

*2009-2010*

**NHS  
Faculty &  
Staff  
Handbook**



NEWTON HIGH SCHOOL

# Faculty and Staff Handbook

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Newton High School  
140 Ram Drive  
Covington, GA 30014  
Phone 770.787.2250 • Fax 770.784.2957  
<http://www.newton.k12.ga.us/newtonhigh>

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# Introduction

July 27, 2009

Dear Colleagues,

This is your Newton High School Faculty & Staff Handbook. It is designed to serve as a guide, providing the necessary information for the smooth operation of our school. The contents of this handbook were reviewed during the summer for accuracy and updated accordingly.

This year we are continuing the tradition of providing each teacher with a hard copy of the handbook; however, we will also maintain an electronic (downloadable) copy on the school's web site. Please note: just as we hold high expectations for students with regard to adhering to the policies and guidelines stated in the *Handbook*, we also hold ourselves to the same standard with regard to the documents contained herein.

Certainly, the best teacher handbook could never answer all questions that may arise in this very challenging profession but I do believe our handbook goes a long way in providing quality and useful information. Suggestions for improving the format and/or content of our handbook are welcomed.

Thank you.

Roderick Sams, Ed.D.  
Principal

## Quick Facts and Information

SCHOOL NAME:	Newton High School
SCHOOL STATE CODE:	0173
MAILING ADDRESS:	140 Ram Drive Covington, GA 30014
NHS WEB PAGE:	<a href="http://www.newton.k12.ga.us">http://www.newton.k12.ga.us</a>
PHONE:	770.787.2250
FAX:	770.784.2957
STUDENT HOURS:	8:30 am – 3:30 pm
TEACHER HOURS:	8:00 am – 4:00 pm
OFFICE HOURS:	7:30 am – 4:30 pm
ENROLLMENT:	2,200+ (projected for August, 2009)
ACCREDITATION:	Georgia Accrediting Commission (GAC) Southern Association of Colleges and Schools (SACS)
ASSOCIATIONS:	National High School Association Georgia High School Association

## Professionalism

### **ICON KEY**

🌀 Critical Information

📁 Safety Related

✍️ SACS

### **Newton County Board of Education**

Our Newton County Board of Education adopts policies and procedures that provide the effective operation of our school but also recognizes and preserves the executive, administrative, and leadership prerogatives of the school principal. Effective with the start of the 2009-2010 school year, the superintendent or a BOE member may request that an employee attend a NCBOE meeting. The Superintendent will notify the Principal if this is necessary and they will determine who should attend based on the circumstances.

#### **🌀 Certification**

Meeting requirements for certification is the responsibility of the teacher. This includes gathering of information, completing of requirements, and providing the school with a copy of the current certificate.

#### **🌀 Code of Ethics**

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards, which represent the conduct generally accepted by the education profession. The code protects the health, safety, and general welfare of students and educators, ensures the citizens of Georgia and Newton County a degree of accountability within the educational profession, and defines unethical conduct justifying disciplinary sanction.

#### **Complaints and Grievances**

The NCBOE encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. Our Faculty/Staff members are expected to follow a “chain of command” in relation to complaints that may require Board of Education action:

1. Principal
  2. Appropriate Director
  3. Appropriate Associate Superintendent
-

4. Superintendent
5. Board of Education

A Faculty/Staff member going directly to the Board of Education or the District Office with a complaint issue without first sharing their concern with the Principal would be considered unprofessional. The Grievance Policy and procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure. **Refer to the NCBOE Policy Manual.**

### Contracts

Contracts for the ensuing school year of continuing certified employees are offered approximately one month before April 15. Contracts must not be signed or entered into lightly. Teachers who commit themselves to another year of service to Newton County Schools are expected to adhere to their contract.

### Conditions of Classrooms

The teacher shall be careful that no part of the school building, furniture, or apparatus is defaced or injured. The teacher shall also keep their room thoroughly clean, at the proper temperature, and orderly. As a reminder;

- Do not block or cover-up the door window,
- Do not block the room's emergency egress.
- Do not block air vents or intercoms

### Controversial Issues

Sectarian and partisan questions and issues shall be kept out of the work place.

### Dress Code (for Teachers)

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents. Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Therefore, activities and/or assignments planned for the day will dictate to a degree, the style of dress considered appropriate. **Good judgment and common sense should be used in choosing appropriate attire.** On particular issues, the responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, blue jeans, shorts, sweats and warm-up suits are not appropriate dress. Teachers should set an example of professional dress for students. Dresses must be of modest length. Men are encouraged to wear ties. Physical education teachers are required to wear standard instructor's uniforms but must wear pants or warm-ups in all areas of the building except the PE area. Responsibility for appropriate conduct, manners, dress, and grooming will rest primarily with the employee as a professional individual. However, in cases when a staff member's dress and appearance is inappropriate for the job at hand, the staff member's immediate administrative supervisor shall notify the staff member and the staff member shall immediately take proper action to correct the situation. In keeping with our policy, the following is required and expected:

- Male staff members are required to wear a collared shirt with slacks daily. Turtleneck shirts and sweaters are acceptable. Exceptions according to job responsibilities will be made at the discretion of the Principal or his designee.
- Dresses and skirt lengths must be to the knee or lower. Splits and slits in skirts or dresses should be no more than three inches above the knee.
- Sleeveless tops are appropriate for female staff members. However, tank tops are not permissible.
- Capri pants must be at or below the knee to be acceptable.
- Tops that display cleavage or expose bare skin at the waist upon movement are unacceptable. Midriffs should not be exposed at any time.
- Shorts worn daily by P.E. teachers are acceptable in the gym or designated P.E. areas.
- Sandals are appropriate footwear for staff members with exceptions. Shoes that have a piece between or around the toe are allowed, however, the principal has the ultimate discretion as to what is appropriate.
- Tennis shoes worn by staff members are appropriate. They must be clean.
- Tight fitting clothing is unacceptable for staff members. This includes tops and pants.
- Jeans are acceptable on School Spirit Days or designated Fridays only. Jeans are to be worn only with a school shirt (exceptions by administration only).
- All jogging suits are unacceptable for faculty/staff members on regular work days. This includes suits that are made of fleece, velour, or vinyl. P.E. coaches are the only staff members exempt from this rule.

**Any** improper dress as deemed by the Principal or his/her designee will be considered **inappropriate**.

Violations of the dress code **will result** in disciplinary action by the Principal or his/her designee.

1. First infraction- Written warning
2. Second infraction- Written letter of reprimand and staff member must correct the item of clothing in violation immediately.

Egregious disregard of this policy or chronic violations will result in **immediate correction** of the item of clothing that violates the Newton County Dress Code and more severe disciplinary action as deemed necessary by the Principal.

## Evaluation – Teacher Performance

All NHS Teachers will receive at least one 20-30 minute classroom observation, conducted by a NHS administrator. Specific written feedback will be provided to the teacher in a conference setting within five working days of the evaluation. To receive a “Satisfactory” annual evaluation, the teacher must obtain a rating of Satisfactory on the GTOI and the GTDRI (see Appendix C). In addition to the above-mentioned observations, teachers should expect brief “walk-through” observations at least weekly with appropriate feedback given to promote student engagement and improve instructional methods.

## Highly Qualified Teachers and Paraprofessionals (NCLB)

This is the age of high standards and accountability in education. All students deserve to receive a high-quality education, and all taxpayers deserve to know how well their investment in public education is paying off. Research shows that students who are in the classrooms of "highly qualified" teachers achieve at a higher rate.

NCLB establishes timelines that focus on quality teachers and paraprofessionals. By 2006, all teachers teaching in core academic subjects must be "highly qualified," and all paraprofessionals employed in Title I schools must be deemed "highly qualified" by January 2006. The purpose of the Title II-A program (Improving Teacher Quality State Grants) is to increase the academic achievement of all students by helping schools and districts improve their teachers, paraprofessionals, and other educational personnel within the allocated time.

## Inappropriate Relationships with Students

Under state law and district policy, sexual relationships and sexual harassment between students and staff members are illegal and can result in severe criminal and civil penalties. Sexual harassment and relationships between students and staff often begin with innocent flirtations. Innocent flirtations can leave a staff member vulnerable to baseless accusations.

To prevent all appearances of inappropriate relationships between students and staff, adhere to the following guidelines:

1. Set appropriate boundaries with students by recognizing and avoiding inappropriate behaviors such as:
  - Flirting;
  - Making suggestive comments;
  - Engaging in sexual dialogue;
  - Giving inappropriate personal gifts;
  - Dating;
  - Asking for a ride home;
  - Hugging;
  - Sending intimate letters or cards
  - Etc.
2. Report any inappropriate behavior initiated by students
3. Report inappropriate behavior between students and other staff

## Jury Duty

It is the policy of the NCBOE to grant leave for Jury Duty, which is a civic obligation. With proper documentation presented to the Principal, time spent serving on jury duty will not be subtracted from sick leave. No deductions will be made to salary, and employees may keep their jury remittance.

## Official School Correspondence

All materials that a teacher intends to use for correspondence to send parents, the press, textbook companies and other companies, or other individuals outside the school must be typed, not handwritten, and free of grammatical and typographical errors. This includes all reports to the Central Office, the State Department of Education, Accrediting Offices and the Georgia High School Association, and all professional organization, etc. **The Principal must approve all letters distributed on school stationery.**

## Personal Leave

A written request for personal leave must be presented to the Principal **three days** in advance of the date of requested leave. Newton County Board of Education has established the following “essential days for effective school operation” and personal leave will **not be approved** during these times:

- The day before or the day after a holiday;
- Pre-Planning and Post-Planning;
- In-Service and Record Days;
- Scheduled exam times, and
- The first and last three weeks of school (individual exceptions made by the Principal)

The only deviation from this policy is for an emergency approved by the Superintendent. All personal leave is deducted from accumulated sick leave.

## Political Activities

Faculty and staff have the same fundamental civic responsibilities and privileges as other citizens. As professionals within our community, it is important to exercise our right to vote. In connection with campaigning, no employee shall use school facilities, equipment, or supplies for the purpose of supporting a particular political candidate.

## Professional Ethics (Professionalism)

If one teacher wishes to confer with another teacher, he/she should do so directly to the teacher and never where students might hear. It follows that no teacher criticizes another teacher in the classroom. No teacher should permit students to say critical or uncomplimentary things about another teacher. Everyone cannot agree on every topic of discussion. You may not agree with the Principal or another teacher, but please do not express your opinion about the administration or other staff members to students. In discussing rules or regulations of the school or a school department, please use the approach that it is the policy of the school or department rather than to say that the Superintendent or Principal says you have to do it this way. If you disagree with the general policies of the school, please feel free to discuss them with the Principal and offer a reasonable solution for consideration. Your suggestions for the operation of Newton High School are always welcome.

## **Professional Leave**

The Principal may authorize professional leave for attendance of personnel at local, state, regional, and national meetings without pay deduction. For all Professional Leave, the request must first be submitted to the Principal.

## **Professional Organizations**

The administration strongly encourages all faculty and staff to join and be an active member of the professional organization of their choice. Building representatives from GAE and PAGE are in place at NHS. Both organizations offer the very important teacher liability insurance. Organizations relating to curriculum and instruction are also encouraged.

## **Public Relations and Professionalism**

The importance of good public relations cannot be overstressed. Unless the general public feels that the school is doing a good job, we will not be able to do so, no matter how educationally sound our program may be. We shall always endeavor to upgrade our program to more fully satisfy the needs and interests of our particular students and community. We must have a sound program and at the same time communicate the soundness of the program to the patrons of the school. Let's work together to continue to improve our image.

All staff members are encouraged to submit articles to the staff's communicator concerning outstanding achievement of students and faculty members. Articles concerning concerts, plays, assemblies, and other programs should be submitted. We need to keep the public informed about the good things happening at NHS. However, it is critical to remember that School business is school business and should not be discussed with the public. We do not have anything to hide; however, idle talk about school business is often misinterpreted and causes negative images of the school. Certainly, there are areas in which this school and its employees can be improved—it must come from within. Tearing down the reputation of the school in the community is a reflection on everyone, including the employee doing the talking. Careless, negative comments will not be tolerated. Teachers should seek solutions for problems within the school and discuss problems CONSTRUCTIVELY, not destructively in the school or community. It is critical to remember that employees are not to engage in conversations anywhere in which other members of the staff are ridiculed or demeaned. DO NOT TALK ABOUT OTHER EMPLOYEES WITH EMPLOYEES, THE PUBLIC, PARENTS, OR STUDENTS. Violation of this principle will result in severe consequences, such as documentation in the files, poor evaluations, and/or dismissal.

