

SYSTEM-WIDE PORTION

OF THE

SECONDARY HANDBOOK

FOR THE

NEWTON COUNTY SCHOOLS

2011-2012

ALCOVY HIGH
EASTSIDE HIGH
NEWTON HIGH
OMBUDSMAN
CHALLENGE CHARTER ACADEMY

SECONDARY HANDBOOK

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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 (RTI) and Enrichment
 - ` Step 6: Check for mastery / Repeat cycle

OUR TIMETABLE is over the next five school years (beginning in 2010-11 and going through 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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Nov 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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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 30323
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.

Title IX –Director of Federal Programs
Title II A-Director of Secondary Education
Deputy Superintendent, Operations-Gender Equity in Sports
Section 504 – Director of Special Education

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.

A) ATTENDANCE INFORMATION

Absences and Excuses

We believe that students benefit from regular school attendance. Students are expected to be in school each day. Parents and the school must work together to encourage regular school attendance.

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.

Students shall be in attendance at public schools in accordance with requirements of the compulsory school attendance law and for the number of full-length days prescribed by law.

Students will be temporarily excused from school:

- when personally ill and when attendance in school would endanger their health or the health of others.
- when in their immediate family there is a serious illness or death which would reasonably necessitate absence from school.
- on celebrated and recognized religious holidays observed by their faith necessitating absence from school.
- when mandated by order of governmental agencies (Example: pre-induction physical examination of service in armed forces or court order).
- when conditions render school attendance impossible or hazardous to their health or safety.
- when registering to vote or voting for a period not to exceed one day.
- when mitigating circumstances warrant, as determined by the school principal.
- when suspended from school.

Students shall be counted present:

- when involved on a school sponsored/approved trip.
- when serving as Pages for the Georgia General Assembly.
- when enrolled in the Hospital Homebound program.
- when serving ISS
- when in attendance at least one half of the instructional day for middle school students.

Students who miss more than four (4) periods during the school day shall be counted absent for the day.

It shall be policy of the Newton County Board of Education to admit students for enrollment in the Newton County Schools if they reside in Newton County or if they are the child of an employee as described in Policy JBCC, unless the student has attained the age of twenty (20) on or before September 1 or has received a high school diploma or the equivalent.

The school system reserves the right to convene an alternative placement committee to determine whether alternative school placement or non-enrollment is appropriate if the student

- has dropped out of school for one quarter or more from any other secondary school
- is not in good standing (academic/behavioral) upon withdrawing from the previous school

- is under suspension or expulsion from another public or private school
- is entering from a Youth Detention Center or a behavioral rehabilitative program
- has failed to enroll during the first ten (10) days of the current semester or has excessive unexcused absences or days off roll.

If the student is admitted to an alternative placement, the student must make up all missed work to be eligible to receive credit. If work is not made up, the student will receive N/C, no-credit, for the semester. Students enrolling in the Newton County School System will not receive credit for courses after the 20th day from the beginning of school unless the student makes up the required 150 hours of instruction and passes the course. The student may use Instructional Focus time to complete the required seat time to receive credit to maintain the required 150 hours.

The Newton County Board of Education authorizes the alternative placement committee to hear appeals and decide the re-admission or enrollment of any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult.

An individual classified as a student with disabilities is eligible for enrollment in appropriate education programs through age twenty-two (22) unless he/she has received a regular high school diploma.

Students must present a written excuse upon return after an absence, whether excused or unexcused and/or an admit slip if the student checked-in/out. **The excuse or admit slip must be presented to the teacher and/or attendance clerk within three days of the student’s return to school; otherwise the absence will be recorded as unexcused.** Credit for make-up work will be granted only when the work is submitted adhering to the attendance policy timeline.

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 Notice of Understanding and Receipt” on the last page of this handbook indicates such receipt of attendance requirements. Students 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 you 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.

Academic Consequences of Absences

Students who have an excused absence must initiate make-up work with teachers on the first day they return.

It is the responsibility of the student to keep up with all assignments of classes whether absences are excused or unexcused. The school will not deny the student the right to the information missed for an unexcused absence. Students are advised to check with classmates and consult the course syllabus as a means of keeping up with each class assignment. -.

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 3 days, the student will have 3 days upon return to school to complete make-up work.

High school students will not be granted credit when unexcused absences exceed five (5) days per class per semester. Parents/guardians may submit written excuses for up to five (5) days of absences. For absences due to personal illness, students must present original documentation from a medical provider in order for any absence after five absences to be excused. 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 three (3) days after returning to school will result in absences recorded as “unexcused.”** When credit for a course is denied, the grade designation for no credit (NC) shall be given for each class the student passed. The actual numerical grade shall be given for each class failed.

Students who are absent from school, whether the absence is excused or unexcused, are not allowed to participate in (or attend) any sporting event or extra-curricular activity that is held the day of the absence.

Consequences for Parents/Guardians of Children with Excessive Absences

In order to comply with Georgia law, a parent/guardian of a student 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) Each absence after notification of violation that a child has five unexcused days of absence shall constitute a separate offense. When a student has been absent three days and then five days, the parent will be notified. 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.

For a student with five cumulative unexcused days of absence, the school system will make two reasonable attempts to notify parents/guardians of the unexcused absences. If there is no response from the parent/guardian, they will be notified via certified mail, return receipt requested of the unexcused days.

Loss of Driver’s License Due to Excessive Absences and/or Suspensions

Students who have **10** cumulative days of unexcused absences in the current academic year OR 10 or more cumulative unexcused in the previous academic year and/or have been suspended from school for certain offenses will lose their right to a driver’s license or learner’s permit. Schools shall report to the State Board of Education, which in turn shall report to the Department of Motor Vehicle Safety, any student 14 years or older who does not meet the attendance requirements contained in Code Section 40-5-22. The report shall include the student’s name, current address and social security number, if known.

A school will use its best efforts to notify any student 14 years of age or older who has only three absences remaining prior to violating the attendance requirements in Code Section 40-5-22. Notification will be made via first-class mail.

B) GA LAW 20-2-1182

Persons other than students who insult or abuse school system personnel in the presence of pupils may be ordered to leave school premises and/or be banned from campus.

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil

while on the premises of any public school or public school bus may be ordered by any of the above-designated school personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. (Code 1981, § 20-2-1182, enacted by Ga. L. 1989, p. 1394, § 1; Ga. L. 2001, p. 4, § 20.)

C) 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 instruction, 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 complaints when they cannot be resolved through the use of the channels below:

Discipline	Curriculum	Transportation
Teacher	Teacher	Appropriate Zone Supervisor
Appropriate Assistant Principal	Appropriate Assistant Principal	Appropriate Assistant Principal
Principal	Principal	Principal
Appropriate Director	Appropriate Director	Transportation Coordinator
Associate Superintendent	Associate Superintendent	Director of Support Service
Superintendent	Superintendent	Deputy Superintendent for Operations
School Board Member	School Board Member	Superintendent
State Dept. of Education	State Dept. of Education	School Board Member
		State Dept. of Education

D) CHECKING IN AND OUT

- Any student who arrives at school after 9:00 am if attending a middle school and after 8:15 am if attending a high school must check-in at the designated area. A check in pass will be issued and should be presented to the classroom teacher. Students who habitually check in late will be subject to the tardy policy.
- Early Release Days-When school is dismissed early, on system designated “early release” days, students eat breakfast and lunch at school and are dismissed at the following times:
 Elementary Schools-11:15
 Middle Schools- 12:15
 High Schools- 1:15
- During the school day, a student will be released from school only to a parent or legal guardian or other authorized person. **Such persons shall be properly identified.** Students are not to leave campus unless they have an official check-out slip. The parent or authorized person who will

pick up the student must come inside the school and sign the check-out record. Once the check-out procedures are finalized, students are expected to leave the premises immediately. The school designates an office area to handle all requests by parents or authorized persons who call the school or come to the school requesting permission for a student to check-out. All phone calls and written requests should be received at least one hour before requested check-out time. If this process is not followed, some delay can be expected. **Simply checking out a student - from school does not constitute an excused absence for the class missed. In order for absences to be excused, a parent/guardian must provide appropriate documentation for the classes missed within three (3) days of the absence. No permissive checkouts are allowed after 3:45 for middle schools and 2:45 for high schools.**

E) HOSPITAL/HOMEBOUND PROGRAM

Students who are unable to attend school due to prolonged medical illness or injury can request instructional assistance through the hospital/homebound program. Parents or students should contact the Principal/designee for a hospital/homebound application.

F) WORK PERMIT

An Employment Certificate, commonly called a Work Permit, is required for all minors who are employed and have not reached their 18th birthday. Each middle and high school has two issuing officers. Work Permits for Newton County students are only issued at their home school. Students should secure an application for a work permit at www.dol.state.ga.us. Students should complete the first portion of the application. The employer must complete the appropriate section on the application. Students should then bring the application to the issuing officer at the school. The issuing officer will verify proof of age by checking the certified birth certificate on file at the school and then will issue a work permit. A permit **cannot** be issued to a parent or guardian.

G) REGISTRATION REQUIREMENTS FOR NEW AND RE-ENTRY STUDENTS

New and re-entry students must be accompanied by a parent/guardian and have a conference with the Principal and/or his designee. New students must provide the following eight (8) items:

1. **Proof of Prior School Enrollment.** 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 **and** at least one utility 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.
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.-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 must provide the 3231 or 3189 form stating that the 2nd MMR immunization and the chicken pox vaccine have been administered.
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.)
6. **Certified Birth Certificate.**
7. **Social Security Number.**
8. **Two years of school discipline records. School administrators may, at their discretion, require a student and his/her parent(s) to sign a behavior contract as a prerequisite for enrollment.**

H) WITHDRAWAL OR TRANSFER FROM SCHOOL

When a student desires to withdraw or transfer to another school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing as a drop out. Prior to accepting such permission, a school administrator will have a conference with the student and parent or legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

All transfers and withdrawals are processed through the counseling office. A student who transfers from a secondary school will receive the grade earned at the time of withdrawal.

I) PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

You 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. You 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 your 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.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your 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, you will be notified accordingly and will be afforded all the rights as described herein.

J) RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION

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

1. Inspect and review the education records of your child, or in the case of a student who is eighteen years of age (18) or older, your 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.
4. 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;
 - Awards received during the time enrolled in Newton County School System;
 - Dates of enrollment at 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.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone

numbers unless parents have advised the school system that they do not want their student’s information disclosed without their prior written consent.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify annually the principal of your school of your refusal of disclosure within ten days of your enrollment.

