

**Cousins Middle School**  
**8187 Carlton Trail NW**  
**Covington, GA 30014**  
**Telephone # (770)-786-7311**  
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Web Page Address:  
[www.newtoncountyschools.org/cousins](http://www.newtoncountyschools.org/cousins)



### **Mission Statement**

*The mission of Cousins Middle School is to exhibit a school culture where scholarship, friendliness, respect, and trust are the norm while promoting a school atmosphere so that all students are empowered to "Believe, Achieve, and Succeed" at their highest potential.*

### **Administrative Staff**

***Dr. Makeba Clark, Principal***  
***Ms. Alison Smith, Assistant Principal***  
***Mr. Aaron Robinson, Assistant Principal***

My homeroom teacher: \_\_\_\_\_

My Language Arts / Literature teacher \_\_\_\_\_

My Math teacher: \_\_\_\_\_

My Social Studies teacher: \_\_\_\_\_

My Science teacher: \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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### **Message from the Administration**

Dear Students & Parents,

On behalf of the faculty and staff of Cousins Middle School, let us welcome you to the 2017–2018 school year. We are proud to present this edition of the student agenda book. Please look over the book carefully, and notice the many features that we hope will benefit students' ability to be more organized. In addition, you will notice that there is a daily section designed to enhance home-school communication, and we hope that you will use this feature as a means of communicating with your child's teacher.

This agenda also gives you a yearly calendar for reference to the most significant dates. It tells about the mission, goals, and curriculum that guide our actions throughout the year. It is used for passes so that we can account for student movement during the school day. It delineates the Board of Education policies, rules, and regulations governing student conduct, as well as the grading, promotion, and retention policies.

While the agenda book serves primarily as a homework organizer, we hope that it will also teach students such skills as organization, time management, and responsibility. Each student will be expected to keep up with the agenda book, and we further hope that you will ask to view it on a daily basis. The information provided in this book is designed to answer your questions about our school and general policies related to the school system. If the information you need is not provided, please do not hesitate to call the school office. We are proud of this agenda book, and hope that the benefits from its use will be great.

Lastly, we extend an invitation to you to become involved in our school, and ask that you read our mission statement on the first page of this book to find our commitment to the students of Cousins Middle School. In addition, notice that we firmly believe in the cooperative effort of teachers, parents, and community in leading our students. Plan now to become involved and rest assured that we are open to your suggestions and comments. Have a great year!

**Cousins Middle School Administration**





## ***CLUB INFORMATION***



### **CLUBS**

Our school has clubs (excluding clubs involved in competitive interscholastic activities) under the direction and control of the school which are organized and meet based on common goals, objectives, and activities. The school sponsored clubs that are or have been in operation at our school are listed below and provide you pertinent club information. State law requires that the parent/guardian has the right to withhold permission for their student to join or participate in any school sponsored club or organization with which they object. For your convenience a form is included on a selected page of this student handbook for your completion for this purpose. If, in the future a club is added, you will be sent information on the club and will be required to complete a form giving your permission for your student's participation in the new club.

#### **→ Name of Club:** Family, Career and Community Leaders of America (FCCLA)

**Purpose:** Family, Career and Community Leaders of America was founded in 1945. It is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

**Sponsor:**

**Description of Past/Planned activities:** This organization is open to anyone who has taken Family and Consumer Science or is taking it. Membership dues are required, and these dues include affiliation with the national organization. Activities include community involvement and projects, National Star Events, leadership conferences, and the possibility of attending leadership camps.

#### **→ Name of Club:** Cardinal Ambassadors/PBIS Student Advisory

**Purpose:** Cardinal Ambassadors are a group of students in sixth, seventh, and eighth grader who have been recommended by their teachers. Cardinal Ambassadors are involved in several school and community projects. The Cardinal Ambassadors serves to support the efforts of the Positive Behavioral and Interventions Support initiative in the school and is comprised of students from all grade levels.