## **Sick Leave—Certified Staff**

Any person employed by the Newton County School System shall be entitled to sick leave with full pay computed on the basis of one and one-fourth working days for each completed month of work.

Sick Leave may be utilized for:

- Personal reasons, but only up to 3 days per school year and only upon the approval of the Principal or designee.
- Personal illness.
- Absence necessitated by exposure to contagious disease.

- Absence due to illness or death in the employee's immediate family.

The term "immediate family" shall be interpreted to mean father, mother, brother, sister, child, husband or wife, or a relative living in the residence of the employee. After an absence of three consecutive days, the employee must produce a doctor's statement that the absentee was ill and unable to attend work. After the use of two sick days in any one school year, the principal may, at his discretion, ask for absence validation.

### **Southern Association of Colleges and Schools (SACS)**

Newton High School has met all accreditation standards to be a member school and is fully accredited by SACS. Each year the Steering Committee reviews the SACS School Improvement Plan (SIP) and documents the implementation status. An Annual Report is submitted to SACS each year to remain in compliance with continuous accreditation.

## Instruction

### ICON KEY

 Critical Information

 GPS

 SACS

### Advanced Placement Courses

AP Courses are offered and encouraged to students who qualify. NHS currently offers the following:

- AP United States History
- AP English Literature
- AP Government & Politics
- AP European History
- AP Chemistry
- AP Biology
- AP Physics
- AP Calculus
- AP Macro Economics
- AP Spanish
- AP Statistics
- AP Music Theory
- AP Studio Art 2D
- AP World History
- AP English Language and Composition
- AP Psychology

### Calendar

The school calendar can be found on the school website. This calendar is accurate and up-to-date. The purpose in having such a detailed calendar is to assist teachers with instructional planning. Teachers are expected to utilize this vital tool.

### Classroom Interruptions

Classes should not be interrupted unless emergencies occur. Messages or packages will not be given to students during the school day nor will visits be allowed which interrupt or interfere with instructional time. Parents are always welcome in our school; however, the instructional time should not be hindered. Permission to visit classrooms or cafeteria (lunch period) must be approved by an administrator.

### Curriculum Guides, QCC and GPS

All classes are taught with and our teachers follow the Georgia Performance Standards (GPS) or the Georgia Quality Core Curriculum (QCC) objectives. Program Planning Guides will be provided to many

of our teachers through department chairs—this instructional guide can be a teacher’s number one resource. It is very much a “living document” and continues to have excellent revisions/additions made by classroom teachers. Teachers are expected to teach the course as it is designed and to use the specific materials designated by the course writers and other materials that may be available. At the same time, each teacher is expected to be flexible, creative, and innovative and to use varied teaching methods to bring life to courses for each unique group of students. Please refer to the GADOE website, specifically <http://www.georgiastandards.org/> for more detailed information and resources regarding the GPS.

### **Direct Instruction**

The Newton County Superintendent of Schools describes direct instruction as the act of giving direct instruction to an individual, small group or large group of students. Direct Instruction calls for the teacher to be **actively involved in teaching and focused on the learners**. The high school supports the Superintendent’s efforts to increase the amount and quality of daily direct instruction. As such, teachers should expect multiple visits by school and central office level administrators. Additionally, teachers should be aware of the substantial responsibility associated with teaching and make plans accordingly.

### **Education Accountability**

The Office of Student Achievement (OSA) and the Georgia A+ Education Reform Act have in many ways been replaced as our focal point for educational accountability by the No Child Left Behind (NCLB) Act and the Adequate Yearly Progress (AYP) that we are expected to make in the Math and LGA sections of the GHSGT along with test participation and graduation rate. The implementation of End of Course Tests (EOCT) has led to discussions relating to individual teacher accountability.

### **Emergency /Substitute Lesson Plans**

All teachers must prepare a substitute folder to be housed in their respective classrooms for easy access. Department Chairs will be responsible for checking the content of these folders and reporting the location of these folders to Ms. Sneed (AP for Instruction). Additionally, Department Chairs will check substitute folders at least once each nine-weeks to ensure that they are up-to-date; therefore, substitute folders must be regularly maintained. The folder must include:

- Daily schedule
- Classroom rosters or location of roll book (SASI Substitute Paperwork)
- Emergency lesson plans for at least three days
- Student Groupings
- Seating chart

Having a comprehensive substitute folder will reflect planning on your part and will insure that instruction is not interrupted by the teacher’s absence. It will also assist the substitute teacher in being able to carry on class. If the absence extends through multiple days, the teacher must provide detailed lesson plans and activities for each class for every day that he /she is absent.

Emergency plans are due by Friday, August 28, 2009. **They should be updated at regular intervals and after each use.**

## **End of Course Tests (EOCT)**

As set by HB656, passed in 2001, the following EOCT are now in place and given each semester/year:

1. Economics
2. Biology
3. Physical Science
4. US History
5. Math I
6. Geometry
7. 9th Grade Literature
8. American Literature

The EOCT will count for 15% of the final grade and be given as the final exam. The EOCT test score cannot be “banked” and the EOCT cannot be exempted.

## **ESOL**

Eligible limited English proficient students shall receive ESOL services when they have an English-language proficiency score below the 25th percentile on the Language Assessment Battery (LAB). The curriculum is based on the ESOL Quality Core Curriculum A+ Educational Reform Act – Section 19 (20-2-156).

## **Exam Exemption**

NOTE – EOCT cannot be exempted.

12th Grade students only

When:	1st and 2nd semester
Grade Requirement:	85 (no rounding up) for 1st semester 85 (no rounding up) for 2nd semester
Attendance Requirement:	5 or fewer absences
Discipline Requirement:	No ISS or OSS

## **Field Trip Check List**

**Please note: All field trips must be entered into TripDirect. Additionally, no field trips will be approved except athletics at this time due to expense and increased fuel cost.**

The teacher planning a field trip must:

- Obtain administrative permission
- Complete request for professional leave
- Complete the request arrangements for bus transportation
- Collect field trip parental consent forms
- Copy to the front office ( 1 set) & to **Bus Driver (5 sets)**
- Copy for the sponsoring teacher
- Compile a list of participating students

- Check the grades: only those students passing the class(es) they will miss may participate. Please use the last grade recorded on the report card or computer grade file.\*\*\*
- E-mail a list of Field Trip participants to “NHS ALL” 2 school days prior to the trip.
- Arrange for a substitute

## **Georgia High School Graduation Test (GHSGT)**

Georgia law (O.C.G.A. Section 20-2-281) requires that all students who entered the 9th grade after July 1994 must take and pass all sections of the GHSGT. The sections include:

- English/Language Arts
- Writing
- Mathematics
- Science
- Social Studies

The standardized passing score for each section is 200 (500 for Mathematics and Social Studies). The test is first given in the spring of the 11th grade; they have four additional opportunities to re-take any section of the test before graduation: once in the summer and three times during the 12th grade year. The GHSGT (enhanced ELA and Math versions) is one of three components to AYP/NCLB.

It is important to note that the State BOE has begun to issue both waivers and variances with regard to the GHSGT. While this has the potential to positively impact our graduation rate, students who apply for either a waiver or variance must meet strict criteria in order to be considered.

## **Georgia Performance Standards**

The phase-in process for GPS is in place and the plan is to eliminate the QCC Objectives in all core subjects. This change in curriculum grew out of the fact that the QCC Curriculum:

- Lacked depth, rigor
- Contained too many objectives (23 years)
- Did not meet national standards
- Used as a checklist not as a guide for planning quality instruction

Conversely, the Georgia Performance Standards:

- Contain fewer, more rigorous standards
- Are prioritized by essential content
- Provide guidelines for teachers, students, and test makers
- Describe for teachers students performance that should be expected
- Will be aligned to state assessment

Teachers involved in the GPS rollout have the professional responsibility to be directly involved in the process. Teachers not directly involved in the GPS rollout have the same professional responsibility to be directly involved in our Professional Learning Community.

## Guidance and Counseling

Guidance is a service provided to help facilitate the personal growth, adjustment, and decision-making process of each student. The transition from adolescence to young adulthood can, and often does, create some causes of concern at one time or another. The guidance counselors are available to help students bridge that gap between each of those stages of development. They seek to help all students broaden their foundations upon which to build positive attitudes within themselves and maintain healthy, productive relationships with others in their environment.

### Services Available:

Students are encouraged to seek assistance if needed in the following areas:

1. Career exploration/career planning
2. Individual/group counseling for personal and/or academic concerns
3. Registration and course selection
4. Interpretation of individual and group test scores
5. Post-high school education
6. Identification of and/or contact with community agencies and resource personnel
7. School withdrawal and/or transfer

### Procedures for Requesting Services:

Students are invited to make use of all of the services available through the Student Service Center by following the procedures specified below:

- Obtain an appointment card from classroom teachers or guidance personnel
- Complete the card and submit it to your homeroom teacher or guidance receptionist
- Expect to receive a scheduled date and time for the appointment within two days after the card is submitted

Under the current system, students progress from one grade level to another according to the total number of units earned by the beginning of the school year.

Enter Date	To be a Freshman	To be a Sophomore	To be a Junior	To be a Senior	To Graduate
Freshmen Entering 09-10	Promoted from 8 <sup>th</sup> Grade	7 units	14 units	20 units	28 Units
Freshmen Entering 08-09	Promoted from 8 <sup>th</sup> Grade	5 Units	13 Units	20 Units	27 Units
Freshmen Entered 07-08	Promoted from 8 <sup>th</sup> Grade	5 Units	11 Units	18 Units	25 Units
Freshmen Entered prior to 07-08	Promoted from 8 <sup>th</sup> Grade	5 Units	11 Units	16 units & on track for graduation	23 Units

## Grades

A=	90-100
B =	80-89
C=	70-79
F =	Below 70

## Grades (Privacy and Transfer)

Grades must be kept up-to-date on the computer, readily accessible, and in a manner that can be easily understood by parents and administrators. Grades should be entered within five days of scoring; **grade entries must be updated at least every 10 school days.** The AP for Instruction and/or a teacher trainer will instruct new staff on how to maintain grades in IGPro.

The grading policies and procedures that you use to determine student averages, including daily work, homework, chapter tests, projects, etc., must be appropriate, must be justifiable, and must be easy for anyone to understand. **Grades should not be a mystery to students, parents, counselors, and/or administrators.** Additionally, students should have some idea of what their grades will be (based on the projects/models, rubrics, participation, oral/written/hand-made activities, papers, etc., and the feedback they've received).

THE NHS ADMINISTRATION STRONGLY OPPOSES A FINAL GRADE OF 69 FOR ANY COURSE. To avoid this happening, grades should be monitored throughout the two semesters. The computer figures the final average according to the semester grades. Be sure that you keep a check on it. Any grade that comes out to be a 69 when the computer averages it **must be reviewed for accuracy and potential teacher subjectivity.** Additional student work should be assigned for credit.

It is important that all teachers at Newton High School adhere to the policy established by the Student Privacy Act. In relation to the grades of individual students, the following guidelines must be followed:

1. Student grades can be looked at by:
  - a. the student in question and his/her parent/guardian
  - b. school officials who have a professional need
  - c. and court officials (approved by the principal)
2. Student grades cannot be looked at by:
  - a. other students
  - b. other parents
  - c. etc.
3. In a conference setting with the parent/guardian, the teacher may present the child's grade in a way that blocks names and grades of other students. **The use of individual progress reports is strongly recommended.**
4. A teacher must never let students assist in the distribution of report cards.
5. Do not allow students to assist in the grading and/or recording of tests.

Grades of Transfer Students (out of county) a letter grade (A, B, etc.) must be converted to a numerical grade to determine semester and yearly averages. Use the numerical grade on the transfer documents or the grading scale shown on the transfer records. If no grading code is shown, use the NewtonCounty grading scale.

A transfer grade of "D", with no grading scale on the transfer records, would be recorded as a 73. Use mid-point; if you have a fraction, round it to the nearest whole number. Example 72 ½ is rounded to 73. Confer with Ms. Sicurella's office for clarification.

## **Homework Guideline**

Our Homework Guideline is divided into two categories – major assignments and regular assignments.