K) 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. In addition, the parent may receive information on the level of achievement of the child in each of the State academic assessments; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Please contact the Principal for such information; principals can be reached using the information in the chart below.

School	Principal	Phone Number	Email
Clements Middle	Mrs. Joy Scavella	770-784-2934	scavella.joy@newton.k12.ga.us
Cousins Middle	Mr. Scott Sauls	770-786-7311	sauls.scott@newton.k12.ga.us
Indian Creek Middle	Dr. Renee Mallard	770-385-6453	mallard.renee@newton.k12.ga.us
Liberty Middle	Mr. Victor Lee	678-625-6617	lee.victor@newton.k12.ga.us
Veterans Memorial Middle	Mr. James Peek	770-385-6893	peek.james@newton.k12.ga.us
Alcovy High	Dr. LaQuanda Carpenter	770-784-4995	carpenter.laquanda@newton.k12.ga.us
Eastside High	Mr. Dennis Roddenberry	770-784-2920	roddenberry.dennis@newton.k12.ga.us
Newton High	Dr. Craig Lockhart	770-787-2250	lockhart.craig@newton.k12.ga.us

L) SCHOOL CANCELLATION

In the event of bad weather, the superintendent will make the decision to cancel school for the day or to delay the start time by 6:00 A.M. Necessary information will be sent to major radio and TV stations in the Metro Atlanta area. Additionally, a message will be sent to all parents using contact information on file via School Messenger. Please be certain that all contact information is accurate by contacting your child’s school.

M) 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 your 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 the last pages of this document for signing the Publicity Release form.**

N) NEWTON COLLEGE AND CAREER ACADEMY (NCCA)

With full support of the Newton County Board of Education, DeKalb Technical College, the Covington/Newton County Chamber of Commerce, and our community and business leaders, the Newton College and Career Academy (NCCA) was created to enhance academic achievement and provide students with the knowledge and skills necessary to succeed in postsecondary education and the workforce. Our goal is to provide students in Newton County high schools with requisite skills and knowledge to exceed the majority of U.S. Department of Education performance indicators; to increase the number of students in Newton County high schools receiving post-secondary credits through local post-secondary partners; and to help students become workplace ready in order to be gainfully employed or to continue their education and training in a variety of post-secondary options.

Students at NCCA will have the chance to connect more directly with their career paths and earn industry credentials in addition to their high school diploma, increasing the chance for our students to be gainfully employed in a very competitive work environment. Programs at NCCA focus in areas that are high skill, high wage, and high demand occupations.

NCCA will offer 17 Career Pathway programs in our state-of-the-art classroom and laboratory facilities. Students in all three Newton County high schools are eligible for enrollment at NCCA. For more information about student enrollment contact a Newton County high school guidance counselor.

HIGH SCHOOL PROCEDURES AND REQUIREMENTS

ACADEMIC HONESTY

The Newton County School System tradition of excellence requires an academic environment that is free from all forms of academic dishonesty. Students must meet challenges with honesty and individual effort. Students earn respect for themselves and their academic work through academic integrity and ethical conduct. In all work submitted for academic credit, students are expected to represent themselves honestly. No form of student work is exempt from this policy. **Cheating** (getting or giving unauthorized help on an assignment, quiz, or test) and **plagiarism** (submitting work as your own that is someone else's) are forms of academic misconduct that will result in the following consequences:

- Student will receive a zero for the assignment with no opportunity to recover the grade*
- Parents will be notified in all cases of academic dishonesty

**The only exception occurs when a student is guilty of academic dishonesty on a benchmark test. Because these tests are used to determine the student's satisfactory academic progress, students will be required to retake the benchmark test on his or her own time. The make-up test will be scored to determine student progress; however, the student may only receive 70% credit of the scored test.*

In addition to the consequences listed above, students may lose privileges, positions, or opportunities requiring trustworthiness and responsibility. Students may also receive a disciplinary referral.

All forms of academic dishonesty place the value of grades over learning and are in direct contrast with the mission of Newton County School System.

AWARDING CREDIT

The Newton County Board of Education shall award Units of Credit based on the QCC and GPS and a minimum of 150 hours of instruction in an approved traditional schedule. A total of 120 clock hours of instruction are required for summer school.

1. Credit will be awarded at the completion of the course.
2. Core area courses completed successfully may not be repeated.
3. A course shall count only once for satisfying any unit requirement for graduation. The same course cannot be used to satisfy a unit requirement in more than one core area of study.
4. The Newton County Schools shall accept the course credit and grades earned by any student from an accredited school. These schools shall have been accredited at the time credit was earned. Accredited school is defined as:
 - a. Schools accredited by or holding provisional status from the Georgia Accrediting Commission, and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council, and/or one of the following regional accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges.

- b. A standard Georgia public school as defined in Rule 160-3-2-.01 (Comprehensive Evaluation System).
 - c. A school from another state accredited by that state's accrediting agency.
 - d. Schools accredited by the accrediting Commission for Independent Study, Inc.
 - e. Other schools and home-study programs will be considered non-accredited for these purposes.
5. The Newton County School System shall verify grade placement and validate credits of any student who transfers into the district from a non-accredited school, from a home-study program or from a foreign country. Curriculum guides or other pertinent information regarding a course may be obtained to determine whether transfer courses meet required minimum core curriculum. Placement of first time 9th graders entering from non-accredited schools will be determined by performance on the 9th Grade Placement Test which determines readiness for the ninth grade. If the student does not pass the 9th Grade Placement Test and is under the age of 16, a committee decision will be made to determine placement.

Students entering school from home study programs shall provide the school with a copy of the following: student's birth certificate; an up-to-date immunization record; the results of any standardized tests administered while the student was in a home study program; and the annual program assessment reports in each subject area as specified by the laws establishing the home study program. All other entrance requirements apply.

Grades for courses applied to high school graduation which are awarded by a home study program, foreign country, or by a non-accredited school shall be recorded as a numerical grade (160-4-2-.13 2)

Students who desire transfer credits for courses taken at a non-accredited school or from a home-study program will be placed at the appropriate level as indicated by the transcript of the sending school. However, credit will not be granted for transfer courses until requirements for granting credit have been met as follows:

- a. **Requirements for Granting Credit of Non-Prerequisite Courses:** To receive transfer credit for non-prerequisite course(s) taken at a non-accredited school or home-study program, the student must take and earn a passing score of 70 or above on the final exam of the course for which course transfer credit is being sought. The final exam for eight state designated courses shall be the End of Course Test (EOCT). If the student fails an EOCT, he/she must retake the course to earn credit. Credit will not be awarded for courses not offered in the Newton County School System. An exception may be made for a course found on the list of state funded courses which the Newton County High Schools do not offer. Upon determination that such transfer course meets QCC and GPS requirements, the administrator may grant credit.
- b. **Requirements for Granting Credit of Prerequisite Courses:** Credit may be granted retroactively on prerequisite courses based on acceptable student performance in the next level of a prerequisite course with administrative approval. Acceptable student performance is defined as meeting attendance requirements and obtaining a passing score of 70 or higher. Schools offering year-long, traditional schedules would use ONLY the

end-of-the-year average (full course) as the determiner. An exception to this regulation is for a course requiring an EOCT. In such cases the EOCT shall be given for the prerequisite and a passing score of 70 or higher must be earned for granting the prerequisite credit. Placement may be changed before the end of the semester when a student is not meeting acceptable performance standards. The decision to change placement before the end of the semester must include input from the teacher, guidance counselor, and principal.

- c. **Requirements for Granting Credit for Students from Foreign Countries:** Transcripts may be translated to English and evaluated by contacting the Newton County ESOL Coordinator. Each counselor or secretary will assist the parent in contacting the ESOL Coordinator at registration. Upon determination that such transfer course meets QCC/GPS requirements, the eligibility team may grant credit. The recommendation from the committee will be forwarded to the counselor and registrar for assignment to appropriate courses and transcript credit. Students transferring from a foreign country will be required to take and pass all five Georgia High School Graduation Tests (GHSGT) and/or appropriate EOCTs as determined by the student's grade placement into high school.
- d. **Requirements for Granting Credit through Credit Recovery Programs:** Students who have failed a course and complete requirements for credit recovery for a comparable course will be awarded credit. For any course requiring an EOCT, the student will take the associated EOCT. Please refer to the NCAA requirements prior to enrolling in credit recovery programs.

One credit per semester may be transferred from an accredited school while enrolled in a Newton County School during the academic school year and a maximum of two credits may be transferred for summer school credit. Initial credit may be obtained in electives only. Academic credit may be obtained if the student is recovering credit. Students should obtain the Newton County School System Credit Recovery Form (see your counselor for the appropriate form). It is important to note that credit will be granted only when students secure *prior authorization* through the counseling department.

- 6. Courses may not be audited at the high schools in Newton County.
- 7. Schools shall not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit meet criteria identified in these above outlined procedures.
- 8. Should the Newton County Board of Education choose to grant unit credit for learning that has occurred outside the 9 – 12 classroom, it shall use the following assessment procedures to award or exempt unit credit in lieu of class enrollment: evaluation of the student's transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript. For example, a student whose native language is not English could be awarded one or two units of credit for the foreign language of their native tongue if he/she can demonstrate competency in that language. Refer all cases to the ESOL coordinator for determination of foreign language credit that may be awarded..
- 9. Remedial courses count as elective credit only.

10. HOPE Requirements: Beginning with the class of 2007, grades from ALL coursework in academic core attempted in high school will be calculated in the GPA. Additionally, courses identified in the final GPA will be calculated by the Georgia Finance Commission using a 4.0 scale. Any grade earned in high school courses taken in middle school will not be included in the HOPE calculation (i.e., Alg. I). Georgia School Finance Commission provides a website to demonstrate how HOPE is calculated: www.gsfc.org/main/publishing/pdf/2007/80_gpa.pdf. School personnel do not compute HOPE GPA. All AP grades will be stripped of their weights by GSFC, Newton County will report to GSFC the 10 point weight. GSFC adds a 0.5 quality point weight on a TRUE 4.0 scale for Advanced Placement (AP) completed June 15, 2006 or later, up to a maximum grade value of 4.0 (A Grade of A is not weighted). No others courses will be weighted by the GSFC unless authorized by the Georgia General Assembly. Changes to the HOPE Scholarship are made by the Georgia General Assembly and updates may be found at www.gsfc.org.

