at school is reasonably certain to endanger other students, staff or the student or cause substantial disruption to the educational climate may be disciplined or excluded from school. (HB 1190)

85. MISBEHAVIOR ON SCHOOL BUS

Transportation is a privilege, not a right, which may be revoked. Parents are required to meet student attendance obligations per GA law (Code Section 20-2-690.1) even when suspended from the bus.

OFFENSE: Acting in a manner that might endanger the life or well-being of any student/adult on the bus or person/pedestrian (includes any unsatisfactory conduct). A student shall be

prohibited from acts of physical violence, bullying, 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 unruly behavior as described in GA Code 20-2-751. Students shall be prohibited from using any electronic devices that might interfere with the school bus communications equipment or the school bus driver’s operation of the school bus. 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. Please see Rule 13: Banned Objects, Rule 24: Electronic Equipment and Rule 39: Physical Violence Against a School Employee

All students are expected to conduct themselves in a way as not to hinder the driver from giving his/her full attention to driving the bus. Students misbehaving will have a Bus Conduct Report Form filled out on them by the bus driver. The student will be seen by the Principal or Assistant Principal. A meeting shall be held between appropriate school officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus. The purpose of the meeting is to develop a behavioral contract for the student that provides for progressive age appropriate discipline, penalties, and restrictions.

Seven-Step Student Discipline Program

Working together, we are committed to defend the “educational day” by providing safe, clean and dependable student transportation. The following represents the procedures a bus driver will take before completing and submitting a bus discipline referral:

Step 1	Driver assigns each student to a specific seat by the end of the third day of the school year.
Step 2	Driver speaks privately to the student on school property.
Step 3	Driver reassigns student to the first seat on the door side of the bus.
Step 4	Driver requests zone supervisor meet the bus on school property and speak privately to the student concerning the behavior and the next steps to be taken should the behavior continue.
Step 5	Driver informs the student that a phone call will be made to their parent/guardian. The driver will speak to the parent/guardian using a script requesting assistance with the behavioral concern.
Step 6	Transportation department will send a letter to the parent/guardian stating the behavioral concern and informing the parent that should the behavior continue the student will be referred to the school office for disciplinary action.
Step 7	Driver completes a bus discipline referral form and attaches their documentation relative to previous attempts to address the behavioral concern. The driver will submit the form to the appropriate school administrator.

The following represents the procedures for schools relative to bus discipline referrals:

- **First bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for three days. A school administrator will request that the parent/guardian come to the school and speak with an administrator concerning school bus safety. If the parent meets with a school administrator, the student will be allowed to return to the bus immediately. Should the parent/guardian refuse to meet with an administrator, the student will be suspended for three days. After the parent/guardian meets with a school administrator or completes the three day suspension, the

student may return to the bus. The driver will begin with step one of the process to address additional discipline problems.

- **Second bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for five days. The school must contact the parent before the suspension begins. After five days, the student may return to the bus. The driver will begin with step one of the process to address additional discipline problems.
- **Third bus discipline referral:** With proper documentation and verification of the behavioral concern, the school administrator will suspend the student from the bus for the remainder of the school year.

A student suspended from riding a Newton County School bus is expected to attend school. A parent/guardian must arrange for the transportation during bus suspension.

DISPOSITIONS FOR FIGHTING AND/OR ASSUALT/BATTERY ON THE BUS

1st Offense: Minimum 10-day suspension from the bus.

2nd Offense: Minimum 45-day suspension from the bus.

3rd Offense: Minimum 1-calendar year suspension from the bus.

In addition, a disposition will be assigned to include but not limited to STOP or suspension from school. A complaint may be filed with the appropriate authorities.

- **In every instance, the aggressor will be suspended from the bus for a minimum of one calendar year.**
- **Students attempting to board a school bus during a bus suspension may be charged with trespassing.**

86. CUTTING, DEFACING, OR OTHERWISE DAMAGING BUS

OFFENSE: **Cutting, defacing or otherwise damaging a school bus**

DISPOSITION:

In-school suspension or possible removal by the administrator from the bus for one to ten days. Immediate restitution for damages or suspension for formal hearing.*

*A student suspended from riding a Newton County School bus is expected to attend school. A parent/guardian must arrange for the transportation during bus suspension.

99. CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS.

DISPOSITION:

Penalty at the discretion of the administrator which may include suspension, suspension to a formal hearing, and/or a complaint filed with the proper authorities.

Rule violations in the secondary handbook and/or criminal acts, not listed in the elementary handbook, but when committed by an elementary student, shall be punishable by the administration according to age appropriate and legal dispositions.

**NOTICE OF UNDERSTANDING, COMPUTER RESOURCE USAGE,
PUBLICITY RELEASE and
SCHOOL SPONSORED CLUB OPT-OUT STATEMENT**

(*note – If anything is written on this page, it must be returned along with page 52 to the school.)

The Board of Education believes that the ultimate responsibility for a student’s behavior rests with the student and his/her parents. The Board believes that students shall be responsible for their behavior, shall participate fully in the learning process, and shall recognize and respect the rights of other students and adults.

Students are to respect constituted authority which includes obedience to school rules, regulations and procedures. Additionally, discipline is a partnership between the home and the school. The Board anticipates that parents will be concerned and cooperative in dealing with any behavior problem which may arise.

COMPUTER RESOURCE USAGE: PARENT AGREEMENT OF ACCEPTABLE USE

I have read the section regarding Use of Computers/ Communication Resources on pages 33-36 of the System Elementary Handbook. I understand that computer access is designed for educational purposes and that student access will be monitored. However, I also recognize it is impossible for agencies to restrict all controversial materials and I will not hold Newton County Schools responsible for materials acquired on the network. Further, certain aspects of the school system’s computer network are accessible to students from any Internet connected computer. I accept full responsibility for supervision if and when my child’s use of the network is extended beyond the school day and/or school building. I hereby give permission for The Newton County Schools to issue a computer user account to my student.

_____ *No, I do not give permission for the Newton County Schools to issue a computer user account to my child, _____.*

PUBLICITY RELEASE FOR PUBLICATION OF STUDENT WORK, PHOTOGRAPHS

I have read the Student Publicity Release Section on page 26 in the System Elementary Handbook regarding publication of my student’s work and image (photograph) in newsletters, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites. I hereby give my permission for the Newton County Schools to publish my student’s work and image in newsletter, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites.

_____ *No, I do not give permission for the Newton County Schools to publish the work of my child, _____, or my child’s photograph as an individual or in a class picture.*

SCHOOL SPONSORED CLUB MEMBERSHIP OPT-OUT STATEMENT

Georgia state law requires that a parent/guardian has the right to withhold permission for their student to join or participate in a school sponsored club or organization with which they object. The law excludes clubs involved in competitive interscholastic activities. In the School’s section of this Handbook is a listing of school sponsored clubs that meet this requirement. Below is a club membership opt-out statement for which I have chosen, if completed, to name any club in which I do not want my student to participate.

If listed below, I withhold permission for my student to participate in the club(s) I have designated:

Parent and Student Acknowledgement of Understanding and Receipt

As the parent/guardian of, _____,
(Print Student's Name on the Line Above)

I have read and understand the 2011-2012 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students. I have read page 51 and give my permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 51 must be returned along with this page.) Additionally, I have read the information on page 19 regarding "Notification of Professional Qualifications." I understand that it is my responsibility to notify the school of address and phone number changes and to provide updated proofs of residence.

Parent/Guardian Printed Name: _____ Signature: _____
Date: _____ Home Address: _____
City: _____ State: _____ Zip Code: _____ Home Phone: (____) _____ - _____
Cell Phone: (____) _____ - _____ E-mail: _____

STUDENT: I have read and understand the 2011-2012 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students.

Student (Grades 4-12): SIGNATURE _____ DATE _____

STUDENT: I understand and will abide by the terms of the **Acceptable Use Policy** included under the **DISCIPLINE DEFINITIONS, RULES AND DISPOSITIONS, entitled *Use of Computers/Communication Resources* (pages 33-36)** in the System Elementary Handbook. I further understand that usage of the computer resources is a privilege. I understand that any violation of the policy is unethical and may constitute a criminal offense. Should I choose to commit any violation, my access privileges may be revoked and school disciplinary/legal action may be taken.

Student: SIGNATURE _____ DATE _____

(System Operator Use Only)

User Name: _____ Active [] Inactive []

Student #: _____ Grade _____