**Sponsor:** Betia Bentley

**Description of Past/ Planned Activities:** Cardinal Ambassadors participated in Step Up and Lead conference in Eatonton, GA.

#### **→ Name of Club:** Yearbook

**Purpose:** To develop a life-time habit of living and laughing while creating memories that will last forever. The yearbook staff takes on the responsibilities of photographing events, group and individuals. Other tasks include; proofing captions for grammar, spelling, and accurateness of subjects pictured.

**Sponsor:**

**Description of Past/ Planned Activities:** The CMS Yearbook Staff handles promotion, sales, creation, and distribution of the yearbook.

#### **→ Name of Club:** Band

**Purpose:** This group is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade band students by audition and/or invitation. These students rehearse and perform in concerts, community events, and other school events.

**Sponsor:** Christine Kraemer

**Description of Past/ Planned Activities:** After school performances

➔ **Name of Club: Chorus**

**Purpose:** This group is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade chorus students by audition and/or invitation. These students rehearse and perform in concerts, community events, and other school events.

**Sponsor:**

**Description of Past/ Planned Activities:** Christmas at Callaway Gardens, Chorus Festival at Carowinds in South Carolina in the spring.

➔ **Name of Club: 4-H**

**Purpose:** 4-H is a community of volunteer membership of Cousins Middle School students learning about leadership, citizenship and life skills

**Sponsor:**

**Description of Past/ Planned Activities:** CMS 4-H Club was awarded the "4-H Middle School Club of the Year" for 2005-2006 school term.

➔ **Name of Club: Soccer Club**

**Purpose:** The Soccer Club is composed of interested 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders who volunteer for membership.

**Sponsor:** Jace White

**Description of Past/ Planned Activities:** The CMS Soccer Club will work on skills, play games, and reinforce sportsmanship and volunteering to assist the soccer event for the Newton County Special Olympics.

➔ **Name of Club: Beta Club**

**Purpose:** Cousins Middle School Junior Beta Club is comprised of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who have exhibited academic excellence during their middle school career. The Jr. Beta Club offers academic coaching and tutoring, as well as performing volunteer work throughout the community.

**Sponsor:** Lee Jourdan

**Description of Past/ Planned Activities:** CMS Jr. Beta Club plans to attend the state convention in Macon, GA. In addition, the club will also participate in the Adopt-A-Highway program, as well as other service activities, in conjunction with Keep Covington/Newton Beautiful.

➔ **Name of Club: Science Club**

**Purpose:** To support the Science program and Science Fair Program for 6th, 7th, and 8th graders.

**Sponsor :** Terry Badertscher

**Description of Past/Planned Activities:** The Science Club will support the students needs for academic coaching and tutoring, to process science fair projects, and to assist with the care and maintenance of the school's outdoor classroom. The students will have the opportunity to attend the Newton County Science Fair, and the District Science Fair.

➔ **Name of Club: Fellowship of Christian Athletes/Cardinal Life**

**Purpose:** To focus on serving local communities by equipping, empowering, and encouraging coaches and athletes to make a difference for Christ.

**Sponsor**

**Description of Past/Planned Activities:** The FCA, within the context of the guidelines identified with this program, will conduct huddle meetings and support the overall athletic program of the school through community service and attendance at games.

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**SYSTEM-WIDE PORTION**  
**OF THE**  
**SECONDARY HANDBOOK**  
**FOR THE**  
**NEWTON COUNTY SCHOOLS**

**2017-2018**

**CLEMENTS MIDDLE  
COUSINS MIDDLE  
INDIAN CREEK MIDDLE  
LIBERTY MIDDLE  
VETERANS MEMORIAL MIDDLE  
NEWTON COUNTY THEME SCHOOL AT FICQUETT MIDDLE  
SCHOOL**