CLINIC SERVICES

High Schools will provide clinic services for students according to the policy approved by the Newton County Board of Education. Each student is requested to complete a medical reference card, which will be placed on file in the school clinic.

No internal medicines will be given to students without parental permission. All prescription drugs must be properly labeled with instructions for use and contained in the original container. Students who must take medication during school hours are encouraged to do so during class change at the clinic. When this is not possible, the student must obtain a medical pass from the clinic nurse.

COLLEGE VISITS

Criteria

Seniors--A senior may have two days to visit a college or technical school in preparation for post-secondary education, **three days** if the student has an **A or B average at the end of the first semester**. The senior is not counted absent but is responsible for **all assignments**.

Juniors--A junior may have one day to visit a college or technical school in preparation for post-secondary education, **two days** if the student has an **A or B average at the end of the first semester**. The junior is not counted absent but is responsible for **all assignments**.

Absences in excess of the allotted visits will be counted as UNEXCUSED.

Procedures

The student and his/her parent/guardian must make an appointment with the school to be visited. A form letter, which can be picked up in the Counseling Center, must be signed by the parent/guardian and returned at least three (3) days prior to the college visit. Also the student must pick up a form letter that must be validated by the college/technical school official at the time of the visit. The validation will include a signature, title, and phone number of the school official. This letter must be returned to the Counseling Center **immediately** upon the student's return to school. If the letter is not returned, the student will be counted absent.

COUNSELING DEPARTMENT

The Counseling Department provides a large number of services, which include classroom guidance, group, and individual counseling. Counselors are ready to assist students in any way that will make their school experience more rewarding. Counselors are always available to consult with parents regarding special concerns they may have about their child. Teachers are also encouraged to use the services of counselors regarding the special needs of their students. Information for all students regarding career, scholarship, and testing information may be located at www.newtoncountyschools.org. Counselors may assist with locating resources regarding career information, post-secondary school choices, test information and financial aid/scholarships. For academic advisement, students are assigned a counselor based on first letter of last name or by grade level. However, for personal concerns, a student may seek assistance from any counselor.

Procedures for Requesting Transcripts and Letters of Recommendation

Letters of recommendation should be requested no less than (10) business days prior to postmark deadline. Secondary school reports and mid-year reports must follow the same guidelines. Transcripts may be requested by completing the Transcript Request Form located in the Counseling Center a minimum of (3) days prior to the date needed. Secondary School Reports, recommendations, and information including student’s rank completed by teachers, counselors, or other staff members are not released to students, but sent directly to the college or organization. Copies are not provided to the student, parent, or guardian. *As students seek to learn their class rank, students should be aware class rank fluctuates as semester grades are posted.*

COURSE SYLLABI

At the start of each semester, teachers will distribute a course syllabus to their students. Students are asked to take the syllabus home and review it with their parents. Since the syllabus will include an outline of the course content, grading procedures, tardy policy, expectations for behavior, and other pertinent information, it is important that students and parents carefully read all syllabi.

CREDIT INFORMATION

2011-2012 CREDIT REQUIREMENTS		
Class	Required Credits	Distinction
Senior 11-12 (Fresh. 08-09)	27	29 (EHS)
	26	28 (A and N)
Senior 12-13 (Fresh 09-10)	26	28
Senior 13-14 (Fresh 10-11)	24	26
Senior 14-15 (Fresh 11-12)	23	N/A

EARLY RELEASE PROGRAM

The Newton County Board of Education shall allow certain eligible students to participate in educational early release programs during the school day.

A student may participate in an educational early release program during the school day if:

1. he/she participates in at least 4 units of regular school instruction per day*, **and**

2. has earned a minimum number of units to be classified as a junior, **and**
3. is enrolled in a state approved Technology/Career-Preparatory or special education cooperative work-study program or has worked out an acceptable joint-enrollment agreement with a college, technical institute, or certified apprenticeship program, **and**
4. has written parental permission.

Early dismissal may be granted to fifth year seniors within two units of graduation.

Educational early release shall be denied other students not eligible as described in the above requirements.

*Exceptions on an individual basis may be made by the principal only for students enrolled in the Youth Apprenticeship Program.

All students with early release privileges **must** obtain a permanent pass indicating the times and dates for the period of dismissal. This pass must be shown each day before leaving the parking area. Fifth year seniors with early release privileges must obtain their pass from the Principal's office the first week of each semester.

Students on early release **must** be out of the school building and in the process of leaving campus before the tardy bell rings for the next period. Any loitering on campus may result in re-assignment to on-campus classes for the remainder of the school day.

EXTRA-CURRICULAR CONTESTS - PARTICIPATION REQUIREMENTS

Students must be present for four of seven periods of the school day in order to participate in any extra-curricular activities that day. Students suspended from school will not participate in any school-sponsored activity during the suspension.

Beginning one week prior to the first contest or event scheduled for any designated sport or extracurricular activity, students suspended out-of-school are suspended from all activities (practices, playing, dressing, out, sitting with team, etc.) during each full day of suspension. In the event that no designated game or activity takes place during the period of suspension, students will miss the next game or activity scheduled during the season for that sport or activity. Suspension ends when the student is physically readmitted to the classroom.

Students assigned to In-School Suspension will be suspended from the next appropriate game or event scheduled from the date they are assigned to (begin) ISS. Students can practice with their team or organization when assigned to ISS.

In addition, students must pass at least five of six credit bearing classes or six of seven credit bearing courses and be on track to graduate.

In grades 9-12, summer school grades are allowed in determining eligibility for competitive interscholastic participation if the following criteria are met.

1. No more than two units are counted.
2. Schools are accredited by the Georgia Accrediting Commission (GAC) or a regional accreditation agency.
3. Grades are not based on independent study courses.

Also see Newton County Policy JBCCB.

A student must finish the season and be in good standing on the team to receive a letter. At the discretion of the school administration, a student's eligibility to participate in extra-curricular activities may be suspended or revoked.

FALSIFYING REPORTS

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel is prohibited (08 House Bill 1321). An investigation will be held with the penalty at the discretion of the administrator which may include ISS, suspension or suspension to a formal hearing.

FINAL EXAM EXEMPTION PROGRAM

Only students classified as seniors may exempt final exams in their last two semesters if the following criteria are met:

1. Have an 85 average
2. Absences not exceeding 5 days (excused and unexcused)
3. Exemptions are not allowed in courses requiring a state End of Course Test
4. Students may not have been suspended from school nor have been assigned ISS on 2 or more occasions.

FIRE DRILLS

Fire drills are to be held regularly throughout the year. The signal will be one continuous sound on the horn until the building is cleared. All students will move in a quiet and orderly fashion with their teachers to a designated area and remain there until the clearance signal has been given by the office. All driveway areas must be kept clear during fire drills.

GOVERNOR'S HONORS PROGRAM

The Governor's Honors Program is a high-powered, academic summer program for high school students. They take courses in specific academic areas as well as in high interest or elective areas. These courses are taught by master teachers with exceptionally strong backgrounds, but also with wide-ranging interests and a general interdisciplinary approach to teaching. Governor's Honors serves rising juniors and seniors statewide who are extremely capable and highly motivated, and who demonstrate a firm commitment to a particular academic area. Both past performance and present level of interest are assessed by GHP reviewers in their search for students who have gone beyond the expected and the required. In addition, nominees must have taken the PSAT in order to qualify. Students who attended Governor's Honors in the past are ineligible. Students may nominate themselves for local consideration or by faculty member may nominate a student. A faculty member's endorsement must accompany a self-nomination. Nominees are screened by local school committees and candidates for each area determined. The school's selections are sent to the state, where further screening determines final Governor's Honors candidates

GRADING

Students and parents/guardians are advised to seek assistance from teachers and/or counselors early in the semester if grades are below passing. Grades are based on class participation, class work, homework, examinations, and any special project that the classroom teacher may assign. When work is missed because of absences, it is the student's responsibility to make it up according to the guidelines established in the course syllabus. Teachers are required to notify parents in the event a student is in danger of not passing a course. The grading scale for the Newton County School System is as follows:

90 – 100	A
80 – 89	B
70-79	C
Below 70	F
No Credit	NC
Incomplete	I*

*An “I” must be converted to a numerical grade prior to graduation.

End of Course Tests (EOCT) shall be used as the final exam in courses assessed by an EOCT and shall count 15% of the final numeric grade as prescribed by State Board Policy IHA for students who entered prior to 2011-2012. EOCTs will be counted as 20% of the final numerical grade for students entering 2011-2012.

NO CREDIT (NC) – Grade designation for withholding unit credit.

An Incomplete (I) may be given to a student at the end of the semester only upon approval of the Principal or his/her designee. Students will have up to 14 calendar days after the end of the semester to make up incomplete work. The principal reserves the right to determine the number of days given a student to make up work within the 14-day period. Students may not have an “Incomplete” on their transcript at the time of graduation.

Exception: Students not taking an End of Course Test during the regularly scheduled administration for that test will receive an Incomplete in the corresponding course until that test is taken. When a student fails to take the appropriate EOCT by the end of the first semester of the senior year, a zero will be recorded and the zero will be averaged in to the semester grade to compute a final grade.

The numerical grades in Advanced Placement (AP) courses and Dual Enrollment courses will be weighted. Beginning with the graduating class of 2012 (entering ninth grade as a freshman in 2008-09), 10 points will be added to the student's final class average for all Advanced Placement courses, Dual Enrollment and Move on When Ready (MOWR) courses.