- Major assignments require several nights or weeks in preparation. Examples are a science project or a senior research project (term paper). Not more than one major assignment will be given in a nine-week grading period per class.
- Regular assignments can be completed in one evening.

All high school students should be assigned a sufficient amount of homework daily. High school students should be assigned homework in an effort to improve study skills and independent practice.

Regular homework assignments for a semester reporting period will be counted in the semester average.

A major homework assignment will receive a grade as deemed appropriate for the time and type of assignment.

Term paper assignments have specific requirements and deadlines, and the student will be held accountable and responsible. Failure to meet the requirements and deadlines will result in specific academic penalties. Failure to meet the final due date may result in the reduction of the grade.

The administrative team for our instructional staff establishes these guidelines. It is a reflection of what we believe to be best practice. Any policy established by the NC Board of Education will, of course, replace these guidelines.

## **Hospital/Homebound Instruction**

Students may be eligible for hospital/homebound educational services upon submitting to the school a medical referral form completed and signed by a licensed Georgia physician. Included in this referral form shall be a statement by the physician that the student will be absent a minimum of ten (10) school days and that the student is physically able to participate in educational instruction. Students are NOT eligible for hospital/homebound instructional services if absence is due to communicable disease, non-complicated pregnancy, or if the school deems such services inappropriate.

A certified teacher employed by the school district shall provide instruction. Instructional services may be offered in home or hospital settings, individually, or in small groups. An adult must be present during each entire home instructional period. The teacher is responsible for listing the name and relationship to the student of the adult present at each instructional period.

For purposes of counting attendance, the student should be counted present if instructional services are provided a minimum of three (3) hours per week. Students will be counted present beginning the day the request for hospital/homebound service is received by the school.

## **In-Service Staff Development**

Staff Development Units are now known as Professional Learning Units (PLU). As teachers once had to earn 10 SDU credits for re-certification purposes, they now must earn 10 PLU credits. Be aware it is the obligation of the individual to determine the correct Professional Learning Units for their needs. The administration requires your attendance at in-service meetings and will encourage selected teachers to participate in other professional learning activities. You will be given prior notice and justification for such requests to permit you to schedule your attendance.

## **In Tech**

This is the state initiative to infuse technology into instruction and the classroom. A modification was made in the PSC certification requirement relating to In-Tech in May 2001; “All certified Georgia teachers must successfully complete In-Tech by June 30, 2006.” The following models have been followed for In-Tech training:

- In-Tech Training 5-day model, or
- In-Tech Training 7-day Re-delivery model, or
- National Board Certification, or
- Online Assessment

## **Instructional Budget**

The Principal sets the instructional budget with feedback from all parties directly involved such as Media and department chairs.

## **Lesson Plans**

Written daily lesson plans for the week must be submitted to the Department Chairpersons the first workday of each week and a copy must be accessible daily in the teacher’s instructional area for teacher’s use and for review by observing/ visiting administrators (exceptions must have prior approval). An administrator may check lesson plans at any time. With the rollout of GPS, it is acceptable to replace traditional lesson plans with unit plans.

Things to keep in mind:

- Use a variety of instructional strategies, activities, and group sizes. Most days should have more than one activity. This will help keep the students’ attention, address different learning styles and ability levels, and help prevent student (and teacher) boredom.
- We have an abundance of resources at NHS. Many of them are in your department and many more are in the media center. Make time to look at them and see how they will fit your required GPS standards. Our media specialist will be glad to assist you. Try new things! And do not hesitate to infuse technology into your lessons.
- If you are working with a paraprofessional, plan his/her time too. He/she should have specific duties each day.

Quality Lesson Plans may include:

1. Course Title
2. Dates covered
3. Essential questions
4. GPS link
5. Activities
6. Material, etc.
7. Assessment methods
8. Homework
9. Technology link
10. Document lab time

**Please note: The AP for Instruction reserves the right to make appropriate changes to the required lesson plan format as necessary.**

Bulletin boards not only brighten your classroom, but can also be used as a teaching tool to help build/reinforce skills. Change your display on a regular basis.

### Literary Competition

Similar to athletic competition, our region and state sponsor literary competition. In many ways a quality performance in literary events reflects a quality instructional program. Our literary coordinators are always looking for interested students – please help them identify potential participants. Literary Events include:

1. Chorus
2. Girls Solo
3. Boys Solo
4. Girls Trio
5. Boys Quartet
6. Drama
7. One Act Play
8. Girls Dramatic Interpretation
9. Boys Dramatic Interpretation

Academic

1. Girls Essay
2. Boys Essay
3. Girls Extemporaneous Speaking
4. Boys Extemporaneous Speaking
5. Spelling
6. Debate

### Make-Up Work

Students shall be permitted to make up work for excused absences. Students must make arrangements for the make-up work within **three (3)** school days after returning from an absence. All make-up work **must** be completed before or after school. Please note that this policy does not apply to Distance Learning classes. Students enrolled in Distance Learning will receive any/all information regarding make-up work in those classes.

### Marine JROTC

The curriculum of the Newton High School Marine JROTC Unit has been developed by the Marines specifically for our use. It is uniquely different than JROTC units representing other branches of service. The number of students involved in our unit decreases from the 9th grade to the 12th grade. This pyramid effect is by design. The Senior Marine Instructor (SMI) and his staff determine if a student will remain in the program.

## Master Schedule

The Master Schedule is established by a cooperative effort on the part of our Registrar with facilitation and final approval by the Principal.

## National Board for Professional Teaching Standards (NBPTS)

Upon certification from NBPTS, an applicant shall be deemed to have met state renewal requirements for the life of the teacher's national certificate. To encourage teachers to become National Board certified, the salary supplement for the certification is 10% when state funding is available and approved annually.

## Professional Learning Community (PLC)

Professional Learning Communities are the vehicle for successful implementation of the Georgia Performance Standards and the improvement of Newton High School. The PLC is a way to “work on the work” with colleagues as opposed to working individually. PLC calls for establishment of “Study Groups”. This year we will continue with weekly collaborative planning and with full-faculty book study efforts as appropriate.

## Professional Meetings

Faculty meetings will be held once each month or less. Full-faculty meetings will be conducted in the Media Center. All teachers are expected to attend unless excused by the Principal. The Principal is responsible for these meetings and will preside. The Principal will also use Media Cast to record messages to the faculty/staff as appropriate. Access to the recording will be catalogued for future reference and review. Collaborative planning meetings will be held at least once each week. These meetings will consist of small groups of teachers who teach the same or related subjects. Agendas will be prepared and minutes will be taken and turned in to the AP for Instruction. Leadership Team meetings are scheduled one each month. The department chairpersons will meet as scheduled. The meetings will be conducted in the administrative conference room. The AP for Instruction will conduct these meetings. Content area department meetings will be scheduled monthly by the department chairperson (the AP for Instruction must be notified so he may make arrangements to attend if necessary). Department members assigned after school duty will attend the meetings immediately following the duty assignment.

Please arrange after school appointments so they will not conflict with the faculty or department meetings. All professional meetings will be on the school calendar.

## Schedule Changes After the First Five Days

The Principal's policy relating to students changing classes after the first 5 days:

- Changing a student's schedule after the first 5 days is strongly discouraged.
- Except under extreme circumstances, students may not change from one class to the same class taught by a different teacher.

The following are unique examples that may lead to a schedule change after the first 5 days:

- A mistake by the school relating to transcript evaluation and/or graduation requirement;
- A student moving from AP when ALL PARTIES (counselor, parent and teachers) recognize this as the best instructional decision for the student.

**Please note: The Principal reserves the right to facilitate any change that he deems to be in the best interest of the student.**

### Semester Average Calculations

**Semester Average = 85%**

Example: Semester average (91)  $91 \times .85 = 77.35$

**Semester Exam grade = 15%**

Example: Semester Exam grade (92)  $92 \times .15 = 13.8$

Semester Average Calculation:

	77.35
+	13.80
	91.15

Round to 91

**Please note: The EOCT courses require the same above calculations.**

### Student Assessment

The state measures student learning and achievement for accountability purposes. End of Course Tests (EOCT's) along with Georgia High School Graduation Tests (GHSGT's) are used for standardized assessment. Student assessment also includes the variety of measurement techniques used regularly by our teachers to determine student progress. The AP for Instruction will continue to provide material, guidance, and assistance as you seek to determine effective methods of evaluation.

### Syllabus

The AP for Instruction will provide guidelines on the development of an effective class/course syllabus. A copy of each course/class syllabus must be turned in to the AP for Instruction. Teachers must also submit a "Class Syllabus Receipt" form signed by each assigned student.

### Textbooks

All textbooks are property of the Newton County Board of Education. Each student should put his/her name and the school year inside the front cover of each book at the proper place. Each teacher issues student textbooks as early in the semester as possible. Because NHS students have individual lockers, students are held accountable for their assigned textbooks. State law O.C.G.A. Section 20-2-1013 calls for "withholding all grade cards, diplomas or certificates of progress until restitution is made for lost or damaged textbooks..."

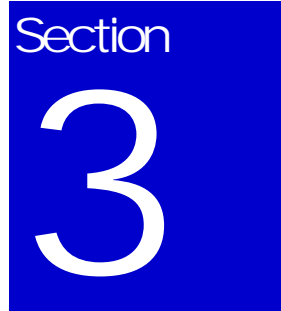
All students without outstanding debts will be issued textbooks. Students are expected to keep up with their books and handle them with care. It is recommended that books be covered to help prevent damages. All issued books must be returned at the end of the year or when a student withdraws from school. If a teacher determines a book has been mishandled and unusual damages have occurred, appropriated fines will be assessed. Report cards, transcripts, or diplomas will not be issued unless a student is debt free.

The class period teacher is responsible for issuing textbooks and recording the required information on the Textbook Inventory Form. The student's name, year, condition of the textbook, and the teacher's initials must be recorded in ink on the inside cover. A copy of the Textbook Inventory Form must be submitted to the bookkeeper by December 1, 2009 and June 2, 2010.

### **Fines for Lost and/or Damaged Books and Materials**

New state legislation and Newton County Board of Education policy require a change in the way we are to charge students for lost and damaged books and materials. Please apply the following guidelines when assessing charges for lost or damaged books.

- If a book is lost or damaged beyond use during the first six years of the textbook adoption cycle, the student should be charged for the replacement cost of a new text.
- If a book is lost or damaged during the seventh year of the textbook adoption cycle, charge the student a standard \$5.00 fee.
- Continue to charge a reasonable fee when damage occurs to a textbook.



## Discipline

### ICON KEY

-  Critical Information
-  School Safety
-  SACS

Please refer to the Newton County Schools Code of Conduct and the NHS Student Handbook for detailed information on the discipline policy. (A copy of each of the above-mentioned items is issued to each NHS student—therefore, all students are responsible for adhering to the rules/guidelines contained therein).

The administration of Newton High School fully supports the authority of a teacher to remove a student from his or her classroom under the Improved Student Learning Environment and Discipline Act.

### Alternative School

Designed as an alternative to long-term suspension and in some cases expulsion, Sharp Learning Center is staffed by certified teachers who provide a basic high school curriculum of study. In most cases, students are assigned to the SLC through the tribunal hearing process.

### Assemblies

At all times student behavior for assemblies must be appropriate for the activity. Behavior during assemblies should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, inappropriate clapping, boisterousness, and talking during a program. Students displaying unacceptable conduct will be removed and subject to disciplinary action.

## Cameras

The possession and use of still cameras, digital cameras, video cameras, and phone cameras are prohibited during the instructional day. Possession and use of such equipment for instructional purposes is controlled by media center policy. The Newspaper and Yearbook advisors control possession and use of such equipment for the creation of *The Rampage* and *The Ram* respectively.

## Classroom Atmosphere

Establishing a good environment for teaching/learning is a personal process greatly influenced by the teacher's style and personality. There are some things however, that seem to be common to all those teachers who have "good discipline" and a desirable classroom atmosphere.

- Lessons that are well planned and supported by activities that are designed to "teach the objectives."
- Immediate and organized beginning of class - the best time to start teaching is when the tardy bell rings. Teach bell to bell.
- A well planned method of assessment and evaluation.
- High expectations of oneself.
- High expectations of the students.
- Ability to motivate and interact positively with students.
- Homework (where applicable) that is designed to assess the student's understanding of the material taught. Homework must be graded and returned.
- Knowledge of the ability level of each individual.
- The willingness to call or e-mail the student's home and talk to the parent/guardian concerning outstanding work or unacceptable work or behavior that is leading toward severe problems.
- Classroom management plan that is fair, firm, and consistent.