**ALCOVY HIGH  
EASTSIDE HIGH  
NEWTON HIGH  
NEWTON COLLEGE AND CAREER ACADEMY**

**R.I.S.E ACADEMY**



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# SECONDARY HANDBOOK

## TABLE OF CONTENTS

MISSION STATEMENT AND DISTRICT STRATEGIC PLAN .....	3
SYSTEM CALENDAR.....	4
GRIEVANCES AND DISCRIMINATION .....	6
SECTION 504.....	7
ATTENDANCE INFORMATION .....	8
GEORGIA LAW 20-2-1182.....	11
CHAIN OF COMMAND FOR COMPLAINTS .....	11
CHECKING IN AND OUT.....	12
HOSPITAL/HOMEBOUND PROGRAM .....	12
WORK PERMIT .....	12
REGISTRATION REQUIREMENTS FOR NEW AND RE-ENTRY STUDENTS .....	13
WITHDRAWAL OR TRANSFER FROM SCHOOL.....	13
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) .....	14
RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION.....	15
NOTIFICATION OF PROFESSIONAL QUALIFICATIONS .....	15
SCHOOL CANCELLATION.....	16
STUDENT PUBLICITY RELEASE .....	17
MIDDLE SCHOOL INFORMATION AND PROCEDURES .....	19
ACADEMIC HONESTY .....	19
ATHLETICS.....	19
ATTENDANCE AND TARDIES .....	19
BAND AND CHORUS.....	20
CHECK IN/OUT PROCEDURES.....	20
COUNSELING DEPARTMENT .....	20
COURSE SYLLABI .....	20
FALSIFYING REPORTS .....	21
GRADING .....	21
HEALTH RECORDS.....	21
HOMEWORK.....	22
INTERIM PROGRESS REPORTS.....	23
PARTICIPATION REQUIREMENTS-EXTRA CURRICULAR ACTIVITIES .....	24
DISCIPLINE - CODE OF CONDUCT.....	27
ALTERNATIVE SCHOOL.....	28
IN-SCHOOL SUSPENSION PROGRAM (ISS).....	28
OUT-OF-SCHOOL SUSPENSION.....	28
MAKE-UP WORK FOR SUSPENDED STUDENTS .....	29
SUSPENSION FOR PARENT CONFERENCE .....	29
ADDITIONAL INFORMATION ON SCHOOL RULES AND PROCEDURES.....	30
DRESS CODE .....	32
USE OF COMPUTERS/COMMUNICATION RESOURCES.....	33
SCHOOL NUTRITION PROGRAM .....	36
DISCIPLINE CODE RULES AND DISPOSITIONS .....	39
NOTICE OF SIGNATURE .....	59
NOTICE OF UNDERSTANDING/COMPUTER USE/STUDENT PUBLICITY.....	61

# NEWTON COUNTY SCHOOLS

*OUR VISION* The Newton County School System envisions students who, through a rigorous and relevant education, will be able to think critically in order to produce, perform, create, and communicate their knowledge competitively to a hyper-connected, global audience

*OUR MISSION* is to provide educational excellence for all students!

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

*OUR STRATEGY* is two-fold: At the school system level --

- **To build the capacity of personnel to deliver high quality instruction through:**
  - Using Research-Based Instructional Strategies in classrooms (RBIS)
  - Building the Background Knowledge of students during the school day (BBK)
  - Integrating the use of technology in classroom lessons (TI)

At the school building level --

- **To ensure high-functioning Professional Learning Communities (PLCs) in each school with a definite time and place to meet and an agenda of work centered around instruction and its outcomes for students through ongoing question-asking and action steps:**
  - What do we want students to know, do, and understand?  
Connection: Common Core Georgia Performance Standards (CCGPS)/Georgia Performance Standards (GPS)/Georgia Assessments (Steps 1 & 2)
  - How do we best engage students in the learning?  
Connection: RBIS, BBK, TI (Step 2)
  - How do we know if students know, do, and understand what we want?  
Connection: Common Assessments—Formative & Benchmarks (Steps 3 & 4)
  - What do we do when students don't know, do, and understand what we want?  
Connection: RtI (tiered remediation); Enrichment (Steps 5 & 6)
  - Step 1: Pre-analyze data aligned to CCGPS/GPS/Georgia Assessments
  - Step 2: Deliver standards-based instruction using RBIS, BBK, & TI
  - Step 3: Conduct common assessments (formative and/or benchmarks) aligned to CCGPS/GPS/Georgia Assessments
  - Step 4: Analyze common assessment results to check for mastery
  - Step 5: Implement GPS-based tiered remediation (RtI) and Enrichment
  - Step 6: Check for mastery/Repeat cycle