GRADE PROMOTION

School	Entering 2011-2012 (Seniors 14-15)	Entering 2010-2011 (Seniors 13-14)	Entering 2009-2010 (Seniors 12-13)	Entering 2008-2009 (Seniors 11-12)
AHS	5 Units – 10th grade 11 Units – 11th grade 17 Units –12th grade 23 Units to graduate	7 Units – 10th grade 13 Units – 11th grade 18 Units –12th grade 24 Units to graduate 24 Units = minimum for regular diploma 26 Units = minimum to be eligible for Distinction	7 Units – 10th grade 14 Units – 11th grade 20 Units –12th grade 26 Units to graduate 26 Units = minimum for regular diploma 28 Units = minimum to be eligible for Distinction	5 Units – 10th grade 13 Units – 11th grade 20 Units –12th grade 26 Units to graduate 26 Units = minimum for regular diploma 28 Units = minimum to be eligible for Distinction
School	Entering 2011-2012 (Seniors 14-15)	Entering 2010-2011 (Seniors 13-14)	Entering 2009-2010 (Seniors 12-13)	Entering 2008-2009 (Seniors 11-12)
EHS	5 Units – 10th grade 11 Units – 11th grade 17 Units –12th grade 23 Units to graduate	7 Units – 10th grade 13 Units – 11th grade 18 Units –12th grade 24 Units to graduate 24 Units = minimum for regular diploma 26 Units = minimum to be eligible for Distinction	7 Units – 10th grade 14 Units – 11th grade 20 Units –12th grade 26 Units to graduate 26 Units = minimum for regular diploma 28 Units = minimum to be eligible for Distinction	7 Units – 10th grade 14 Units – 11th grade 20 Units –12th grade 27 Units to graduate 27 Units = minimum for regular diploma 29 Units = minimum to be eligible for Distinction
School	Entering 2011-2012 (Seniors 14-15)	Entering 2010-2011 (Seniors 13-14)	Entering 2009-2010 (Seniors 12-13)	Entering 2008-2009 (Seniors 11-12)
NHS	5 Units – 10th grade 11 Units – 11th grade 17 Units –12th grade 23 Units to graduate	7 Units – 10th grade 13 Units – 11th grade 18 Units –12th grade 24 Units to graduate 24 Units = minimum for regular diploma 26 Units = minimum to be eligible for Distinction	7 Units – 10th grade 14 Units – 11th grade 20 Units –12th grade 26 Units to graduate 26 Units = minimum for regular diploma 28 Units = minimum to be eligible for Distinction	5 Units – 10th grade 13 Units – 11th grade 20 Units –12th grade 26 Units to graduate 26 Units = minimum for regular diploma 28 Units = minimum to be eligible for Distinction

Grade designation is done at the beginning of the school year based on the above chart. Grade placement should not change mid-year. For example, a student designated as a sophomore at the beginning of the year cannot be designated a junior until the beginning of the first semester of the following year. In addition, grade designation changes for students who are considered “graduating juniors” may be made after final transcripts have been posted and verified by a counselor (late May, early June).

* Tiered diploma options are no longer included in the graduation requirements for students entering ninth grade in 2008-2009. All students are expected to complete a common set of requirements to earn a regular diploma.

GRADUATION INFORMATION

Newton County Schools Board Policy IHF: Students who entered ninth grade prior to the 2008-2009 school year, who have passed ALL five portions of the Georgia High School Graduation Test (Language Arts, Writing, Mathematics, Social Studies and Science) and are within one (1) credit of graduating will be allowed to participate in the Graduation Ceremony. Students will not receive a diploma until all requirements are met as established by the Newton County School System and Georgia Department of Education. **Beginning with the graduating class of 2012 (entering ninth grade as a freshman in 2008-2009), to participate in commencement exercises a student must have earned all units required for graduation and have passed ALL SECTIONS of the Georgia High School Graduation Tests or have achieved proficiency on one of the two EOCTs in each subject area (Language Arts, Social Studies, Science and Math) or have a waiver/variance approved by the State Board of Education.** A student not completing the requirements with their graduating class *who completes the requirements in the summer or during the next school year may participate in the upcoming graduation exercises, if so desired.*

It is the responsibility of the student, with assistance from teachers and counselors, to ensure that courses selected are adequate for graduation requirements.

Students may not return to high school after receiving a GED or diploma from another school/country.

See “Georgia High School Graduation Test for Procedures for Processing GHSGT Waivers/Variations Requests

The EMPLOYMENT FOUNDATIONS DIPLOMA or LIFE SKILLS DIPLOMA will be awarded to students with disabilities who earn the required number of units and meet all of the criteria of their IEP. Students with significant cognitive disabilities who enter ninth grade in 2008-09 may graduate and receive a **REGULAR HIGH SCHOOL DIPLOMA** when the student’s IEP team determines that the student has completed an integrated curriculum (ACCESS) based on the Georgia Performance Standards that includes instruction in mathematics, English/language arts, science and social studies as well as career preparation, self-determination, independent living and personal care. Students receiving this diploma must have participated in the Georgia Alternate Assessment (GAA) in middle school and earned a proficient score on the high school GAA. A Regular High School Diploma is awarded to students with disabilities who have met all requirements by the conclusion of the school year the student turns twenty-two (22) or transitioned to employment/training in which the supports needed are provided by an entity other than the local school system.

Beginning with the graduating class of 2012 (entering ninth grade as a freshman in 2008-2009), to participate in commencement exercises and/or receive a diploma a student must have earned ALL UNITS required for graduation AND have passed ALL SECTIONS of the Georgia High School Graduation Test or have a waiver/variance approved by the State Board of Education or have achieved proficiency on one of the two EOCT’s in each subject area (Language Arts, Social Studies, Science, Math). A student not completing the requirements with their graduating class *who completes the requirements in the summer or during the next school year may participate in the upcoming graduation exercises, if so desired.*

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as determined in Georgia Board of Education rules with the exception of children of military families (Georgia DOE Student Assessment Handbook, p. 73)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

In an effort to ensure that military students who transfer into Georgia schools will not be disadvantaged by their family's military moves, the Georgia General Assembly, during its 2009 session enacted several laws relating to the education of children of military families. The goal of the legislation is to maximize a student's educational continuity despite the frequent movement across states and school districts that is often the result of a parent serving in the military. While many of the laws are similar to provisions in the Interstate Compact on Educational Opportunity for Military Children, Georgia is not a member of that compact. The laws are codified at O.C.G.A. § 20-2-2140 through § 20-2-2180. Of particular interest for Georgia's assessment programs are the provisions for flexibility in the GHSGT and GHSWT in the Education of Military Children law.

It is the responsibility of the student, with assistance from teachers, parents, and counselors, to ensure that courses selected are adequate for graduation requirements.

Students may not return to high school after receiving a GED or diploma from another school/country.

HEALTH RECORDS

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school.

Transfer students have 30 days to furnish the school with the appropriate Certificate of Immunization. Vaccinations and vaccination records may be obtained from the Newton County Health Department or from a private physician. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources.

A waiver may be granted by the responsible official of the school or facility for up to 90 calendar days if the student is a transfer student who moves from an out-of-state school system to a Georgia school system or is a student entering kindergarten or first grade from out-of-state. However, documentation must be on file from the health department or a physician stating that an immunization sequence has been started and can be completed within the 90-day waiver period. The waiver may not be extended, and the child shall not be permitted to attend any school or facility unless the child submits a completed Certificate of Immunization. In addition, those students entering Georgia public schools for the first time must provide an eye, ear, and dental certificate.

HONOR GRADUATES

In order to be an Honor Graduate, a student must meet the following requirements:

- For students entering 9th grade for the first time in 2003/04, the student must complete either the College Preparatory Program of Study, the College Preparatory Program of Study with Distinction, the Technical/Career Program of Study, or the Technical/Career with Distinction Program of Study. Tiered diploma options are no longer included in the graduation requirements for students entering ninth grade in 2008-2009.
- Earned an overall high school grade point average of 90 or above for the first seven consecutive semesters. This average presently includes an additional 10 points for all Advanced Placement and Dual Enrollment Courses. Grades earned in an accredited middle school for which unit credit has been awarded shall not be included in the computation of the grade point average.
- Has not received an NC (No Credit) due to absences.

- Has not been suspended for a formal hearing on more than one occasion.
- Has passed all sections of the Georgia High School Graduation Test (GHS GT) or the appropriate EOCT as designated by the Georgia Department of Education.
- Has NOT withdrawn during high school to attend a home school program and re-enrolled.
- Has completed seven consecutive semesters from one or more of the following categories of schools beginning with the first semester of their freshman year:
 1. A standard Georgia public school as defined in State Board Rule 160-3-2-01.
 2. A secondary school holding accreditation or provisional status from the Georgia Accrediting Commission, and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council, or any other public school accredited by a state agency recognized by that state’s Department of Education.
 3. A secondary school accredited by one of the following regional accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.
 4. A school from another state accredited by that state’s accrediting agency; or
 5. Schools accredited by the accrediting Commission for Independent Study, Inc.

Beginning with the graduating class of 2012 (entering ninth grade as a freshman in 2008-2009) honor graduates taking a minimum of two Advanced Placement and/or Post Secondary Options (PSO) (Dual enrollment and Move on When Ready [MOWR]) courses shall be designated as Honor Graduates with Distinction. Rank is based on the first seven consecutive semesters during the student’s high school career with the final four of the seven semesters having been completed at the school from which he/she is graduating. The students designated as the first and second honor graduates shall be named from the Honor Graduates with Distinction based on the highest and second highest numerical average earned. The next eight positions in rank of the Honor Graduate with Distinction shall comprise the “Top Ten” students. ***Rank fluctuates each semester and final rank is not available until second semester for seniors.***

HONOR ROLLS

The Newton County Schools System encourages students to strive for academic excellence. In order to recognize students who excel, the following honor rolls are submitted to the press at the end of each semester:

Principal’s Honor Roll: An A for each course taken (90 or above for each course).

Merit Honor Roll: A semester average of 85 or above with no NC’s. A/B Honor Roll

INJURIES

Injuries should be reported promptly to the office. Attempts to reach the students’ parents will be made to notify them of the injury. In serious cases, medical assistance may be called.

INSURANCE

Accident insurance may be purchased on an optional basis. The insurance covers the student en route to and from school and while attending school. Insurance is mandatory for each student participating in athletics, certain trades and industry courses and work-study courses. Information about insurance will be provided by the homeroom teacher.

NEW RESIDENT STUDENTS- 12th Grade

Any student transferring into the Newton County School System at grade twelve must meet the requirements to receive a diploma from the Newton County School System as detailed in the Program Planning Guide of his/her high school of attendance unless they are a student of a military family (see Military Section under Graduation Credentials).

FOREIGN EXCHANGE STUDENTS

The attendance of foreign exchange students in Newton County Schools is accepted as an educational opportunity for local schools and an expression of international goodwill for the school system.

The number of foreign exchange students accepted for a school year in Newton County shall depend on current enrollment and be at the discretion of the principal. Prior to committing to a host family, the representative of the foreign exchange company should obtain written permission from the principal or designee for a student's enrollment in the high school and have contact with the ESOL Coordinator. All foreign exchange students must adhere to all standard operating procedures and practices found in the program planning guide, student handbook, and provided school notification.

