

**SYSTEM-WIDE PORTION**

**OF THE**

**MIDDLE SCHOOL HANDBOOK**

**FOR THE**

**NEWTON COUNTY SCHOOLS**

**2011-2012**

**CLEMENTS MIDDLE SCHOOL**  
**COUSINS MIDDLE**  
**INDIAN CREEK MIDDLE**  
**LIBERTY MIDDLE**  
**VETERANS MEMORIAL MIDDLE**

**OMBUDSMAN**  
**CHALLENGE CHARTER ACADEMY**

# MIDDLE SCHOOL 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
					1	2
3	4	5	6	7	8	9
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24	25	26	27	28	29	30
31						

Aug 2011						
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31						

Sep 2011						
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Oct 2011						
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Nov 2011						
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Dec 2011						
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31						

**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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Feb 2012						
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Mar 2012						
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Apr 2012						
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May 2012						
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Jun 2012						
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## **GRIEVANCES AND DISCRIMINATION**

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

1. The opportunity shall be provided any student or his/her parents to discuss with his/her teachers the grievance.
2. If the matter is unresolved, it may be brought to the attention of the principal within five school days from the date of the initial contact.
3. If the matter is unresolved, it may be brought to the attention of the School Superintendent within ten school days from the date of the principal's decision.
4. If the matter is unresolved, it may be referred in writing to the Newton County Board of Education within ten school days of the Superintendent's decision.
5. Unresolved grievances may be appealed to:  
Director, Department of Education  
Office for Civil Rights  
101 Marietta Towers  
Atlanta, GA 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 20<sup>th</sup> 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 18<sup>th</sup> 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](http://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 2<sup>nd</sup> 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.

## O) 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

## **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.
1. **HALL PASSES** - Students are not to be in the halls during class without an official hall pass.

2. **ELECTRONIC COMMUNICATION DEVICES** - (Board of Education Policy JCDAF) -The Newton County Board of Education shall not allow students enrolled in the Newton County Schools to have with them any 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 5<sup>th</sup> grade through 12<sup>th</sup> 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](http://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](http://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 1<sup>st</sup> 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](http://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:**

1<sup>ST</sup> OFFENSE: One day suspension

2<sup>ND</sup> OFFENSE: Three days suspension

3<sup>RD</sup> OFFENSE: Five days suspension

4<sup>TH</sup> and SUBSEQUENT OFFENSES: 10 days suspension for each offense

**HIGH SCHOOL**

**DISPOSITION:**

1<sup>ST</sup> OFFENSE: One day suspension

2<sup>ND</sup> OFFENSE: Three days suspension

3<sup>RD</sup> OFFENSE: Five days suspension

4<sup>TH</sup> 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:**

**1<sup>ST</sup> 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.

**2<sup>ND</sup> 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:**

**1<sup>ST</sup> 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.

**2<sup>ND</sup> 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.

**3<sup>RD</sup> 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.

**4<sup>TH</sup> 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:

1<sup>ST</sup> OFFENSE: Warning/Parent Notification

2<sup>ND</sup> OFFENSE: One day suspension

3<sup>RD</sup> OFFENSE: Three days suspension

4<sup>TH</sup> 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:

1<sup>ST</sup> 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:

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

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

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

4<sup>TH</sup> 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**

**1<sup>ST</sup> 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.

**2<sup>ND</sup> OFFENSE:** Three days ISS

**3<sup>RD</sup> 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:**

**1<sup>ST</sup> 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.

**2<sup>ND</sup> 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:**

**1<sup>ST</sup> and 2<sup>ND</sup> OFFENSE:** Penalty at the discretion of the administrator which may include but not limited to ISS or suspension.

**3<sup>RD</sup> 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:

<b>Step 1</b>	Driver assigns each student to a specific seat by the end of the third day of the school year.
<b>Step 2</b>	Driver speaks privately to the student on school property.
<b>Step 3</b>	Driver reassigns student to the first seat on the door side of the bus.
<b>Step 4</b>	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.
<b>Step 5</b>	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.
<b>Step 6</b>	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.
<b>Step 7</b>	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.**

1<sup>st</sup> 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.

2<sup>nd</sup> 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.

3<sup>rd</sup> 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 47 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 21-24 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 14 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:*

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## 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 46 and give my permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 46 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 \_\_\_\_\_