*OUR TIMETABLE* is over the next five school years (2013-14 – 2017-18).

*OUR RESULTS* will show continuous improvement related to student achievement and more effective teaching as exhibited by Georgia Milestones/CRCTs, GHSGTs, and EOCTs no later than Spring 2014-15 forward. Additionally, we will program for greater student exposure to and success in college readiness (ACT, SAT, AP) and workplace readiness (ACT WorkKeys a.k.a. Georgia Work Ready Assessments).



# NEWTON COUNTY SCHOOL SYSTEM

## 2017-2018 Approved School Calendar

Jul 2017						
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- July**
- 17 New Teacher Orientation (July 17-19)
  - 19 Technology Conference (July 19-20)
  - 21 Pre-Planning for Staff (July 21, 24-27)
  - 24 Opening Session for Employees
  - 25 Open House-High School (5-7 PM)
  - 26 Open House-Elementary School (5-7 PM)
  - 27 Open House-Middle School (5-7 PM)
  - 28 First Day of School for Students

- August**
- 31 Progress Reports Issued to Secondary Students

- September**
- 1 Student Early Release Day/Parent Conferences
  - 4 Labor Day Holiday
  - 28 End of 1st Nine Weeks
  - 29 Teacher Work Day-No School for Students

- October**
- 5 Report Cards Issued
  - 6 Early Release Day for Professional Learning
  - 9 Fall Break (Oct. 9-13)

- November**
- 9 Progress Reports Issued to Secondary Students
  - 20 Thanksgiving Break (Nov. 20-24)

- December**
- 15 End of 2nd Nine Weeks
  - 18 Winter Holiday Break (Dec. 18-Jan. 1)

- January**
- 2 Teacher Work Day-No School for Students
  - 3 Students Report for Second Semester
  - 4 Report Cards Issued
  - 15 Martin Luther King, Jr. Birthday Holiday

- February**
- 1 Progress Reports Issued to Secondary Students
  - 2 Student Early Release Day/Parent Conferences
  - 19 Mid-Winter Break (Feb. 19-23)/Inclement Weather Make-Up Days if Needed (Feb. 21-23)

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

- April**
- 2 Spring Break (April 2-6)
  - 26 Progress Reports Issued to Secondary Students

- May**
- 24 Last Day of School for Students/Report Cards Issued
  - 25 Post Planning for Staff (May 25, 29-30)
  - 28 Memorial Day Holiday

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# SISTEMA ESCOLAR DEL CONDADO DE NEWTON



## 2017-2018 Calendario Escolar Aprobado

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- Julio**
- 17 Orientación para Maestros Nuevas (Julio 17-19)
  - 19 Conferencia de tecnología (Julio 19-20)
  - 21 Planificación para personal (Julio 21, 24-27)
  - 24 Sesión de Apertura para empleados

- 25 Jornada De Puertas Abiertas-Escuelas Secundaria (5-7 PM)
- 26 Jornada De Puertas Abiertas- Escuelas primaria (5-7 PM)
- 27 Jornada De Puertas Abiertas-Escuelas Intermedia (5-7 PM)
- 28 Primer Día Escolar para Estudiantes

- Agosto**
- 31 Reporte de Progreso para Estudiantes de Secundaria

- Septiembre**
- 1 Despedida Temprano para Conferencias de Padres
  - 4 Descanso para el Día del Trabajador
  - 28 Final de las 1ra Nueve Semanas
  - 29 Día de Trabajo para Maestros