Students accepted from exchange programs should enter at the beginning of a semester and be involved in a full school year program. A complete transcript translated into English should be presented to the local school six weeks prior to the first day of school. This must include courses taken each year and grades earned. The number of clock hours per credit must be specified. Refer all foreign exchange students' transcripts to the ESOL Coordinator for evaluation.

All courses must be taken for credit. Auditing is not allowed.

The age of foreign exchange students must not exceed nineteen (19) on September 1, of the year enrolled in Newton County Schools.

Foreign exchange students shall not be eligible for the minimum day program in high school.

Foreign exchange students seeking a diploma from the Newton County Schools must declare so in writing six weeks prior to the first day of school, and must meet the requirements for graduation as set forth in the Program Planning Guide to include all testing requirements. The foreign exchange student may not participate in the graduation ceremony unless the student is receiving a high school diploma from the Newton County School System.

SEXUALITY EDUCATION

The Science/Health curriculum follows the objectives of the GPS and local objectives approved by the Board of Education. Parents who do not wish to have their children participate in class while these objectives are being covered should notify the teacher in writing at the beginning of the semester.

STAR STUDENT

STAR (Student Teacher Achievement Recognition) Student nominees must satisfy all of the following requirements:

1. Be a legally enrolled senior in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission or the Southern Association of Colleges and Schools.

Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. College and high school grades are averaged to determine rank in the senior class.

Seniors who have completed graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.

2. Take the College Board **Scholastic Assessment Test** (SAT) during the junior year (11th grade beginning June following the sophomore year) through November test date of the senior year (12th grade).

Score **highest on one test date** (scores may not be combined from two test dates) on the Scholastic Assessment Test (SAT) among qualified seniors in the school. Nominees' SAT scores must equal or better the latest available **national high school average** on each test

Scores submitted for competition **must be** from one test date. Scores may be from the junior year (beginning with June following the sophomore year) or the senior year (through the November test date.) Verbal and math scores may not be combined from two different test dates. To summarize, scores to be submitted must be the **highest composite score** (verbal and math) achieved on **one test date**. The verbal and math score must be **equal to or better than** the national average indicated above.

3. Be in the upper 10 percent, or one of the top 10 students, in the senior class, whichever category provides the larger number of eligible students in the school.

The program is sponsored by the Georgia Chamber of Commerce.

TESTING PROGRAM

As referenced in Rule 160-3-1-.07 (Testing Programs – Student Assessment) students shall meet state assessment requirements for graduation as follows:

Georgia High School Graduation Test

1. Students who entered ninth grade for the first time between July 1, 1991, and June 30, 2011, are required to post passing scores on the English/language arts and mathematics portions of the GHSGT as one requirement to be eligible to receive a high school diploma. Students who entered ninth grade for the first time between July 1, 1993, and June 30, 2011, are also required to pass the social studies portion of the GHSGT as one requirement to be eligible to receive a high school diploma. Students who entered ninth grade for the first time between July 1, 1994, and June 30, 2011, are also required to pass the science portion of the GHSGT as one requirement to be eligible to receive a high school diploma. The Georgia High School Graduation Tests (GHSGT) shall first be administered to students at the main administration in the spring of their eleventh-grade year and shall measure English/language arts, mathematics, science, and social studies skills, as well as process and application skills as assessed in a range of academic content.
2. Students who entered ninth grade for the first time between July 1, 2008, and June 30, 2011, may satisfy the GHSGT requirement for graduation by achieving proficiency (meeting the standard) on one of the two End of Course Tests (EOCT) in each subject area (language arts, mathematics, science, and social studies) or passing the corresponding subject-area GHSGT.
3. Students who enter ninth grade for the first time on July 1, 2011, or after shall not take and therefore are not required to pass the GHSGT.
4. All students who entered ninth grade after July 1, 1991, must pass the Georgia High School Writing Test (GHSWT) as one requirement for receiving a high school diploma. The GHSWT shall be administered for the first time to students at the main administration in the fall of their eleventh-grade year and will measure their ability to communicate in a written format.

NOTE: A STUDENT WHO HAS NO MEANS OF WRITTEN COMMUNICATION DUE TO A SEVERE PHYSICAL DISABILITY SHALL NOT BE REQUIRED TO TAKE THE WRITING PORTION OF THE STATE ASSESSMENT REQUIREMENT AS SPECIFIED IN RULE 160-3-1-.07.

Additionally, school systems administer the GHSGT to the following students if they are enrolled in school or present themselves for testing:

- All students who are enrolled for the third year in high school (grades 9-12), have accumulated at least nine units of credit (or 12 units of credit if the school is operating on a block schedule), and either have not achieved passing scores on the graduation assessments or present themselves as first-time test takers at the main administrations only.
- Educators should work with students individually to determine the most appropriate time for their initial spring, eleventh-grade administration. For example, a third-year student may meet the minimal credit requirement, but may not be classified as an eleventh-grader and/or may lack courses important to be well-prepared for the GHSGT. It may be appropriate for this student to be counseled to take the test as an eleventh grader the following spring. The guideline will be that the student has earned at least 2 credits in each academic area of the Georgia High School Graduation Tests.
- Students transferring into a Georgia school system from private schools, home study programs, other states or countries.
- Students who have dropped out of school without having met all of the assessment and other graduation requirements and have returned without having been enrolled in any Georgia public

school for one academic year or more. Such students shall meet the graduation assessment criteria for passing in effect for the class in which they re-enroll.

Procedures for Processing GHS GT Waivers/Variations Requests

Procedures for Processing GHS GT Waivers/Variations Requests

Waiver- A GHS GT/GHS WT waiver is a decision by the State Board of Education (SBOE) not to apply all or part of the requirements of the GHS GT or GHS WT to a Georgia student who meets certain basic qualifications.

A WAIVER may be granted to you:

- if, due to a disability, you are incapable of passing a section of the Georgia High School Graduation Test (GHS GT) or Georgia High School Writing Test (GHS WT). This disability must be noted in your individual education plan (IEP); OR, if you have not had a reasonable opportunity to pass a section of the GHS GT or GHS WT due to a substantial hardship beyond your control.

Variance- A GHS GT or GHS WT variance is a decision by the State Board of Education (SBOE) to modify all or part of the literal requirements of the GHS GT/GHS WT.

A VARIATION may be granted to you as an alternative means of demonstrating academic proficiency. The variance may be considered when your situation is something other than a disability or substantial hardship.

Applying for GHS GT Waiver/Variance

1. Applicants should obtain a waiver/variance checklist and follow the outlined steps.

Checklist can be obtained from:

DOE website – www.doe.k12.ga.us

High School Counselors

Newton County Testing Director

- a. Applicant must provide a letter requesting consideration for a GHS GT/GHS WT variance or waiver. The letter should include the following information: (Letter from parent/guardian if applicant is under the age of 18.) The rule(s) and requirement(s) that are to be waived or varied, including the specific provisions and wording,
 - b. The specific facts which would justify a variance or waiver for the student,
 - c. The reason why the variance or waiver requested would serve the purpose of the underlying requirement, and
- Permission for Newton County School System to release student records and the Georgia Department of Education to review those records.
2. Applicant must complete the checklist and provide the necessary documentation for each item. (see waiver/variance checklist)
 3. Once the checklist is completed with documentation provided and letter addressed to Newton County Schools' superintendent is written, this information should be submitted to the counselor of the school from which the student attended for review.

4. Once the submitted information is verified to be complete, a letter from the superintendent will accompany the applicant's GHS/GHSWT waiver/variance packet and be sent to the State Department of Education.
5. The Georgia Department of Education will contact each applicant as to the status of his/her application.

End-of-Course Tests

Students will be required to take an End-of-Course Test in each of the following courses: Math I, Math II, Physical Science, Biology, 9th Lit/Comp., American Literature, Economics and United States History. If a student receives an Incomplete due to failure to take the EOCT, the student must take the test prior to the last day of the student's first semester as a senior. If the student does not take the EOCT by this date, a zero will be averaged as EOCT percentage of the grade within the first on-line make-up session following the main administration.

In order for a student to earn unit credit for a course that is assessed by an End-of-Course Test, the following weighted calculation must be used: a student's numeric score on the End-of-Course Test shall count for 15% of the student's final numeric grade in the course assessed by the End-of-Course Test for students entering prior to 2011-2012; for students entering in 2011-2012, all EOCTs shall be counted as 20% of the course grade.

Assessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs)

This is an English language proficiency test administered annually to all English language learners (ELL) in Georgia for the purposes of determining the English language proficiency level of students; providing districts with information that will help them evaluate the effectiveness of their ESOL programs; providing information that enhances instruction and learning in programs for English language learners; assessing the annual English language proficiency gains using a standards-based assessment instrument; and providing data for meeting federal and state requirements with respect to student assessment.

Georgia Alternate Assessment (GAA)

This is a portfolio assessment designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose IEP team has determined they are unable to reasonably participate in the regular assessment program. The purpose of the GAA is to ensure all students, including students with significant cognitive disabilities, are provided access to the state curriculum and given the opportunity to demonstrate progress toward achievement of the state standards.

VISITORS

Students are not allowed to bring visitors to school unless prior written permission has been granted. All visitors on campus must have written permission to visit. Parents wishing to visit a class must have prior written permission from an administrator. **ALL VISITORS MUST CHECK IN in the front office.**

DISCIPLINE – CODE OF CONDUCT

The Newton County Board of Education operates on the philosophy that all students have the right to learn. The Board believes that students shall be responsible for their behavior; shall be in attendance and

on time for school/classes, shall participate fully in the learning process; and shall recognize and respect the rights of other students and adults. To do so, each student must be in a school climate that is satisfying and productive, and one that is without disruptive behavior by any student infringing upon the rights of others.

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 behavior problems which may arise.

The Board of Education annually approves middle and high school 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 Response to Intervention (RtI) 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. School administrators may, at their discretion, require a student and his/her parent(s) to sign a behavior contract as a prerequisite for enrollment.

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, , Saturday work, 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 Tribunal Panel.

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.