The administration will support the teacher's efforts to establish and maintain a good classroom atmosphere. While the burden of responsibility for proper student behavior lies with the student and his or her parent/guardian, it is the teacher's responsibility to create, expect, and demand an atmosphere that will permit academic excellence—the administration requires that all teachers meet this responsibility.

## Class Change

Except in cases where inappropriate behavior demands it, students should not be allowed to remain in a class longer than the allotted class period as this may cause the student to be tardy to the next class. All teachers will actively supervise class changes by being in the hall outside their rooms or teaching stations, i.e. gym, athletic fields, library. Teachers in their respective halls will check student restrooms during class change. Teachers are also required to actively supervise class change at the beginning and ending of their planning period.

## Chronic Discipline Problem Student

The school is required to notify parents by phone and in writing whenever a student is identified by a teacher or principal as a chronic disciplinary problem. The parent will be requested to attend a conference and participate in devising a disciplinary and correction plan (Behavior Contract).

## Code of Conduct

The Code of Conduct has been revised and approved by the NCBOE. All rules and consequences will be adhered to. Every student will receive and must sign for their copy of the Newton County Schools Code of Conduct, which is included in the *Student Handbook*.

## Contracts – Discipline

Students returning to NHS from any alternative setting (SLC, YDC, Juvenile Probation, etc.) are placed on a strict discipline contract that requires the student to maintain appropriate behavior. Violation of this contract calls for a disciplinary tribunal. Additionally, other students who are chronically disruptive may be placed on a behavior contract by school administration. Such placement requires a parent conference.

## Detention

Detention hall will be held during each lunch period and is assigned by school administrators. One day's notice is not required for assignment to lunch detention. Failure to report to lunch detention will result in an administrative response. Detention hall will observe the tardy bell. Misconduct in detention will result in a disciplinary referral. Failure to serve detention may result in suspension.

## Discipline

Development of acceptable conduct is part of the teaching task. All teachers are expected to exercise professionalism, careful deliberation, determination of fact, and good judgment in maintaining appropriate behavior of students throughout the school. One of the most effective methods of teaching appropriate conduct to students is modeling. **SELF-DISCIPLINE IS THE STARTING POINT FOR EFFECTIVE DISCIPLINE!**

Fair, firm, consistent expectations are keys to good discipline. Being well-prepared and expecting cooperation from your students, to the end that you will not allow one student to stop you from teaching, is crucial in maintaining a positive, controlled teaching environment. All classroom time must be spent on **QUALITY INSTRUCTIONAL TASKS!**

Teachers should see that the emotional climate of the classroom is always such that a good learning situation exists. This requires careful planning of work that students will see as meaningful/engaging. Achievement and discipline go hand in hand; **SUCCESS BREEDS MOTIVATION!**

The sound way to solve discipline cases is to find the cause of the trouble and actively seek reasonable solutions and resources for help.

Note that documentation of – and steps to correct – students' infractions should be recorded on the appropriate forms and, unless the infraction is of a severe nature (such as drugs, fighting, disrespect for the teacher, failure to follow direct instructions, use of profane language, etc. or chronic misconduct of a less serious nature) all steps listed for treatment in the discipline plan (including parent contact)

must be exercised before Assistant Principals are to become involved; involvement of the assistant principal should be the teacher's last resort.

Teachers should handle most discipline problems within their classrooms. Never, however, allow a discipline situation to get out-of-hand. After you have involved parents and exhausted your own resources, call on administrative personnel for help.

If you must refer a student to the office, it is appropriate to place the written referral in the appropriate administrator's mailbox. If the situation warrants, a teacher may choose to notify the office of his/her intentions to remove the disruptive student and to subsequently send the student to the appropriate administrator. Students are to adhere to all the rules and regulation of the Newton County Code of Discipline.

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlines the whole educational structure. It is that training which helps to develop self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Please Note: Parents should be notified of the unsatisfactory conduct of the student. As with grades, parents should not be placed in a position to say "I was never informed about this."

The administration will give the teachers the strongest possible support in matters of discipline of students. At times, it will be necessary for the Principal or Assistant Principal to confer personally with both parents and teachers together in order to clear up disciplinary problems. Please be professional and specific when involved in a conference. It is advisable to have your grade book and any other supporting documentation with you at such conferences. All teachers have equal authority over all pupils in general conduct of students. It is each teacher's responsibility to accept this authority and work together to maintain consistent discipline at all times throughout the school. A proper degree of formality must be maintained between teachers and students. A discreet aloofness in student-teacher relationships is always advised.

**Please note: Teachers should make every effort to avoid touching students.** Additionally, in cases where contraband items are confiscated from students, neither the Newton County Board of Education nor Newton High School will be responsible for such items.

### **Dismissal, Special Supervised**

During certain situations the Principal or his designee may call a Special Supervised Dismissal. An obvious example of when this could be called for is a dismissal before an extended holiday or in the event there has been an altercation and increased supervision (show of force) is called for.

### **Dress and Grooming - Students**

We believe that appropriate student dress and grooming can and will contribute positively to the total school-learning environment. The faculty reserves the right to dismiss any student from the classroom setting whose personal appearance is disruptive to the educational process. Dress code violations will be referred to the designated assistant principal. Violations of the student dress code policy will be managed

in strict accordance with the most recent NCBOE guidelines. Time missed for a dress code violation is unexcused even if the student is assigned ISS.

The following guidelines have been established to assist the student in complying with school policy as well as with Board of Education policy:

1. The length of all clothing (shorts, skirts, dresses) will be no shorter than three inches (3") to the top of the knee when standing erect or to the bottom of the fingers when standing erect with arms straight down, whichever is longer. Clothing with holes or slits above this height are also prohibited. Any clothing that shows cleavage or midriff is prohibited.
2. Belts must be buckled, sashes tied and buttons buttoned, except at the neck. All suspenders must be worn on the shoulders.
3. **Pants are to be worn at the waist. ABSOLUTELY NO EXCEPTIONS!** Students that continuously refuse to comply with this policy will be subjected to additional disciplinary consequences.
4. All students must wear shoes. Shoes must be tied, buckled or worn as the manufacturer intended. Bedroom shoes or slippers, or shoes that call undue attention are prohibited. The administration has final discretion as to appropriate an inappropriate.
5. No clothing or jewelry which displays profanity, suggestive phrases, alcohol, tobacco, or drug advertisements shall be worn.
6. Hats, caps, headscarves, bandanas, or sweatbands may not be worn inside the building.
7. Students' hair, including facial hair, must be neat, clean and well groomed. Hair must not obstruct vision. Hairstyles that call undue attention are not permissible.
8. Clothing shall be worn with appropriate undergarments and should never reveal those undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, see-through blouses or see-through shirts are prohibited. Males must wear shirts with sleeves.
9. Combs, hair curlers or picks may not be worn in the hair. Any jewelry that invites undue attention to the wearer is prohibited. Such jewelry includes, but not limited to body piercings and excessive neckwear.
10. Wearing apparel such as hot pants, bare midriffs, bareback dresses, halters, and mini shirts are prohibited. Pajama pants, sleepwear, and leisurewear are prohibited. Spandex cannot be worn as an outer garment.
11. Non-prescription eyeglasses (sun shades) may not be worn in the building. This means no shades on top of the head or around the neck.

The faculty reserves the right to dismiss any student from the classroom setting whose personal appearance is disruptive to the educational process. Dress code violations will be referred to the designated Assistant Principal. Students in direct violation of any part of the dress code will be assigned In-School Suspension or alternate consequences as appropriate.

**📁 Fire Alarms**

Any student found guilty of pulling the fire alarm as a prank is subject to arrest and will be punished to the fullest extent possible. Fire alarms are for everyone's safety; therefore, they must be used for emergency purposes only.

**Gangs**

Gangs and gang type activity will not be tolerated at Newton High School. This includes gang attire, gang verbiage or "knowledge" and gang "signing". Any violation of this standard will cause an immediate investigation by school administration and law enforcement. Students who choose this lifestyle and foster the activity on our campus or at school sponsored activities will be severely disciplined.

**🌀 Halls and Class Changes**

Respect and courtesy to faculty, staff, and students should be exercised in the halls and on the walkways. Traffic should keep to the right to minimize congestion. Shoving, pushing, and running are prohibited. Students are expected to conduct themselves as ladies and gentlemen at all times and must respect the fact that Newton High School is an educational institution. They are expected to be considerate of the rights of others and help maintain an atmosphere conducive to learning.

Students must have a "pass" any time they leave the classroom for any reason (only one student per pass permitted). Teachers are to be very selective in reasons for issuing hall passes and permitting students to leave their classes. It is expected that the halls will be student free during class periods.

**In-School Suspension**

The In-School Suspension (ISS) program is assigned for students who refuse to function within the rules and regulations of the school and/or the classroom teacher. It is a consequence for a policy violation. Students who are assigned to this program will be severely restricted in their daily routine. Students in ISS will be required to complete daily assignments in each class; they will not be permitted to talk with others in the class, and their lunch and restroom visits will be closely monitored. Students assigned ISS for the day will eat in the ISS classroom. Any student who fails to comply with the ISS rules and regulations will be removed from ISS and referred to the appropriate administrator for suspension. All assigned work must be attempted and should be completed before a student is allowed to return to the regular classroom. The ISS teacher will issue a release form when the student has completed their ISS referral. The ISS teacher determines if and when a release form may be issued and has full authority to hold a student for additional time in ISS. A student may be suspended to ISS for a single class period when the problem occurred only within a particular class. The teacher will provide the required class work. Assignments will be collected by the ISS teacher and returned to the class teacher who will appropriately grade the work and record the grade to include a zero when appropriate. Chronic repeaters to In-School Suspension will receive out-of-school suspension. The administration asks and expects all professional staff to respect the challenging position of ISS teacher and the service that he or she provides us.

**📁 Identification Cards**

Newton High School issues a free identification card to every student. Every NHS student must possess their assigned identification card at all times during school hours. Any teacher, at any time, may refer a

student to the office if the student is not in possession of their ID. The identification card is required for school safety, identification purposes, media center and meal services. The identification card may not be DEFACED, DAMAGED or ALTERED in any way. Cards may be checked by classroom teachers (at least once every nine weeks) for good condition. When cards are lost and/or found to be damaged, they will be replaced in the technology lab at a five-dollar replacement fee to the student.

**IDENTIFICATION CARD POLICY:**

Failure to produce an identification card when requested is a violation of NHS policy.

**School Management Program**

This program is designed to infuse all components of school discipline and safety. The following documents make-up our School Management Program:

- NHS Student/Parent Handbook
- NHS Faculty/Staff Handbook
- Newton County Schools --- Code of Discipline
- NHS Emergency Action Plan
- Newton County Schools Student Information System
- Bus Safety

A+ Education Reform Act – Section 18 (20-2-155)

**📁 Student Movement in the Building**

Instructional time is very important and time away from instruction (out of the classroom) must be limited. Students in the hall during class time must have a hall pass and present it upon request. This pass must specify destination, date and time. Students out of class without a pass are cutting and will be disciplined. Students should go to the bathroom, get water and visit their lockers during the changing of classes.

**📁 Supervision of Students**

NCBOE Policy requires that students must be under supervision at all times while they are on campus. This means that students may not be placed in the hallway or in an empty room without an adult being present to supervise them. Additionally, students are not permitted to use instructional or athletic equipment, gymnasiums, or other apparatus unless under adult supervision.

Every teacher and administrator is responsible for supervising students at all times.

The courts have ruled that a teacher is responsible for her/his class even if the teacher is not in the classroom. This means that you cannot leave your students unattended at any time. **YOU ARE LIABLE** if one of the students gets hurt, especially if you are not in the room at the time.

In all assemblies, whether in the gym or the auditorium, teachers are expected to sit with their classes and supervise them.

The students assigned to you at any given time are in your charge and you are responsible to keep them under control! You are responsible for providing an atmosphere conducive to learning for

every student in your classroom. Keep your students engaged in quality time on task throughout the class period!