- Octubre**
- 5 Reporte de Calificaciones Emitido
  - 6 Día de Aprendizaje Profesional para Maestros
  - 9 Descanso de Otoño (Oct. 9-13)

- Noviembre**
- 9 Reporte de Progreso para Estudiantes de Secundaria
  - 20 Descanso para el Día de Acción de Gracias (Nov. 20-24)

- Diciembre**
- 15 Final de las 2da nueve Semanas
  - 18 Descanso para Navidad y Año Nuevo (Dic. 18-Enero 1)

- Enero**
- 2 Día de Trabajo para Maestros
  - 3 Estudiantes Regresan para el Segunda Semestre
  - 4 Reporte de Calificaciones Emitido
  - 15 Descanso para el Día de Martin Luther King Jr.

- Febrero**
- 1 Reporte de Progreso para Estudiantes de Secundaria
  - 2 Despedida Temprano para Conferencias de Padres
  - 19 Descanso de invierno (Feb. 19-23) / Días para recuperar en caso de mal tiempo (Feb. 21-23)

- Marzo**
- 14 Final de las 3ra Nueve Semanas
  - 16 Despedida Temprano para Aprendizaje Profesional De Maestros

- Abril**
- 2 Descanso de Primavera (Abril 2-6)
  - 26 Reporte de Progreso para Estudiantes de Secundaria

- Mayo**
- 24 Ultimo Día de Clase para Estudiantes / Reporte de Calificaciones Emitido
  - 25 Día de Planificación para Personal (Mayo 25, 29-30)
  - 28 Descanso para el Día Memorial

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## **GRIEVANCES AND DISCRIMINATION**

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### **COMPLAINTS PROCEDURE**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education [or by the principal]. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written

response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

The following individuals have been designated as the employees responsible for coordinating the district's effort to implement this nondiscriminatory policy.

Title I, McKinney-Vento, School Improvement, Parent Involvement- Director of Federal Programs  
Title II – Director of Secondary C & I and Professional Learning  
Section 504, Title IX, and Title VI – Director of Student Services  
ADA – Director of Special Education

ADOPTED: May 18, 1999  
Revised: December 12, 2006  
April 21, 2009  
January 15, 2013

## **Section 504 of the Rehabilitation Act of 1973**

**Section 504** provides that no qualified individual with a disability should, only by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Newton County School System Section 504 Parent Rights and Procedural Safeguards are posted on the school system website and are available for review via the following web-links.

<http://www.newtoncountyschools.org/stakeholders/parents/section-504-rights.aspx>

[http://www.newtoncountyschools.org/Portals/0/NewtonCounty/Main/Documents/Section\\_504/Procedural%20Safeguards.pdf](http://www.newtoncountyschools.org/Portals/0/NewtonCounty/Main/Documents/Section_504/Procedural%20Safeguards.pdf)

## **A) ATTENDANCE INFORMATION**

### **Absences and Excuses**

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

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

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

Students will be temporarily excused from school for one or more of the following incidences:

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

Students shall be counted present:

- when involved on a school sponsored/approved trip.
- when serving as Pages for the Georgia General Assembly.
- when enrolled in the Hospital Homebound program.
- when serving ISS
- when in attendance at least one half of the instructional day for middle school students (12:30
- when high school students attend at least (4) periods during the school day.

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



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

- has dropped out of school for one quarter or more from any other secondary school
- is not in good standing (academic/behavioral) upon withdrawing from the previous school
- is under suspension or expulsion from another public or private school
- is entering from a Youth Detention Center or a behavioral rehabilitative program
- has failed to enroll during the first twenty (20) days of the current semester or has excessive unexcused absences or days off roll.

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

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

An individual classified as a student with disabilities is eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second [22] birthday whichever comes first; Students must present a written excuse upon return after an absence, whether excused or unexcused and/or an admit slip if the student checked-in/out. **The excuse or admit slip must be presented to the teacher and/or attendance clerk within three days of the student's return to school; otherwise the absence will be recorded as unexcused.** Credit for make-up work will be granted only when the work is submitted adhering to the attendance policy timeline.