Definition of Terms and Basic Information Relating to Discipline Code Rules and Procedures:

A. ALTERNATIVE SCHOOL

The Newton County Board of Education has made a substantial commitment to dropout prevention and recovery efforts. The cornerstone of these efforts on the secondary level is the alternative program, the Ombudsman Program. The purpose of the program is to provide an educational opportunity for those students who, for various reasons, are at risk of not completing their education in the traditional school setting.

Student assignment to the Ombudsman Program shall occur when the student placement is determined by a disciplinary hearing. Due to limited course offerings, placement in all matching courses (foreign

language; CTAE courses, etc.) from the student's home school is not guaranteed at the Ombudsman Program. A referral to the system-wide placement committee may be made for students enrolling from other alternative school settings, students who are not on track for graduation, and/or for students who are enrolling with extensive disciplinary infractions. If a student withdraws from the Newton County School System in lieu of enrolling in the Ombudsman Program OR prior to successful completion at the Ombudsman Program, upon re-enrollment he/she must complete his/her assignment at the Ombudsman Program prior to being allowed to enroll in the home school.

B. IN-SCHOOL SUSPENSION PROGRAM (ISS)

Placement in ISS is the removal of students from their regular classes for a period of time to a highly structured, supervised classroom environment. Parents will be notified by phone or letter when students are assigned to ISS. 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 ISS may receive additional ISS days, be suspended from school, or be terminated from the program. This suspension will be separate from, and in addition to, any days already served in ISS. Any absences during an 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), 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. Students assigned to ISS will be suspended from any game or event scheduled during the time of assignment to ISS. Students **can practice** with their team or organization when assigned to ISS. Once a student is assigned to ISS, the assignment will be completed before the student returns to the regular classroom.

C. OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-school suspension (OSS) 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 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 tribunal 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 one calendar year from the date of the hearing/waiver. If a second disciplinary hearing is necessary for the student under probation, the

administrative recommendation regarding disciplinary action will be for expulsion for a minimum of one 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.

5. **MAKE-UP WORK FOR SUSPENDED STUDENTS** - 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 3 days, the student will have 3 days upon return to school to complete make-up work. After returning to school, **students are responsible to request assignments missed during a suspension.** 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.

D. 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.

E. AFTER SCHOOL DETENTION

Students may be detained by a teacher or school administrator after school for up to one hour. Notification at least twenty-four hours in advance is sent with students 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.

F. SATURDAY WORK DETAIL PROGRAM

Students may be assigned to work detail for one or more Saturdays (up to four hours/Saturday). Students will adhere to strict supervised work assignments on a school campus. Failure to report to the Saturday work detail at the assigned time, and for the duration, will result in a three day suspension. The regulations for the Saturday Work Detail Program are as follows:

1. A student absence from an assigned Saturday Work Detail Program may be excused only by a confirmed emergency. All excuses will be thoroughly checked. If a student is unable to attend, his/her parent needs to call the school before Saturday or be at the worksite by 8:00 a.m. to explain the absence to the supervisor.

Students who do not show up for an assigned Saturday Detail Work Program or stay the duration will be suspended from school for three (3) days.

2. Students must report to the assigned work area by 8:00 a.m. Late arrivals will be sent back home immediately and suspended for three (3) days. **Parents/students should plan to arrive early to avoid unforeseen delays.**
3. Students must obey all rules and regulations. The supervisor will call for a parent to come to get a student for any violation of school rules, regardless of the time of the day. A three-day suspension will follow.
4. Students are expected to be working at all times. Students will receive warnings from the supervisor if they are not working sufficiently. More than two warnings means the student will be dismissed and will be given a three-day suspension, regardless of the time of day the dismissal occurs.
5. One (1) 15-minute break will be given in the morning.
6. Students should dress appropriately.

G. ADDITIONAL INFORMATION ON SCHOOL RULES AND PROCEDURES

1. **SCHOOL OFFICES/MAJOR OFFENSES** - Students involved in major offenses such as alcohol and/or drugs or in repeated violations of other offenses will not be allowed to participate in any **elected and/or appointed** position representing the student body.
2. **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, student lockers, vehicle, digital content of electronic devices 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.

High school students are permitted to park on school campuses as a matter of privilege, not of right. Patrols of student parking lots or parking areas and inspection of student vehicles may be conducted without notice, without student consent, and without a search warrant.

3. **SELLING** - No items may be sold on campus without permission of the administrative staff. 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.
4. **FOOD AND DRINKS** - Students may not leave campus to buy lunch and then return with that lunch. Students may bring lunches from home. **Commercially prepared lunches may not be delivered to students.**
5. **TARDINESS** - Tardiness is defined as a student not being in the designated area for instruction to begin at the time specified or when the tardy bell rings.
6. **HALL PASSES** - Students are not to be in the halls during class without an official hall pass.
7. **ELECTRONIC COMMUNICATION DEVICES** - (Board of Education Policy **JCDF**) -The Newton County Board of Education shall not allow students enrolled in the Newton County Schools to have with them any visible electronic communication device in the on position at

school between the hours of a student's arrival at school and end of the school day or on a school bus unless required to be brought to school as part of a planned activity which has been approved by a teacher and/or an administrator. The device shall not be visible but shall only be in the pocket, pocketbook, bookbag or locker. These devices present an unnecessary source of classroom disturbance and interruption. (GA CODE 20-2-1183)

8. **DISTURBANCES** - Students are not to bring items such as radios, tapes, CD/DVD/MP3/iPOD players/recorders, electronic gaming devices, cameras (unless part of a cell phone as referenced in Rule 24), beepers, noise makers, pets, 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 on school property 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. **Other than as necessary to enforce the rules of the school and in discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.**
9. **PRANKS** - Students who participate in pranks/vandalism subject themselves to disciplinary action. Additionally, seniors at AHS, EHS and NHS will possibly jeopardize their participation in graduation exercises.
10. **MEDICATIONS** - No internal medicines will be given to students from the clinic without written, parental/guardian permission and appropriate directions for administration. All prescription drugs must be in the original container and properly labeled with the **student's name, doctor's name, contents and instructions.** Students with asthma may self-administer prescription asthma medication as needed; however the parent/guardian shall complete a medical form with the school office detailing the medication and usage. The asthma medication to be self-administered should be labeled with the **information cited above** contained on the inhaler. Students meeting the above requirements may self-medicate without clinic approval. The school accepts no liability for such medication. **Other than asthma medication all prescription medication will be kept in the clinic.**
11. **VALUABLES** – Students are requested not to bring items of large value to school and no more than \$50 in cash.
12. **STUDENT IDENTIFICATION BADGE** – Identification badges help to ensure student safety. A student identification badge may be supplied for each student. If provided, the ID badge must be worn while on campus between the hours of 8:00 AM – 4:00 PM. The ID badge must be attached to the shirt collar, shirt pocket, or hanging from a lanyard worn around the neck. A \$5.00 fee will be charged for replacing an ID that is lost. \$5.00 will be charged to replace a damaged card. Students must return their ID badge at the end of each school year if they withdraw.

H. DRESS CODE

According to the mission statement of the Newton County School System, it is the purpose of the schools to provide a positive school climate. It is our intent to provide an environment that is safe, orderly, and without distractions and disruptions that interfere with or undermine the learning process.

In keeping with this intent, all students are expected to dress appropriately and exhibit good grooming habits. 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 (TO ASSIST WITH SCHOOL SAFETY):

Pants/skirts shall be worn at the waist level so as not to show skin or undergarments.
No extremes in dress and/or grooming will be permitted.

No chains, chain link or studded belts that could be used as a weapon as determined by an administrator will be permitted.

Where provided, identification badges must be displayed in accordance with school rules.

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

1. Clothing which advertises, suggests 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 identify 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 while standing or sitting, 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 above the knee.
9. Shorts, dresses and skirts which stop less than fingertip length when worn properly around the waist and when standing upright. Splits in skirts should follow the "fingertip rule".
10. Tank top straps should be at least two inches wide.
11. Sleep wear including, but not limited to: pajamas, gowns, bathrobes, slippers, blankets, etc.

APPROPRIATE SCHOOL ATTIRE:

1. Crop tops worn over another shirt which covers the 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 must be worn at all times.

I. USE OF COMPUTERS/COMMUNICATION RESOURCES

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

The Newton County School System maintains an electronic network (EN) that includes local and wide-area 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 and all hardware and software that support it are the property of the School System, and shall be used solely in support of the School System's instructional and administrative programs. Use of this property 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 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 in support of learning, teaching, and research. The use of computing resources provided by the district is a privilege, not an absolute, personal right. This privilege is conditional on an individual's compliance with state and federal laws, county policies and procedures, and computing network etiquette. Any violation of Board policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices.

The Newton County Schools shall use technology protection measures that block or filter Internet access to Internet sites 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.

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.

J. SCHOOL NUTRITION PROGRAM

Nutritious breakfasts and lunches are available daily to 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	\$1.25 per day	\$6.25 per week	\$27.50 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
Adult	\$1.50 per day	\$7.50 per week	\$33.00 per month (22 days)

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

LUNCH PRICES

Full Price	\$1.75 per day	\$8.75 per week	\$38.50 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
Adult	\$2.50 per day	\$12.50 per week	\$55.00 per month (22 days)

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

Other items include: Extra Milk - .50 100% Fruit Juice (4 oz) - .40

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

PRE—PAY FOR YOUR CONVENIENCE:

Prepayment can be made by the following methods:

1. Internet Access (www.mealpayplus.com) or phone (1-866-872-3986) using Visa or MasterCard. MealpayPlus accounts may be set-up to automatically send a low balance notification email to the parent. The low balance is established by the parent.
2. At school, please follow the procedures listed below.
 - Paying with cash—place your payment in a sealed envelope on which you have written your student’s name, ID number and teacher’s name.
 - Paying by check—write the student’s name, ID number, and teacher’s name on the check.
 - Paying for more than one student at the same school – write each student’s name, each student’s ID number, their teachers’ names, and the amount of money you are paying for each child on the check or envelope.

Please visit, email (SNP Manager’s email addresses are listed on the school system’s website under food services), view student meal history via internet, or call your child’s cafeteria Manager to be sure he/she has adequate money in his/her school meal account, especially if you allow your student to use money from their meal account to buy extras in the school cafeteria. To receive email notification of low balances, please set up an account on www.mealpayplus.com for each student and select the low balance notification option.