Teachers are RESPONSIBLE for keeping their students reasonably quiet and orderly during morning announcements and at other times that announcements are being made. You and all students must hear the information that is given. Classrooms will be monitored for the noise level. Note that instructionally productive noise is certainly acceptable.

The major responsibility of the teacher is to provide instruction. In order to do this, teachers must constantly supervise students. The classroom teacher is ultimately responsible for what goes on in his/her classroom. (Note that the use of computers by teachers during instructional time for any reason other than direct instruction of students is prohibited; exception=reporting attendance)

Personnel who keep students after school for whatever reason (meetings, band practices, etc.) must notify the front office of same so that secretaries can handle calls from parents. Cancellations of scheduled activities on the day of the activity are unacceptable; exceptions must have prior approval of the principal. Students should be directed to report to you **AFTER** second busload is called, i.e., when final dismissal announcement is made for students to be dismissed for after-school activities.

### **Tribunal Hearings**

Disciplinary tribunal hearings are held when a student either violates a specified behavior contract or the NCBOE Code of Conduct in such a way that warrants consequences in excess of ten days OSS. In the event that a tribunal becomes necessary, teachers or other school personnel may be called as witnesses as needed for this court-like activity.

## Operation

### ICON KEY

 Critical Information

 School Safety

 SACS

### Absence Procedure


NCBOE Policies: GBRIB/GCRGB/GDRHB; GCRH/GCRI; GBRIG Become Effective on July 1, 2007.

**IT IS IMPERATIVE THAT ALL EMPLOYEES READ AND UNDERSTAND THESE NEW POLICIES AS THEY SUPERSEDE ANY PREVIOUS POLICIES /PROCEDURES.**

#### Guidelines

Prior notification is required when it is necessary for you to be absent from work or duty assignments. Teachers follow the procedures set by the Sub Finder.

In compliance with House Bill 1339, teachers will be allowed three days of personal leave each school year. A leave request for personal leave must be presented to the principal of the school three working days in advance of the date of requested leave. The Principal must approve personal leave.

 The Board of Education considers the day before or the day after a holiday, pre-planning, post-planning, in-service days, and days designated for nine week tests, mid-term exams, standardized tests, and the first and last three weeks of classes as essential days for effective school operation. **Therefore, personal leave will not be granted on the above named days.** The only deviation from this policy is in the case of an emergency, which must be approved by the Principal prior to the absence.

All professional and support staff personnel will be charged with sick/personal leave, whichever is appropriate, when they report to work late or leave work early. Time charged will be in increments as set by NCBOE policy. Schools reserve the right to withhold approval for personal leave if more than 5% of the staff requests personal leave for the same day(s).

Permission under these circumstances will be granted on a first-come/first-approved basis. A form, requesting the reason, date, time, and signature, will be provided for you to sign when you arrive late or leave early.

## Activities, School Sponsored

The activity sponsor is responsible for the students involved in that activity. **The students must be supervised until the conclusion of the activity and all members of the activity group are picked-up.** This also applies to athletics, fine arts, JROTC and tutoring.

Teachers must attend the following activities unless excused by the Principal:

- Assembly Programs
- Graduation (All employees)
- Pep Rallies
- Open House (All employees)

## Alternative Daily Schedule (For Assemblies and Pep Rallies)

This schedule is designed to allow school-wide assembly programs and pep rallies with a minimal effect on instructional time. The administration strives to make any schedule modifications as fair as possible.

## Announcements

Announcements will be made each morning during homeroom and at the end of the day. Classroom standards must be maintained for quiet attentiveness. The following types of information will be considered appropriate to announce:

- Ticket information
- Club announcements
- Accomplishments of students
- Meetings

All potential announcements must be in the main office for **Principal approval** by 8:00 a.m.

## Assemblies

Assemblies and pep rallies are considered part of the scheduled school day and of the educational process. Pep rallies will center on NHS pride and school spirit. Student assemblies and pep rallies provide opportunities for training in social etiquette and group behavior as well as provide varied opportunities for entertainment and additional learning. Appendix E contains various Alternative Schedules for Assemblies and Pep Rallies.

## Auditorium/Gym Assembly

Students will be called to the auditorium via the intercom. Students will be seated according to grade level (or homeroom) in a designated area. Each teacher will accompany his/her class (or homeroom) to the auditorium and make sure that the students stop talking upon entering the auditorium, proceed directly to their assigned section, and be seated. Teachers will monitor students' behavior, noise, and conduct during the program. Approval is acknowledged by applause, and disapproval by silence. **Any student who displays unacceptable behavior is to be removed immediately from the auditorium—sent to the office, and a discipline referral submitted. Food, drink, and gum are prohibited in the auditorium.**

### **Pep Rally**

Students will be called to the gym via the intercom. Students will be seated according to grade level in a designated section. Each teacher will accompany his/her class. Teachers will sit with their class and monitor behavior. **Common sense will be the standard for acceptable behavior during pep rallies. Any student who displays unacceptable behavior is to be removed immediately from the gym—sent to the office, and a discipline referral submitted. Food and drink are prohibited in the gym.**

### **Athletics**

Newton High School is a member of Region 2-AAAAA and the Georgia High School Association (GHSA), which sanctions all athletic activities. The NHS Athletic Director directly supervises all aspects of our athletic department under the guidance of the school administration and superintendent. Like the instructional facilities of NHS, the athletic facilities are second to none. A quality athletic program provides a positive link between our school and the community. Hosting an athletic event at NHS is a major production and there are numerous support positions available for our faculty/staff. Please consult with our AD and be a part of the Rams. A faculty ID card will be issued to each faculty member. This card will admit a faculty member to any NHS sponsored activity at no charge. The pass can only be used for home games/contests/matches and presentations. It cannot be used for away games/contests/matches or banquets, and cannot be used for GHSA Playoff Contests.

### **Auditorium Use**

Any in-house reservation for the auditorium is scheduled through Mr. Curtis. Reservations must be made at least 5 working days in advance. See Mr. Curtis to secure someone to work lights and sound. All necessary equipment (microphones, etc.) is checked out through Mr. Curtis. Mr. Williamson and his staff are available to transport chairs, tables, etc. that are needed for the stage area if you need their assistance. You are responsible for making sure the stage area is completely cleared and equipment is properly stowed.

Persons reserving the auditorium are responsible for student supervision.

Persons reserving the auditorium are responsible for securing the services of and paying for NHS custodial assistance and NCBOE Police assistance as well as for turning off lights and securing the auditorium, school and gate.

Mr. Curtis also manages rental of the auditorium by any outside group or agency.

### **Beepers and Cellular Phones (Faculty/Staff)**

No school employee will be allowed to use beepers or cellular phones in the school classroom (including teacher offices) or their workstations **unless they have prior approval by the Principal or his designee to utilize such electronic devices as a part of their official duties or in the event of predicted family emergencies.**

## Bookkeeping

All items purchased for use at NHS with NHS funds must begin with a school purchase order available from the school bookkeeper. The bookkeeper will provide for you all necessary guidance and paperwork. Spending approval is based on fund availability. Hence, if you do not have the money in your account you cannot spend the money.

**Please note: The school is not responsible for purchases made outside of the set procedures and guidelines.**

## Cafeteria Procedure


Students who bring their lunch may purchase milk or juice at the head of the lunch line. Glass containers are not permitted in the building. **Students are expected to place their trays, silverware, etc., to the designated area when finished.** Students may leave the dining area when finished eating, but may not carry food or drink from the dining area. **Students are not permitted to eat or drink in the classroom. Students are not to eat in the gym area at any time—before or after school or during lunch period.** Lunch food will not be delivered to the school. Teachers are welcomed and encouraged to eat in our lunchroom. The adult lunch cost is \$2.75.

## Calendar

The official school calendar covering school dates, test and report dates along with meeting dates can be found on the school website. School employees are expected to make regular use of this valuable tool.

## Child Abuse

Georgia Law requires all persons who suspect child abuse/neglect to report it to the proper authority, which is the Department of Family and Children Services (DEFACS). As the law relates to school institutions, it requires the observer to report it directly. Any person or official required reporting a suspected case that knowingly and willfully fails to do so shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished for a misdemeanor. The procedure to be followed is as follows:

 The staff member suspecting child abuse/neglect should report (immediately) the suspected child abuse/neglect to the appropriate school counselor. If an immediate report by telephone and fax to the Attendance Officer is not possible because of her/his unavailability (in court or visiting truants), the school personnel will make the referral directly to DFACS. Direct communication and confirmation of receipt of the report by either an Attendance Officer or DFACS is required. Any modifications to this statute will be provided in writing.

## Class Change

Please do not allow a student to remain in a class longer than the allotted class period since this may cause the student to be tardy to the next class. **All teachers will actively supervise class changes by being in the hall outside their rooms or teaching stations, i.e. gym, athletic fields, library. Teachers in their respective halls will check student restrooms during class change. Teachers are required to actively supervise class change at the beginning and ending of their planning period.**

### Collection of Money

At various times teachers are required to collect money from students. It is most important that this is done in a businesslike and professional manner. **Document receipt of monies at all times.** Money collected **MUST** be turned in by **9:00 a.m. daily** to the bookkeeper and never to be left unattended or in the classroom overnight. Teachers are responsible for monies collected from students.

### Computers, Proper Use Of

All Newton High School faculty and staff members are responsible for understanding and implementing the NCBOE Policy relating to proper use of the computers and the Internet.  
See Appendix A

### Custodial Staff

The NHS Custodial Staff is outstanding and deserves the respect of our entire faculty. Please get to know as many of the staff as you can, especially those who work in your area. Strive to make their job manageable by always keeping your work area clean.

### Department Meetings

The Department Chair will schedule departmental meetings. The department chairperson will determine the location of the meeting (must be at school). The department chairperson will preside and will submit the minutes of the meeting to the Assistant Principal for Instruction within three days of the meeting, describing topics discussed, decisions made, and persons present. **Teachers are required to attend. If a teacher fails to attend, this may result in a loss of personal or sick leave.** Should you teach subjects in two different departments, you are to attend the meetings pertaining to the major portion of your teaching assignment unless notified otherwise.

### Due Dates

At various times throughout the school year and especially during peak report times requests are made to members of our faculty/staff that must be completed and turned in by a specific time. Please recognize the importance of adhering to these due dates.

### Emancipated Youth

In unique situations and generally through our guidance department it becomes necessary to declare a NHS student as an emancipated youth. This student must be married or living independently.

Criteria/Procedures:

- Note from parent notifying school of new living arrangements;
- Proof of new residence (including current phone number and emergency number);
- Note required for every absence and must be signed by the principal;
- A MD/medical staff note required for more than 3 consecutive absences;
- Principal signs off on all Progress Reports, Report Cards, and absence notes.

## E-Mail

Each school year we move closer and closer to using technology and electronic mail as we should. Please keep your e-mail up (may be minimized) and check it frequently as this is now our primary means of communication.

Delete e-mail on a regular basis to save server space.

Use your e-mail professionally. See Appendix A for more information.

## Expectations

Below is a list of expectations for faculty and staff at Newton High School:

- Teachers and staff must personally sign-in /sign-out each morning and afternoon using the keyless entry system.
- Homeroom teachers are to be in their rooms or assigned duty areas by 8:00 a.m. each day.
- **Teachers and staff are not to leave the school at any time without first completing the Request to Leave Early or Arrive Late form and securing administrative permission with the exception of emergencies.**
- Teachers and staff may sign out at 4:00 p.m. each day unless a parent conference, faculty meeting, department meeting, or other assigned duty is scheduled.
- Teachers and staff are to be in the hall next to their doors during class changes in order to actively supervise students.
- Teachers are not to leave their classes unsupervised.
- Check class period attendance and dress code each period.
- Keep accurate attendance records.
- Never permit a student to leave class without an official pass. Students are not to be sent on errands.
- Keep the pupils engaged in learning activities. A teacher with a well-planned lesson will have few disciplinary problems. Avoid too many classroom rules—have few rules and enforce them. Be consistent.
- Each teacher is expected to handle his/her own disciplinary problems. If it becomes necessary to ask for assistance from one of the administrators, do so. Remember that most disciplinary cases can and should be handled in the class or in a conference after class.
- Telephones are not for personal use. Teachers will be called to the phone only in case of an emergency. Messages will be e-mailed to you and/or placed in your box. If you are expecting an important phone call please inform the office and check your box /email during the day. All long distance calls charged to the school must be recorded.
- **Teachers should not eat in the classroom during instructional time. Eating lunch will be acceptable. Students should not be allowed to do eat or drink in the classroom at any time unless approved by the Principal.**
- Classroom doors and windows should be locked and lights turned off when the room is vacant.
- Teachers and staff must receive prior written approval from the principal for any purchases. Teachers who purchase supplies and do not follow this procedure will be personally responsible for payment. Ordering items for a trial basis is not permitted.