FAMILY APPLICATIONS FOR FREE AND REDUCED PRICE MEALS

If you believe your family/child qualifies for the free/reduced price meal benefits complete a **family** free/reduced meal application. **PLEASE COMPLETE ONLY ONE APPLICATION FOR YOUR FAMILY THIS YEAR – BE SURE TO LIST ALL STUDENTS ENROLLED IN THE NEWTON COUNTY SCHOOLS AS WELL AS ALL OTHER FAMILY MEMBERS ON THE SINGLE FAMILY APPLICATION.**

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 application must be completed for your family each school year.** Even if your student(s) were determined eligible for the benefit last year, a new application must be completed for this year. **Parents/guardians are responsible for charges incurred until a current approved free/reduced meal application is on file. Applications may take up to ten (10) working days to process. Parents/guardians are responsible for all charges incurred during this processing period.**

MEAL CHARGES

High School students may NOT charge meals. Middle School students are NOT allowed to charge breakfast meals. Middle School students will NOT be allowed to charge meals during the month of December (Mid Year) and May (End of Year). All charges must be paid by May 1st of each school year.

Middle School students will be allowed to charge lunch meals up to the approved limit of three (3) lunch meals, for a maximum of \$5.25. Students receiving reduced price meals have a maximum charge amount of \$2.50. If three (3) charges have occurred, an alternative meal will be served (e.g. peanut butter sandwich or cheese sandwich with milk for lunch). Parents of secondary students will be notified of low balances (below \$5.00) and negative balances by telephone calls from the School Messenger system. If School Messenger calls do not reach an active telephone, a letter will be given to the student the next time he/she purchases a meal.

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

The School Nutrition Program Manager can provide the parent a student meal history and account information on the phone 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.

NON-SUFFICIENT FUNDS (BAD CHECKS)

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, Envisions Payment Solutions Systems (Check Approval Service) will charge a \$37 processing fee. They are the check security system used by many stores such as Kroger, Wal-Mart, Target, etc. Repayments must be made with cash, money order or cashier's check to **Envisions Payment Solutions System (Check Approval Service) PO Box 157, Suwanee, GA. The company can be contacted at (770) 709-3100.** If two checks are returned for any non-payment reason, neither you nor your spouse will be allowed to pay with a personal check for your child/children's meals 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, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

DISCIPLINE CODE 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. 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.

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 to a formal hearing and possible long-term suspension or expulsion.

A STUDENT WHO VIOLATES SCHOOL RULES MAY FACE SUSPENSION FROM ALL EXTRACURRICULAR ACTIVITIES AND ANY ELECTED/APPOINTED STUDENT BODY OFFICE FOR ONE CALENDAR YEAR.

01. ALCOHOL

OFFENSE: Selling of or attempting to sell, purchase, 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 will be referred to a formal hearing.

The principal or designee shall notify law enforcement officials.

05. DRUGS*

OFFENSE: **Selling of or attempting to sell, purchase, distribution of, possession of, use of drugs (except as required for self-administering asthma medication as detailed in the DISCIPLINE—CODE OF CONDUCT, Section G.10.) 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 will be referred to a formal hearing.

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**

MIDDLE SCHOOL

DISPOSITION:

1ST OFFENSE: One day suspension

2ND OFFENSE: Three days suspension

3RD OFFENSE: Five days suspension

4TH and SUBSEQUENT OFFENSES: 10 days suspension for each offense

HIGH SCHOOL

DISPOSITION:

1ST OFFENSE: One day suspension

2ND OFFENSE: Three days suspension

3RD OFFENSE: Five days suspension

4TH and SUBSEQUENT OFFENSES: 10 days suspension for each offense

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 and approved by a teacher and/or a school administrator: all**

electronic gaming items, radios, tape CD/DVD/MP3/iPOD players/recorders, cameras, beepers, noise makers, pets, 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) at times designated by the school. Other than as necessary to enforce the rules of the school and in discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.

DISPOSITION:

At the discretion of the administrator which may include conference, detention, ISS, Saturday work detail, 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. Does not include verbal confrontation or other minor confrontation.

NOTE:

Injury to a school employee or innocent bystander may result in more severe punishment being administered to the students involved in the fight.

MIDDLE SCHOOL

DISPOSITION:

Penalty at the discretion of the administrator which may include suspension, ISS, or suspension to a formal hearing. A parent conference is necessary for readmission; a behavior contract will be developed. A complaint may be filed with law enforcement officials. -

HIGH SCHOOL

DISPOSITION:

1ST OFFENSE: Penalty at the discretion of the administrator which may include suspension, ISS, or suspension to a formal hearing. A parent conference is necessary for readmission; a behavior contract will be developed. A complaint may be filed with law enforcement officials.

2ND AND SUBSEQUENT OFFENSES: Suspended to a formal hearing.

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

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. NOTE: In accordance with Georgia Code 16-15-3; 16-15-4; Criminal Gang Activity:

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.

DISPOSITION:

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

22. CAMPUS/CLASSROOM DISTURBANCES

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

DISPOSITION:

Penalty at the discretion of the administrator which may include ISS, Saturday Work Detail, suspension, or suspension to a formal hearing.

23. ACTS OF BIGOTRY

OFFENSE: While on school grounds or during school activities engaging in any verbal, physical or electronic (as defined in bullying section, see rule 73) acts of bigotry whether read, observed and/or overheard

DISPOSITION:

Penalty at the discretion of the administrator which may include counseling and mediation, ISS, removal from the premises, and suspension

24. ELECTRONIC AND OTHER COMMUNICATION DEVICES

OFFENSE: Possessing an electronic communication device of any kind at school in the on position between arrival on campus and the end of the school day, unless approved by a teacher and/or administrator, 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:

1ST OFFENSE: MIDDLE SCHOOL - Penalty at the discretion of the administrator which may include Saturday work detail, after school detention. Device will be confiscated and will be returned to the parent, if possible, at the parent's request.

HIGH SCHOOL- Penalty at the discretion of the administrator which may include 1 day suspension or 2 days ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.

2ND OFFENSE: MIDDLE SCHOOL- Penalty at the discretion of the administrator which may include a one day suspension or two days ISS, device will be confiscated and the parent must come to the school to regain possession of the device.

HIGH SCHOOL- 2 day suspension or 3 days ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.

3RD OFFENSE: MIDDLE SCHOOL-

Penalty at the discretion of the administrator which may include a conference with the student and/or parent and/or ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.

HIGH SCHOOL- 3 days suspension or 4 days ISS and the denial of possession of such devices.

4TH OFFENSE: MIDDLE SCHOOL- Denial of possession of such devices and out of school suspension at the discretion of the administrator .

HIGH SCHOOL- Any further violations will result in 5 to 10 days suspension.

The school assumes no responsibility for items confiscated, but will return such item(s) to the parent/ guardian at parent's request, if possible. It is not the responsibility of the administration to search for misplaced or stolen communication devices.

25. GAMBLING

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

DISPOSITION:

Penalty at the discretion of the administrator which may include ISS, suspension, or suspension to a formal hearing.

NOTE:

All gambling devices and/or money will be confiscated.

29. VIOLATION OF DRESS CODE

OFFENSE: Wearing inappropriate articles of clothing or items or clothing in an inappropriate manner as described in the dress code on pages 20-21 of this handbook

DISPOSITION:

1ST OFFENSE: Warning/Parent Notification

2ND OFFENSE: One day suspension

3RD OFFENSE: Three days suspension

4TH and SUBSEQUENT OFFENSES: Five days suspension for each offense

33. FAILURE TO ATTEND SATURDAY WORK DETAIL

OFFENSE: Failing to stay for Saturday work detail

DISPOSITION:

One-Three day(s) suspension from school

34. INAPPROPRIATE STRIKING, KICKING, OR TOUCHING

OFFENSE: Striking, kicking, touching or other physically offensive acts done to another person in a manner that does not result in bodily injury

DISPOSITION: Penalty at the discretion of the administrator which may include parent contact, after school detention, ISS, Saturday Work Detail, suspension or suspension to a formal hearing.

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

MIDDLE SCHOOL

DISPOSITION:

1ST OFFENSE: Penalty at the discretion of the administrator which may include suspension until a conference is held with parent and/or three days ISS.

SUBSEQUENT OFFENSES: Penalty at the discretion of the administrator which may include ISS, suspension, or suspension for a formal hearing.

HIGH SCHOOL

DISPOSITION:

1ST OFFENSE: Penalty at the discretion of the administrator which may include a parent conference plus a minimum of two to five days ISS

2ND OFFENSE: Penalty at the discretion of the administrator which may include three days suspension

3RD OFFENSE: Penalty at the discretion of the administrator which may include five days suspension

4TH OFFENSE: Minimum ten day suspension. Student will be referred 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 ISS, suspension or suspension for a formal hearing, and/or notification of law enforcement officials.

37. 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.

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 this act of omission will cause harm or endanger the safety of the other person**

DISPOSITION:

Penalty at the discretion of the administrator which may include ISS, Saturday work detail, suspension, or suspension to a formal hearing. A complaint may be filed with law enforcement officials.

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 Section 16-3-21.

DISPOSITION:

Minimum ten day suspension. Student will be referred to a formal hearing before the tribunal. 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 tribunal shall 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. ASSAULT AND/OR 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:

Suspension from school for ten (10) school days. Student will be referred to a formal hearing.

NOTE: See rule 85 for further disposition for assault and/or battery on the school bus. The principal shall notify law enforcement officials.

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 parent contact, after school detention, ISS, Saturday detention where applicable, suspension or suspension for formal hearing.

(If the obscenity is directed toward any school system employee, the disposition will

result in a ten 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 on school property or at a school event

DISPOSITION:

Penalty at the discretion of administrator which may include counseling, notification of parent, in-school suspension, or suspension.

43. INDECENT EXPOSURE*

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

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

DISPOSITION:

Penalty at the discretion of the administrator which may include In-School Suspension, suspension, or suspension for a formal hearing.

NOTE: See rule 29.

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, , 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)
(GA Code O.C. GA. 16-11-127.1)**

DISPOSITION:

Penalty at the discretion of the administrator which may include, where applicable, Saturday work detail, ISS, suspension, or formal hearing. The principal or designee shall

notify law enforcement officials when the offense involves ammunition or serious explosive compounds other than fireworks.

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 suspension for a parent conference, ISS, suspension, or suspension for a formal hearing. The principal or designee shall notify law enforcement officials.

49. KIDNAPPING

OFFENSE: Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian

DISPOSITION:

Suspension for a formal hearing. The principal or designee shall notify law enforcement officials and the Superintendent's office.