- Do not pick up materials and or supplies from the front office as all orders must be properly checked in. If you find materials/equipment delivered in error, please return these items to the front office.
- Communicate regularly with parents regarding student achievement. (Please note that parents of students who are doing well should be notified as well as parents whose students are doing poorly.)
- Be present and on time for all meetings.
- Support and attend after-school functions.
- Assume duty schedule responsibilities.
- Share ideas and suggestions with your peers and administrators.
- Observe all due dates.
- It is the responsibility of the teacher to keep a neat, clean, and attractive room; however, all students should keep the room neat and uncluttered by removing litter from the floor and by leaving the desks as the teacher has them arranged.

### **Eye Protection**

In areas calling for eye-protection, such as some aspects of Technology Education, Agriculture Education and certain science lab work, an adequate number of eye-protection devices shall be available for students, teachers, and visitors.

### **🌀 Faculty Meetings and Professional Development**

Faculty meetings and staff development will be held as set by the school calendar. All professional staff members are REQUIRED to attend with the exception of in-season coaches who must send a representative. Please arrange doctor appointments, etc., so that they will not conflict with these meetings. These meetings are generally over within the hour; however, the length of the meetings will depend upon the agenda. Special faculty meetings will be called when the need arises.

Please note: Attendance will be taken at faculty meetings. Failure to attend will result in a loss of personal or sick leave days.

### **📁 Fund Raising (Student Solicitation)**

All fund-raising projects or activities must have prior written approval of Mr. Curtis. The Principal reserves the right to consider all requests to sell goods and merchandise on the school campus and to grant or deny permission. The school administration will confiscate items being offered for sale on the school campus when permission has not been obtained. In order to safeguard the health and safety of students, no student shall be involved in door-to-door fund raising activities and no disruption of instructional time will be permitted as a result of approved fund-raising activities. These provisions apply to fund-raising activities by the school or by a school-related organization, in which students would be selling items, or soliciting items, or soliciting contributions, pledges, or orders.

### **Halls and Hall Passes**

Respect and courtesy to students and faculty members should be exercised in halls and walkways. Traffic should keep to the right to minimize congestion. Shoving, pushing and running are prohibited.

DO NOT ALLOW ANY STUDENT TO LEAVE YOUR ROOM WITHOUT A HALL PASS. STUDENT AGENDAS ARE TO BE USED. Do not let the students go to the office, library, gym, or anywhere just to get out of class. Be sure his/her reason for leaving the room is legitimate and necessary. WHEN A STUDENT IS ASSIGNED TO YOU FOR A PERIOD, YOU ARE RESPONSIBLE FOR HIM/HER FOR THAT PERIOD. Investigate all passes to see that the student used the pass and that they visited the person whom they were to see. It is wise to file them yourself after they have been used. NEVER GIVE PERMISSION FOR A STUDENT TO LEAVE THE SCHOOL GROUNDS. SUCH PERMISSION MAY BE GIVEN BY THE NURSE (in case of illness) OR THE OFFICE ONLY.

Passes are to be issued ONLY for:

1. Important and necessary business at the guidance office (teacher should question student and judge if guidance pass is necessary)
2. Library business (see that the student has a need to visit the library for research)
3. Restroom (limited and only when truly deemed necessary)

Passes are NOT to be issued for:

1. Student desiring to speak to a student in another class.
2. To go to the gym.
3. Any reason deemed not appropriate by you, the teacher.

IMPORTANT - Teachers are NOT to excuse students or detain students from any other teacher's class. Students are not to be excused from their regular classes by any teacher at anytime. Exceptions (field trips, etc.) must be cleared in advance through the Principal only. Additionally, replacement hall passes will not be given to students—teachers must obtain them in person.

## **Hours for Teachers**

Teachers report for work and **personally sign in** by 8:00 a.m. and remain on campus until 4:00 p.m.

## **Keys**

Staff and faculty members who need keys are to see Ms. Sneed. You are not to duplicate any school keys without written permission. Keys are to be turned in at the end of the school year. DO NOT GIVE STUDENTS SCHOOL KEYS!

## **Leaving Campus (Faculty/Staff)**

Teachers are not to leave the campus during school hours. The only deviation is in the case of any emergency, which must be approved by the Principal prior to leaving the campus and the proper request must be completed.

## **Lost and Found**

Lost and found items are turned into the main office.

## **Lockers**

Lockers are available and will be issued to students who want them. Lockers are school property, and they may be opened, inspected, and searched at any time, without prior notice. A \$10.00 fee will be charged for a damaged lock. Mr. Ellenberg supervises school lockers.

## **Mail**

A mailbox is maintained in the mailroom for every staff member. Teachers are REQUIRED to check their box upon arrival to school, during lunch or planning, and before leaving school.

This is most important as messages and instructions are placed in your box. **DO NOT SEND STUDENTS TO THE MAILROOM FOR THE CONTENTS OF YOUR BOX. STUDENTS ARE NOT ALLOWED IN THE MAILROOM.** A note will be placed in your box or sent via email when you receive packages. Please pick them up from the main office as soon as possible.

## **Maintenance and Repairs**

Report all maintenance and/or repair work needed to Ms. Sneed immediately. Failure to immediately report a safety hazard may lead to a question of liability. Some report may be handled in-house. If not, the main office will complete all necessary requests on the forms provided by the NCBOE.

## **Moment of Quiet Reflection**

This moment of quiet reflection shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection about the anticipated activities of the day. At NHS this moment will be observed each morning during announcements. By law, this moment calls for the participation of all assembled.

## **Parking (Faculty/Staff)**

All employees and student interns must register their vehicle with School Resource Officers and be assigned a parking decal. Vehicle registration requires a valid driver's license and proof of insurance. Park only in assigned Faculty/Staff Parking lots. **Parking in the circle and visitors parking areas is restricted and/or assigned.**

## **Posters and Signs**

All posters, signs, etc. placed in our classrooms or, in or around our campus must be approved by Ms. Sneed in relation to appropriateness and location. Ms. Sneed will advise on how to mount posters and signs so as not to damage walls.

## **Principal**

The Principal is the designated leader of the school and in consortium with the staff, is responsible for the orderly operation of the school. In case of academic concerns or discipline violations not covered by prescribed disposition in the handbook, the Principal may enact corrective measures that he feels are in the best interest of the school and of the student involved. The Principal is directly under the supervision of the superintendent. The Principal is responsible for the entire operation of the plant and instructional program. The Georgia Accrediting Commission requires that teachers and all other staff personnel of an individual school be recommended for employment by the Principal to the Superintendent.

## **Records, Student**

Student records should not be removed from the Student Services suite. One exception is for the final posting of senior transcripts done by senior homeroom teachers. **It is vital that all rules pertaining to student confidentiality be adhered to.**

## **Restrooms**

Male teachers will check boys' restrooms located near their classrooms. Female teachers will do the same for girls' restrooms. These should be checked especially during class changes. Improper behavior of students is to be reported to an assistant principal. A schedule will be provided if necessary to ensure adequate restroom checks.

## **School Bus (Special Use of)**

Transportation for school activities is provided only for events arranged by a certified coach or teacher. This person is fully responsible for the event and must have prior approval of the principal and superintendent. Special use of school buses will be in strict accordance with requirements stipulated by state law and board policy.

## **School Council**

The school council, composed of parents, teachers, community members and chaired by the school principal, will provide advice, assistance and recommendations relating to the operation and improvement of our school.

### NHS School Council

Buncie Landers, Parent

Stephanie Lindsey, Business/Parent

Tamara Richardson, Parent

Roderick Sams, (Principal)

Marjorie Lewars, Parent

Pastor Eric Lee, Business

Naomi Randall, Teacher

## **School Improvement Plan (SIP)**

School plans address the goals of the system, the goals of the NHS Self-Study and the Southern Association of Colleges and Schools (SACS) report. The School Improvement Plan for NHS will be coordinated by the Leadership Team. Each department should use the findings and recommendations of the SACS SIP to determine departmental goals and improvement plans.

## **School Office**

A business-like atmosphere is expected to exist in the front office at all times. Most visitors only see the outside of the school and the office from which they form the basis for their opinion of the school—therefore it is imperative that teachers and other staff members refrain from congregating in the front office. The duties of the secretarial staff are numerous; therefore, the secretarial staff will not be able to do typing and provide similar services for individual teachers and departments.

## **Sex Offenders (Registered)**

Sex offenders registered with the Georgia Bureau of Investigation are not allowed on campus. If a parent or guardian is a registered sex offender, he or she must contact the principal to make special arrangements in order to be present on campus.

## **Sign In / Sign Out**

Staff sign in/sign out will be conducted each day school. Sign in no later than 8:00 a.m. and sign out no earlier than 4:00 p.m. daily.

## **Staff Organization**

- The Administrative Staff of Newton High School consists of a Principal and six Assistant Principals. Four assistant principal are designated for handling discipline concerns and an academic area for teacher evaluations, one is assigned to supervise instruction, and one is assigned to supervise the testing programs.

Staff members should consult the assistant principals in all matters under their jurisdiction and supervision. Except in emergencies, questions and concerns should be communicated by e-mail – thus allowing the administrator to “remember” the concern. The principal should be consulted in situations where problems or concerns have not been resolved by the administrative staff.

- DEPARTMENT CHAIRPERSONS are appointed by the Principal and work directly with and in cooperation with the AP for Instruction. They are responsible for the supervision and coordination of the department. Department chairpersons are responsible for the department budget. Department chairpersons are to conduct at least one departmental meeting monthly and provide minutes of such to the AP for Instruction within three days.

## **Student Accounting**

The school is legally and morally responsible for a student from the time he/she enters on the school bus or grounds until the time he/she leaves the school bus or grounds. Therefore, it is imperative that we know where a student is at all times and that he/she is supervised at all times.

## **Student Handbook and Code of Conduct**

All teachers are to study the Student Handbook and Code of Conduct in order to be familiar with school and county policies and the rules and regulations pertaining to the student. All are expected to enforce the Code of Conduct. Consistency in enforcement will bring benefits to all staff and students. All homeroom teachers are to keep a roster signed by the student indicating they have received the student handbook and code of conduct book.

## **Student Fines**

In the event a student fails to adhere to a specific responsibility such as:

- Caring for and keeping track of textbooks
- Caring for and keeping track of uniforms
- Turning in fund raising moneys.

Fines will be assessed per the guidelines establish by our Board of Education. Failure to clear fines will result in the holding of report cards and diplomas.

## **📁 Student Accident/Injury Procedures**

In the event of any injury or severe illness of a student, the front office /school nurse is to be contacted immediately. The Principal and/or Assistant Principal will be notified, and a determination will be made by the nurse /administration concerning the action to be taken. The class teacher must complete Student Accident Report.

The severity of the injury or illness may require immediate attention by the school nurse or athletic trainer. In all cases, a family member of the injured or ill student will be notified.

## **📁 Student Supervision**

AT NO TIME IS A TEACHER FREE FROM SUPERVISING STUDENTS. No loud talking or laughing, running, or general horseplay is allowed in the school. Bodily contact between students is strictly prohibited. Students found embracing or kissing should be corrected. It is each teacher's responsibility to correct students who are misbehaving and, if necessary, take disciplinary action. Consistent enforcement of school policies is an absolute must if we are to have an orderly, well-disciplined school.

## **Use of School Facilities**

The Newton County Board of Education desires that the community, subject to certain conditions and approval of the NCBOE, make school facilities available for reasonable use. School activities will always have precedence over any outside group activity. Please refer to the NCBOE Policy Manual for specific guidelines.

## **Use of Students to Run Errands**

Students should never be sent on errands off campus without approval of the Principal or Assistant Principal. The use of students to run errands on school grounds should be limited. If a student is doing an errand, the STUDENT MUST HAVE A PASS. Students will not be given replacement hall passes, discipline referrals, or exam copies.

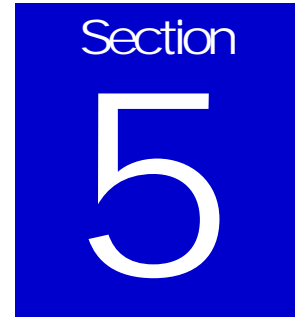
## **🌀 Valuable Items**

Never leave valuable items or money in your desk or room where they might tempt weak characters to thievery. The teacher is personally responsible for school money that is left in a classroom and subsequently stolen.

## **Workman's Compensation**

Employees of the Newton County Board of Education are covered by workman's compensation. If you are injured while on the job, notify the bookkeeper IMMEDIATELY and she will assist you in completing the injury report. We must receive notification of your injury within 24 hours of your injury if you expect to receive workman's compensation benefits.

Again, see the bookkeeper immediately and prior to any MD appointment for work related injury/accident.



## Appendices

**A: Computer Network and Internet Acceptable Use Policy**

**B: Administrative Duties and Responsibilities**

**C: Teacher Evaluation Instrument**

**D: Student Absences and Tardies**



# Computer Network and Internet Acceptable Use Policy

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## A. Purpose

The Newton County Public Schools Network has been established for a limited educational purpose. The term “educational purpose” includes classroom and administrative activities and high quality self-discovery activities. NCPSnet has obtained access to the BellSouth Network, a regional telecommunication system, which includes Internet access, provided through an Agreement with the Georgia Department of Education. The Superintendent has been authorized by the Newton County Board of Education to develop regulations and agreements for the use of the NCPS Network that are in accord with the BOE Policy IFBGA and other NCPS policies, including the Code of Conduct. Activities that are acceptable on NCPSnet include classroom activities, career development and high-quality personal research. NCPSnet is not a public access system or public forum. NCPS has the rights to place reasonable restrictions on the materials you access or post through the system. You are expected to follow the rules set forth in this document, the BOE Code of Conduct, and the law in your use of the system.

## B. Due Process

1. NCPS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the NCPSnet.
2. Student violations will be handled pursuant to the Newton County Board of Education Code of Conduct
3. Employee violations of NCPSnet/Internet Acceptable Use Policy will be handled in accordance with NCPS employment policy.
4. Any NCPS administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user.

## C. Search and Seizure

NCPSnet users have no privacy expectation in the contents of their personal files and records of their online activity while on NCPSnet. Desktop computers and network storage areas may be

treated like school lockers. The Network Administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the file server will be private.

→ Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating NCPSnet/Internet Acceptable Use Policy, the Code of Conduct, or the law.

→ An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the Code of Conduct. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

## D. Selection of Material

When using the Internet for class activities, teachers will:

- Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
- Preview the materials and sites they require their students to access to determine the appropriateness of the material contained on or accessed through the site.
- Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
- Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

## E. Parental Notification and Responsibility

NCPS will notify the parents about NCPS network and the policies governing its use. Parents must sign an agreement to allow their child to have an individual account. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account or access to the NCPSnet at any time.

NCPSnet/Internet Acceptable Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the NCPS to monitor and enforce a wide range of social values in student use of the Internet. Further, NCPS recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. NCPS will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through NCPS system.

NCPS will provide students and parents with guidelines for student safety while using the Internet.

## F. Access

The following levels of access will be provided:

- Classroom/Media Center Accounts.  
Newton High School students will be granted NCPSnet/Internet access only through a classroom account. Students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student, one parent and the sponsoring teacher.

- Individual Accounts for Students.  
Only SELECTED students may be provided with individual NCPSnet accounts. A written agreement will be required for an individual account. This agreement must be signed by the student, his or her parent and the sponsoring teacher.
- Individual Accounts for NCPS Employees.  
NCPS employees will be provided with an individual account for the purpose of performing the daily job functions.
  - Access to the Internet by elementary students will be monitored by their teacher. Middle schools and high schools will establish a process that will enable staff to monitor authorized student access.
  - Accessing any other e-mail or messaging program other than those provided to you by NCPS (which at the current time is Microsoft Outlook) is strictly prohibited, unless authorized by the NCPSnet administrator.

## G. Unacceptable Uses

The following uses of the system are considered unacceptable:

→ Personal Safety (Restrictions are for students only)

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.
- b. Users will not agree to meet with someone they have met online without their parent's approval and participation.
- c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

→ Illegal Activities

- a. Users will not attempt to gain unauthorized access to NCPSnet or to any other computer system through the NCPSnet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the NCPSnet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

→ System Security

- a. Users are responsible for the use of individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the NCPS virus protection procedures if they download software.
- d. Users will not use another user password or account to access NCPSnet.

→ Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

→Respect for Privacy

- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Users will not post private information about another person.

→Respecting Resource Limits

- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.
- b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- e. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.
- f. Users will not access any other e-mail or messaging programs other than those provided to you by NCPS (which currently is Microsoft Outlook).

→Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

→Inappropriate Access to Material

- a. Users will not use NCPS system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. NCPS employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school.

## H. Enforcement of Policy

- NCPS uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the policy of NCPS.

- The technology protection measure that blocks or filters Internet access may be disabled by the NCPSnet administrator for bona fide research purposes by an adult.
- The NCPSnet administrator may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- NCPS staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

## Newton County Public Schools Web Policy

The Newton County Public Schools (NCPS) Web Site Policy is as follows:

Each web site and web page is and shall be a “closed forum” for expression. Thus, the school system has control over what may and may not be published on such web pages and web sites and is not required to allow any student, faculty member, employee, parent or other person to place material on a NCPS webpage or web site which is determined, in the sole discretion of the NCPS Web Publisher, to be inappropriate for publication.

→NCPS Web Site.

- a. The NCPS will establish a Web site. Material appropriate for placement on the NCPS Web site includes: NCPS information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the NCPS Web site.
- b. The NCPS Superintendent will designate a NCPS Web Publisher responsible for maintaining the official NCPS Web site and monitoring all NCPS Web activity. The Web Publisher will develop style and content guidelines for official NCPS and school Web materials and develop procedures for the placement and removal of such material. All official NCPS material originating from the NCPS posted on the NCPS Web site must be approved through a process established by the NCPS Web Publisher.

→School Web Pages.

The building principal will designate a School Web Publisher, responsible for managing the school Web site and monitoring class, teacher, student, and extracurricular Web pages. All official material originating from the school will be consistent with the NCPS style and content guidelines and approved through a process established by the school principal. The school Web Publisher will develop additional guidelines for the school Web site.

→Teacher Web Pages. Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher Web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the NCPS and school.

→Staff Web Pages. Staff may develop Web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff Web pages will not be considered official material, but will be developed in a manner as to reflect well upon the NCPS.

→Student Web Pages.

- a. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.
- b. With the approval of the building principal or Web Publisher, students may establish personal Web pages. Material presented in the student's personal Web site must be related to the student's educational and career preparation activities.
- c. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the NCPSnet/Internet Acceptable Use Policy or Code of Conduct.
- d. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the NCPS."
- e. Student Web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

→Extracurricular Organization Web Pages.

With the approval of the building principal, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the NCPS."

→Student Information

- a. Only first names are to be used in any published student work.
- b. Pictures of students should not contain ANY identifying information.
- c. No addresses, phone numbers, e-mail addresses or other contact information for a student should be published.
- d. If the web site/page seeks replies from viewers, responses should go to the teacher's e-mail or some other non-specific e-mail address.
- e. Each school shall develop standards for disclosure of student information that are considered generally acceptable in light of the age of the students attending the school.
- f. Parental approval of disclosure in accordance with the standards must be obtained.

→Web Page Requirements

All NCPSnet/Internet Acceptable Use Policy provisions will govern material placed on the Web.

→Web Pages shall not:

- a. Contain personal contact information about students beyond that permitted by the school (or NCPS) and parent.
- b. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
- c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of
- d. Copyrighted material on a web site is within the fair use exemption.
- e. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- f. Students may retain the copyright on the material they create that is posted on the Web. NCPS employees may retain the copyright on material they create and post, if appropriate, under NCPS policies.
- g. All Web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.

- h. All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
- i. Users should retain a back-up copy of their Web pages.

# Administrative Duties and Responsibilities

## ASSISTANT PRINCIPAL/ ADMINISTRATIVE SERVICES – John Ellenberg

Responsible to: Principal

Goal: Shall assist in the implementation of the instructional program. Supervises and coordinates the Teacher Qualification Standards (TQS) program, state and national testing programs, and locker procedures.

### Performance Responsibilities:

1. Administer and monitor the Teachers Qualifications Standards (TQS) program.
2. Responsible for the administration of all standardized tests, including but not limited to the Georgia High School Graduation Tests, GAAs, End of Course Tests, and Advanced Placement Exams, PSAT, SAT and ACT.
3. Responsible for all facets of the development, implementation, and supervision of all test-related activities
4. Responsible for analyzing all test results and submitting findings to AP for Curriculum and Principal for dissemination.
5. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies for 10<sup>th</sup> grade students.
6. Responsible for student locker assignments (assisted by attendance clerk).
7. Coordinate Teacher of the Year Program and other teacher recognition initiatives as determined by the Principal.
8. Assist in the implementation of the teacher observation/evaluation program.

9. Attend and supervise special events and athletic events or other duties as determined by the Principal.
10. Assume other duties as assigned by the Principal.

**ASSISTANT PRINCIPAL FOR STUDENT ACTIVITIES - Tracey Curtis**

Responsible to: Principal

Goal: Shall assist in the implementation of the instructional program. Directly responsible for the coordination and supervision of student activities.

**Performance Responsibilities:**

1. Responsible for assisting the Principal with coordination of the athletic program to include, but not limited to
  - a. Scheduling of games/practices
  - b. General responsibility for the proper supervision of home athletic events (officials, team physicians, security, etc.)
  - c. Supervision of playing fields and gymnasium
  - d. Transportation for athletic/literary contest participants
  - e. The arbitration of problems including coaches, players, and parents
  - f. Development and use of appropriate rules and regulations governing athletic activities within established guidelines.
  - g. Physical and academic requirements of eligibility for participation in each sport and verifies each athlete's eligibility
  - h. Preparation and administration of an adequate athletic budget
  - i. Requisitions for adequate program supplies and equipment for each sport.
2. Coordinate, supervise and regulate the extra-curricular activities of the school; to secure sponsors for extra-curricular activities; to maintain a meeting schedule of clubs and activities; to insure that extra-curricular activities are made available to all students, without discrimination.
3. Schedules and monitors duty assignments
4. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies for 12<sup>th</sup> grade students.
5. Maintain an accurate activity calendar for all student activities.
6. Maintain a schedule for use and supervision of the school and auditorium.
7. Supervises the ISS Program
8. Attend and supervise special/athletic events.
9. Assume other duties as assigned by the Principal

**ASSISTANT PRINCIPAL/SP. ED. COORDINATOR – Courtney Manning**

Responsible to: Principal

Goal: Shall assist in the implementation of the instructional program. Directly supervises the Special Education program. Additionally responsible for coordinating and supervising all RTI and 504 programs.

**Performance Responsibilities:**

1. Supervise and coordinate the Special Education Department: Serve as the liaison with the system director, evaluate teachers, assist in the placement and IEP procedures, administer disciplinary conferences and dispositions involving special education.
2. Implements procedures and policy as the RTI and 504 Coordinator.
3. Supervises the Hospital/Homebound program
4. Evaluation of counselors and staff located in the Student Services Center.
5. Assist in the administration of the “Student Recognition” program.
6. Serve as liaison for alternative programs: Sharp Learning Center, Project Decision, etc.
7. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies for 10<sup>th</sup> grade students.
8. Faculty compliance with all applicable directives and procedures.
9. Assist in the implementation of the teacher observation/evaluation program.
10. Attend and supervise special/athletic events and determined by the Principal.
11. Assume other duties as assigned by the Principal

**ASSISTANT PRINCIPAL/CURRICULUM – Christina Sneed**

Responsible to: Principal

Goal: Responsible for developing and maintaining a curriculum that follows the goals and objectives of the state and local boards of education.

**Performance Responsibilities:**

1. Responsible for the coordination and supervision of curriculum and instruction activities. Serves as a system liaison with the Office of Curriculum and Instruction
2. Responsible for the development and administration of professional learning activities.
3. Serve as school chairperson for professional development planning and implementation.
4. Coordinates the teacher evaluation program.
5. Monitors lesson planning with Department Chairpersons.
6. Chairs the School Leadership Team
7. Assist the Principal in the area of Human Resources and Personnel
8. Evaluates and supervises the school maintenance department.
9. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies.
10. Attend and supervise special events and athletic events or other duties as determined by the Principal.
11. Assume other duties as assigned by the Principal.