50. HOMICIDE

OFFENSE: Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence

DISPOSITION:

Suspension for a formal hearing. The principal or designee shall notify law enforcement officials and the Superintendent's office.

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, in the student's vehicle on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

High school and middle school students have the voluntary opportunity to turn in to an administrator or teacher without any penalty/discipline charge 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 Tribunal. If the Tribunal determines that the student did possess a gun on school grounds, the student shall be suspended for not less than one year. The Tribunal may, in its 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 Tribunal, 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 officials and the Superintendent's office of the offense of any student who brings a firearm or knife to school in compliance with Georgia Code 16-11-127.1 and 20-2-1184. In addition, the parents of such student will be contacted.

DISPOSITION:

Minimum ten day suspension. The student will be referred to a formal hearing.

52 = Weapon-Firearm/destructive device; 53 = Weapon-Knife; 54 = Weapon-Other

55. SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION

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

DISPOSITION:

MIDDLE SCHOOL

Penalty at the discretion of the administrator which may include a parent conference, detention, Saturday Work Detail, ISS, or suspension. Parents will be notified.

HIGH SCHOOL

1ST OFFENSE: Parents will be notified, loss of exam exemption and a minimum of 1 day ISS. Additional dispositions may be imposed at the discretion of the administrator.

2ND OFFENSE: Three days ISS

3RD OFFENSE: Five days ISS and required parent conference at the discretion of the administration.

ALL OTHERS: Penalty at the discretion of the administrator, Saturday work detail which may include suspension for one day for each class missed, truancy complaint filed, and/or formal hearing.

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. (In all cases students will receive a zero on graded class exercises, wherever applicable, driving privileges will be suspended.)**

DISPOSITION:

1ST OFFENSE: Parent will be notified. Penalty at the discretion of the administrator which may include but is not limited to Saturday work detail; ISS for three days; where applicable, loss of driving privileges for 30 school days and loss of exam exemption.

2ND OFFENSE: ISS for five days. Loss of driving privileges for sixty (60) school days, if applicable.

ALL OTHERS: Penalty at the discretion of the administrator which may include Saturday work detail-suspension, loss of driving privileges for the remainder of the school year, and/or a formal hearing Referral to Social Worker.

57. TARDINESS TO CLASS/SEMESTER

OFFENSE: **Being tardy to class**

MIDDLE SCHOOL

DISPOSITION: Each teacher will determine the consequences for tardiness to his/her class.

HIGH SCHOOL

Tardies 1-4 (Includes tardies to school and to class) No disposition

Tardy 5 Saturday Work Detail

Tardy 6 1 Day Suspension and loss of driving privileges for 10 days

Tardy 7 3 Day Suspension and loss of driving privileges for 20 days

- Tardy 8 5 Day Suspension, loss of driving privileges for remainder of the year, and behavior contract (additional days may be imposed by administrator as warranted)
- Tardy 9+ Penalty at the discretion of the administrator which may include referral to a formal hearing.

59. ROBBERY

OFFENSE: Taking or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear

DISPOSITION:

Suspension from school for ten (10) school days. Student will be referred to a formal hearing. The principal or designee shall notify law enforcement officials.

60. ARSON

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

DISPOSITION:

Suspension from school for ten (10) school days. Student will be referred 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. Immediate restitution for damages and/or suspension for formal hearing. The principal or designee shall notify law enforcement officials.

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

OFFENSE: Larceny/Theft/Selling/Purchasing or Possession of Stolen Property 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 ISS, suspension, suspension for a formal hearing. The principal or designee shall notify 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, and/or suspension for a formal hearing. The principal or designee shall notify law enforcement officials. Immediate restitution for damages is required.

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 not limited to ISS, , suspension, and/or suspension for 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

No food is allowed in the classroom unless approved by an administrator. All food must be eaten in the cafeteria or designated area(s).

DISPOSITION:

Penalty at the discretion of the administrator which may include but not limited to teacher warning, parent contact, detention, ISS, suspension, etc.

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

70. SEXUAL BATTERY

OFFENSE: Intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. (Includes rape, attempted rape, fondling, indecent liberties, child molestation)
Depending on the circumstances the offense may be upgraded to the more serious charge of aggravated sexual battery.

DISPOSITION:

Suspension from school for ten (10) school days. Student will be referred to a formal hearing. The principal or designee shall notify law enforcement officials and the Superintendent's office of the offense.

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.

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:

Penalty at the discretion of the administrator which may include suspension for a parent conference, 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 bullying section, see rule 73) threats without displaying a weapon or subjecting the person to actual physical attack. This could include continued verbal harassment of another student not involving bodily/psychological harm.**

DISPOSITION:

Penalty at the discretion of the administrator which may include but is not limited to ISS, suspension, or suspension for 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 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, 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:

Penalty at the discretion of the administrator which may include but is not limited to ISS, suspension, suspension for a formal hearing, loss of computer usage, and/or referral to law enforcement officials. Immediate restitution for any damages is required.

77. WORK STUDY (AHS, EHS and NHS only)

OFFENSE: Reporting to work without prior permission of the program coordinator when a student is absent from school. Failure to follow instructions of any Work Study Coordinator and to adhere to policy of work study program

DISPOSITION:

1ST OFFENSE: Three days ISS.

2ND OFFENSE: Forfeit early release and dismissal from work study program by scheduling out of program for subsequent semesters.

80. MOTOR VEHICLE THEFT

OFFENSE: Theft or attempted theft of a motor vehicle (car, truck, motorcycle, RV, dune buggy ATV, or anything that is self-propelled)

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.

81. PARKING AND TRAFFIC VIOLATIONS ON CAMPUS

OFFENSE: **Violating parking and/or traffic rules**

Students in high school have the privilege of driving personal cars to school. Each car must be registered and a parking permit purchased at a cost of \$40 per year. Students applying for and receiving a permit fully understand their responsibility by adhering to the following rules:

1. All automobiles parked on the school grounds must be registered with the school and must display the current parking permit/hang tag.
2. Tags are non-transferable.
3. Lost tags require the purchase of a new tag at **full price**.
4. Parking is strictly limited to the student parking area. **FACULTY PARKING** is marked accordingly. **NO ONE** is allowed to park in the **FIRE LANES**, students or faculty.
5. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
6. There is to be no loitering in the parking lot before, during, or after school. No student may go to his/her vehicle without permission from the office.
7. There will be no speeding, over five miles per hour, or any form of reckless driving on school grounds such as jumping the curb or scratching off.
8. Students are not allowed to leave the parking lot after entering without an official pass.
9. Inspection of student vehicles may be conducted without notice, without student consent.
10. The parking permit will be revoked for any student failing more than one subject.

In order to park on campus at the beginning the school year the parking permit should be purchased by the end of the second week of school. All vehicles parking on school property **MUST** display a permit.

DISPOSITION:

1ST OFFENSE: Suspension for parent conference. Loss of driving privileges for one to ten days. (Exception: Rule 56).

2ND OFFENSE: Loss of driving privileges for thirty (30) school days. (Exception: Rule 56).

3RD OFFENSE: Loss of driving privileges for sixty (60) school days. (Exception: Rule 56).

NOTE: Parking regulations will be enforced. It is a privilege granted to students to park on school grounds. In addition to dispositions above, ISS or suspension from school and/or towing of vehicle at owner's expense may occur for violation of these rules and regulations.

83. PARKING WITHOUT A PERMIT

OFFENSE: **Parking on school property without a permit**

DISPOSITION:

May include ISS, Saturday work detail, Suspension and Vehicle may be towed at owner's expense.

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)

DISPOSITION:

Suspension to a formal hearing.

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)

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.

BUS RULES & SAFETY PROCEDURES

"Help Us Keep You Safe"

1. The bus driver is responsible for your 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 your 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 your fellow riders by being on time and standing at the appointed stop.
7. Be considerate of your 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 on the bus.
9. Be sure to always get permission from the driver before you bring any objects or animals on the bus, other than books, folder, or notebooks.
10. Yelling, screaming, hollering, or excessively loud talking is distracting and dangerous for the driver and is not permitted.
11. Students who transfer buses at a middle school must catch the first available bus rather than loiter or visit at the middle school.
12. Students must ride their regular bus unless they have written permission from a legal guardian and/or a school official.
13. Students are 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.

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.

DISPOSITION:

Penalty at the discretion of the administrator which may include but not limited to removal for one to ten days, permanent removal from bus, ISS, suspension, suspension for a formal hearing, and/or a complaint filed with the proper authorities.

DISPOSITIONS FOR FIGHTING ON THE BUS.

1st OFFENSE: Suspension from the bus from a minimum 45-day suspension to a maximum one calendar year. Student may be referred to a Formal Hearing for alternative placement to include but not limited to long-term suspension or permanent expulsion from school and/or the bus.

2nd OFFENSE: Suspension from the bus from a minimum one calendar year suspension to a maximum permanent expulsion. Student will be referred to a Formal Hearing for alternative placement to include but not limited to long-term suspension or permanent expulsion from school and/or the bus.

3rd OFFENSE: Permanent expulsion from the bus. Student will be referred to a Formal Hearing for alternative placement to include but not limited to long-term suspension or permanent expulsion from school.

In addition, a disposition will be assigned to include but not limited to ISS 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 fighting on the bus who have been assigned to an alternative placement will not be provided transportation to or from the alternative placement.**
- **Students attempting to board a school bus during a bus suspension will 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 from bus for one to ten days. Immediate restitution for damages or suspension for formal hearing.

99. CONTINUOUS VIOLATION OF SCHOOL RULES AND REGULATIONS.

DISPOSITION:

Penalty at the discretion of the administrator which may include suspension -

**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 65 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 39-41 of the System Secondary 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 15 in the System Secondary 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 also read page 64 and give my permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 64 must be returned along with this page.) I have read and understand the notice on page 13 regarding "Notification of Professional Qualifications". I understand that should I request information regarding Professional Qualifications, I should contact the principal. I understand that it is my responsibility to notify the school of address and phone number changes.

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 6-12): SIGNATURE _____ DATE _____

STUDENT: I understand and will abide by the terms of the **Acceptable Use Policy** included under the **DISCIPLINE DEFINITIONS, RULES AND DISPOSITIONS, Other Definitions: Use of Computers/Communication Resources** in the System Secondary 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 _____