**ASSISTANT PRINCIPAL/CTAE COORDINATOR - Dr. Hilda McKithen**

Responsible to:Principal

Goal: Shall assist in the implementation of the instructional program. Directly responsible for developing and maintaining the career tech curriculum that follows the goals and objectives of the state and local board of education. Shall monitor instructional programs to insure effective teaching strategies for maximum teaching performance and student achievement.

Performance Responsibilities:

1. Responsible for the coordination and supervision of Career Technical Agricultural Education and Youth Apprenticeship Programs.
2. Responsible for the preparation and development of the instructional budget and the management of instructional materials and supplies for the school.
3. Responsible for the supervision and coordination of all state and local reports for teachers and students involved in the CTAE program of study.
4. Responsible for the adoption, ordering, disbursement, and inventory of program-related textbooks and instructional materials.
5. Establishes and maintains an effective communications and public relations program.
6. Evaluation of Media Program and Technology Support Personnel.
7. Coordinates the Partners In Education program
8. Administrator responsible for graduation procedures.
9. Attend and supervise special events and athletic events of other duties as determined by the Principal
10. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies for 11<sup>th</sup> grade students.
11. Assume other duties as assigned by the Principal.

**ASSISTANT PRINCIPAL/ NINTH GRADE PRINCIPAL – Dr. Sandra Owens**

Responsible to:Principal

Goal: Shall assist in the implementation of the instructional program. Directly responsible for developing and maintaining the Freshman Academy that follows the goals and objectives of the state and local board of education. Shall monitor instructional programs to insure effective teaching strategies for maximum teaching performance and student achievement

Performance Responsibilities:

1. Assist and supervise curriculum and instruction for the ninth grade.
2. Foster and maintain a climate that promotes the intellectual, social, and emotional development of students.
3. Serves as the Program Director for the Academy of Liberal Arts.
4. Assist with the implementation of teacher evaluation program.
5. Assist with identifying appropriate professional development activities based on need.
6. Maintain an accurate and comprehensive record-keeping system.
7. Develop and maintain a student attendance policy for the ninth grade.
8. Assist with organizing and administering all standardized test for the ninth grade.
9. Attend and supervise special/athletic events as determined by the Principal.
10. Responsible for the administration of the discipline policies and procedures for school related infractions of the Parent/Student Handbook and Board of Education policies for 9<sup>th</sup> grade students.
11. Assume other duties as assigned by the principal.



## Teacher Evaluation Instrument

### Introduction

All certified employees of Newton High School receive an Annual Evaluation. This evaluation is completed and reviewed in the spring. The signature of the employee on the Annual Evaluation does not in itself indicate agreement with the evaluation findings. The employee has the right to attach comments on a separate sheet of paper to be attached to the Annual Evaluation. An evaluation instrument different than the Teacher Evaluation Instrument is used annually for:

- Guidance Counselors
- Media Specialists
- Assistant Principals

The Teacher Evaluation Instrument as approved by the Newton County Board of Education is the researched-based Georgia Teacher Evaluation Program and is composed of two sections:

- Georgia Teacher Observation Instrument
- Georgia Teachers Duties and Responsibilities Instrument

Teacher evaluation is a critical component of education reform initiatives. The goal of education reform and of teacher evaluation in Georgia is to improve student learning and achievement. To accomplish these goals, it is imperative that teachers provide quality instruction so that improved student achievement is demonstrated.

There are seven areas of teacher evaluation specified in the Official Code of Georgia Section 20-2-210. This part of the code reads as follows:

- (b) Annual teacher evaluations shall at a minimum take into consideration the following:
1. The role of the teacher in meeting the school's student achievement goals including the academic gains of students assigned to the teacher
  2. Observations of the teacher by the principal and assistant principals during the delivery of instruction and at other times as appropriate
  3. Participation in professional development opportunities and the application of concepts learned to classroom and to school activities

4. Communication and interpersonal skills as they relate to interaction with students, parents, other teachers, administrators, and other school personnel
5. Timeliness and attendance for assigned responsibilities
6. Adherence to school and local system procedures and rules
7. Personal conduct while in performance of school duties

The state has left the responsibility of conceptualizing and implementing a teacher evaluation system that meets the requirements of the Code Section 20-2-210 to the local unit of administration (LUA). Most LUAs in Georgia continue to evaluate teachers with the Georgia Teacher Evaluation Program (GTEP). The GTEP adequately provides a process for meeting most of the requirements of Georgia Code Section 20-2-210. The GTEP instrument, however, does not adequately provide evidence for two new aspects of teacher evaluation required by the law, (b) 1 and 3. These criteria require other types of procedures and documentation.

In the traditional evaluation system in which the administrator collects evidence of teaching skill through classroom observation and evaluation, the teacher's role is essentially passive. Research shows that professional development is enhanced when teachers are active participants in the evaluation process. The following five step process for meeting the requirements of (b) 1 and 3 reflects research based best practices in teacher evaluation and requires that teachers take an active role in the evaluation process. While the administrator is still the last word in the evaluation, the teacher is involved in self-assessment, collection of evidence, and reflection.

**Requirement 1: The role of the teacher in meeting the school's student achievement goals, including the academic gains of students assigned to the teacher**

**Requirement 3: Participation in professional development opportunities and the application of concepts learned to classroom and school activities**  
**Five Step Process**

**1. Conduct Pre-Evaluation Conference (August-September)**

At the beginning of the school year, the administrator/evaluator may conduct conferences with individual teachers or content area/departmental teams for the purpose of analyzing student data and establishing student achievement goals. School wide and system level academic goals should be considered as the teacher or team develops achievement related objective/s for students assigned to that teacher or team. Goals should be specific, attainable, and measurable. After the teacher has selected student achievement goals, the teacher/department team shall plan professional development activities in which he/she/they will participate that relate to the achievement goals established for the year.

**2. Complete Student Achievement Implementation Plan Form and Professional Growth Plan Form (August-September)**

When student achievement goals have been selected, each teacher/department shall complete Student Achievement Implementation Plan Form. Student Implementation Plan Forms will be provided. At the same time, each teacher shall complete the Professional Growth Plan Form.

Both forms should be signed and retained in the school evaluation file with each teacher receiving copies. Step 2 should be completed no later than **September 30**.

### **3. Implement and Monitor the Plans (September-March)**

Teachers implement strategies for achieving the student achievement goal/s established and begin collecting evidence and documentation of progress towards meeting the goal/s.

Teachers implement the professional growth plan activities and begin collecting evidence and documentation of progress towards meeting the goal/s of the plan.

Administrator/Evaluator monitors implementation of plans.

### **4. Conduct the Annual Evaluation Conference (Prior to April 1)**

Prior to April 1, the administrator/evaluator will review progress toward the goals with each teacher/team referring to Teacher's Formative Assessment Summary Form, Student Achievement Goal and to Teacher's Formative Assessment Summary, Professional Development Goal.

Each teacher is responsible for recording progress toward the student achievement goal/s and the professional growth plan on the summary forms. Each summary form should be signed and retained in the school evaluation file with each teacher receiving a copy.

### **5. Complete the Summary Report (Prior to April 1)**

Based on the information recorded on the Teacher's Formative Assessment Summary, Student Achievement Goal and the Teacher's Formative Assessment Summary, Professional Development Goal, the administrator/evaluator will determine the teacher's level of performance according to the Scoring Rubric. This score will be recorded on the Summary Report.

The Summary Report should be signed and retained in the school evaluation file with each teacher receiving a copy.

### **Scoring Process**

A score of Unsatisfactory on either requirement (b) 1 or (b) 3 will not affect a teacher's annual summary evaluation score for the GTOI or GTDRI for the current school year.

However, if a teacher receives a score of Unsatisfactory on either requirement (b) 1 or (b) 3, a Professional Development Plan is required. The resulting Professional Development Plan will become a part of the GTDRI and the following year's GTEP Annual Summary Report. (The administrator may require a Professional Development Plan for a basic rating).



## STUDENT ABSENCES AND TARDIES

### NOTICE New Law – HB 1190

**Driver's License Revocation:  
Habitually truant students (10  
unexcused absences in a semester) or  
students who commit certain serious  
discipline offenses will lose their  
driver's license.**

### Attendance/Absence Regulations

To receive credit for unit courses, the student must be PRESENT in class 150 days of the 180 days. To receive credit for semester courses, the student must be PRESENT 75 of the 90 days. This means that a student will not receive credit for a full-year course when he/she misses 15 days or 8 days for a semester course. Any absence, EXCUSED or UNEXCUSED, counts in the total number of allowable missed classes.

Each absence will be recorded as unexcused until verification of the reason for the absence is received. The student will have three (3) school days after returning to school to submit a valid written reason for the absence(s). The written excuse may be from a doctor or parent/guardian. The parent's/guardian's signature is considered VALID only after the parent/guardian has come to school and personally signed the proper signature forms. Written excuses will be placed in the Attendance Box for Mrs. Curtis who will evaluate them and determine if the absence is excused or unexcused. The school needs a list of immediate family members.

Students may be temporarily excused from school when:

- Personally ill and when attendance in school would endanger their health or the health of others;
- A serious illness or death in their immediate family necessitates absence from school;
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
- Celebrating religious holidays;

- Conditions (bad roads, bridges, ice, etc.) that render attendance impossible or hazardous to their health or safety;
- Registering to vote or voting, for a period not to exceed one day;
- If a junior or senior in high school, up to three visits to colleges, universities and /or vocational schools if prior approval is given by the principal of the school;
- School related and/or educational related visits that have received prior approval from the school principal and the superintendent of schools.

Local students who enroll after the opening day of school are afforded a total of 15 days absent including the days not on roll.

Students who transfer into the Newton County School System after the opening day of school must attend 90% of the days enrolled.

More than 30 minutes missed in a class is counted as an absence unless excused. Early leavers will be excused or unexcused according to BOE policy. All excuses for doctor's appointments will need a valid note from the doctor for the absence to be excused.

**All students are required to remain at school at all times during the school day unless permission to leave is granted by the Principal or designee.**

## Attendance Clerk

This individual will evaluate student absentee excuses that have been submitted. When an absence occurs, students are to follow the same procedures for acquiring proper documentation. Upon returning to school, bring the proper documentation and place the excuse note(s) in the box located in the Student Services area. **This should be done no later than 8:25 each morning.** The Attendance Clerk will then make a determination of legal or illegal excuse notes based on registered parent signatures, MD or dentist notes, etc. and enter all absences as excused or unexcused. The Attendance Clerk for this school year will be Stephanie Curtis.

## Drivers License

HB 1190 now calls for any minor student who has 10 unexcused absences within a semester to surrender their Drivers License to the DMV.

## Excused Absence/Make-Up Work

Students shall be permitted to make up work for excused absences. Students must make arrangements for the make-up work within three (3) school days after returning from an excused absence. All make-up work must be completed before or after school.

## Paperwork Procedure

The student will have three (3) school days after returning to school to submit a VALID written reason for the absence(s). The written excuse may be from a doctor or parent/guardian. The

parent/guardian signature is considered VAILD only after the parent/guardian has come to school and personally signed the proper signature form.

Work that is to be made up because of excused absences must be made up before or after regular school hours. Please do not ask other teachers to permit students to make up work for you during their class time. Please do not take away from your own instructional time to permit students to make up work.

## Tardy Policy

Any student who arrives at school during/after homeroom must report to the front office. The front office staff will complete a discipline referral form and issue a permission slip to the proper class. Students failing to report to the front office will be considered truant.

### TARDY POLICY:

- 1st Tardy---Warning
- 2nd Tardy---Warning
- 3rd Tardy---Warning
- 4th Tardy---Warning
- 5th Tardy---Saturday Work Detail
- 6th Tardy---1 days OSS
- 7th Tardy---3 days OSS
- 8<sup>th</sup> Tardy and above ----5 days OSS (additional days may be imposed by administrator)

**A student is tardy if he/she is not in his/her assigned class when the tardy bell rings.** The philosophy of NHS is bell-to-bell instruction. Tardy students interrupt the instructional process. The tardy student will be written up and the discipline referral will be submitted to the assistant principal for appropriate action. All time missed from class is unexcused.