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

## Academic Consequences of Absences

### **Students who are absent must initiate make-up work with teachers on the first day they return.**

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

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

For middle & high school students: Parents/guardians may submit written excuses for up to five (5) days of absences per school year. For absences due to personal illness, students must present original documentation from a medical provider in order for any absence after five absences to be excused. Absences resulting from any other reason specified as “excused” will be accepted with appropriate documentation i.e., a copy of a subpoena for a court appearance, etc. (See Section A). **Failure to provide this documentation within three (3) days after returning to school will result in absences recorded as “unexcused.”** High school students will not be granted credit when unexcused absences exceed ten (10) days per class per year. When credit for a course is denied, the grade designation for no credit (NC) shall be given for each class the student passed. The actual numerical grade shall be given for each class failed.

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

### **Consequences for Parents/Guardians of Children with Excessive Absences**

In order to comply with Georgia law, a parent/guardian of a student with more than five (5) unexcused absences may be referred to the appropriate court and will be subject to fines of not less than \$25.00 nor more than \$100.00 or imprisonment up to 30 days or community service or any combination of penalties. (Code Section 20-2-690.1) Each absence after notification of violation that a child has five unexcused days of absence shall constitute a separate offense. When a student has been absent three days and then five days, the parent will be notified. Notification may include one or more of the following: a letter to the parent/guardian, phone call to parent/guardian or a phone call to the residence via School Messenger.

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

## **B) GA LAW 20-2-1182**

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

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. (Code 1981, § 20-2-1182, enacted by Ga. L. 1989, p. 1394, § 1; Ga. L. 2001, p. 4, § 20.)

## **C) CHAIN OF COMMAND**

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

The Newton County School System does not recognize social media (e.g., Facebook, Twitter, blogs, etc.) as primary means of communication in relation to student, parent, personnel or school system issues. If you have a concern that you wish to be addressed, please contact school and/or system personnel directly via email, phone, letter, or in person in efforts to resolve matters. Additionally, please follow the prescribed Chain of Command to address concerns.

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

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

<b>Discipline</b>	<b>Curriculum</b>	<b>Transportation</b>	<b>Athletics</b>
Teacher	Teacher	Appropriate Zone Supervisor	Coach
Appropriate Assistant Principal	Appropriate Assistant Principal	Appropriate Assistant Principal	Assistant Athletic Director
Principal	Principal	Principal	Athletic Director
Director of Secondary Ed	Director of Secondary Ed	Director of Support Services	Principal
Deputy Superintendent	Deputy Superintendent	Deputy Superintendent	System Athletic Director
Superintendent	Superintendent	Superintendent	Deputy Superintendent
School Board Member	School Board Member	School Board Member	Superintendent
State Dept. of Education	State Dept. of Education	State Dept. of Education	School Board

## D) CHECKING IN AND OUT

1. Any student who arrives at school after 9:00 a.m. if attending a middle school and after 8:15 a.m. if attending a high school must check-in at the designated area. A check in pass will be issued and should be presented to the classroom teacher. Students who habitually check in late will be subject to the tardy policy.
2. Early Release Days-When school is dismissed early, on system designated “early release” days, students eat breakfast and lunch at school and are dismissed at the following times:

Elementary Schools-11:15

Middle Schools- 1:15

High Schools- 12:15

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

## E) HOSPITAL/HOMEBOUND PROGRAM

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

## F) WORK PERMIT

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

## G) REGISTRATION REQUIREMENTS FOR NEW AND RE-ENTRY STUDENTS

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

1. **Proof of Prior School Enrollment.** A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.
2. **Residency Verification.** The parent/guardian must provide both a non-contingent sales contract or lease or deed **and** at least one utility bill or receipt of service deposit in the parent/guardian's name with the same address validating residency in Newton County at the time of registration. (No Post Office Box). A student will be withdrawn from the Newton County Schools if it is discovered that he/she was admitted with fraudulent residency information. NOTE: Verification of residence within Newton County may be requested at any time at the discretion of the administration regardless of the date of enrollment within the school system.
3. **Custody/Guardianship.** The person enrolling a student shall present proper identification which may include a driver's license, a state identification card, or passport. Proof of custody/ guardianship must be provided if the child does not live with one or both parents. This document must be provided at the time of registration.
4. **Immunization Form.** All students, including foreign exchange students, must submit a Georgia Certificate of Immunization-Form 3231.
5. **Eye, Ear, and Dental Form.** All students entering a Georgia Public School for the first time or re-entering after having been absent from a Georgia school for at least one school year must have on file the Georgia DHR Form 3300 Certificate of Eye, Ear, and Dental Examination. (Out-of-state forms will be accepted if dated within the last twelve months.)
6. **Certified Birth Certificate.**
7. **Social Security Number.** It is important to note that state law does not permit disbursement of HOPE Scholarship funds to students without an associated Social Security Number.
8. **Two years of school discipline records.** Students in grades 7-12 cannot be enrolled without proper discipline records. Students without proper discipline records may be referred to the placement review committee for enrollment. School administrators may, at their discretion, require a student and his/her parent(s) to sign a behavior contract as a prerequisite for enrollment.

## H) WITHDRAWAL OR TRANSFER FROM SCHOOL

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

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

## **I) SPECIAL PROGRAMS**

A student may be assigned to another school to provide access to a special instructional program(s) not available in the home school to which he/she would be assigned based on his/her place of residence. Beginning with the 2013-14 school year, “special instructional program(s)” are JROTC, the Academy of Liberal Arts at Newton High School, and the STEM Institute at Newton College and Career Academy. This stipulation for out-of-zone assignment will apply for the duration of the time a student is enrolled in special programs assigned to that school. The parent/guardian will be responsible for transporting the student to and from school. Policies and procedures of the Georgia High School Association apply. Only students accepted and enrolled in the “special instructional program” are eligible to have out-of-zone requests approved. Siblings not enrolled in the “special instructional program” will not be granted out-of-zone enrollment.

## **J) PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

1. The administration of any survey containing one or more of the following items:
  - Political affiliations or beliefs of the student or the student’s parent;
  - Mental or psychological problems of the student or the student’s family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student’s parent; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).
3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

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

**The school is required by federal law to give this notice to parents. However, the school does not have scheduled at this time any such activities as are described**

**above. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.**

## **K) RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION**

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

1. Inspect and review the education records of your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student’s education records.
4. The Newton County School District has designated the following information as directory information:
  - Student’s name, primary address and telephone number;
  - Student’s date and place of birth;
  - Student’s participation in official school clubs and sports;
  - Weight and height of student if he/she is a member of an athletic team;
  - Awards received during the time enrolled in Newton County School System;
  - Dates of enrollment at Newton County Schools;
  - Honors and awards received during the time enrolled in the Newton County Schools;
  - Video, audio or film images or recordings;
  - Photograph; and
  - Grade level.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student’s information disclosed without their prior written consent.

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

## **K) NOTIFICATION OF PROFESSIONAL QUALIFICATIONS**

At the beginning of the school year, under requirements of the Elementary and Secondary Education Act, the parent/guardian of a student attending a school receiving Title I funds may request information regarding the professional qualifications of the student’s classroom teachers and paraprofessionals including, at a minimum, the following: the qualifications and licensing criteria for the grade level/subject areas taught; the baccalaureate degree major of the teacher and any other graduate certification or degree

held by the teacher; the field of discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition, the parent may receive information on the level of achievement of the child in each of the State academic assessments; and timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Please contact the Principal for such information; principals can be reached using the information in the following chart.

### **NOTIFICACIONES DE LAS CUALIFICACIONES PROFESIONALES**

Al principio de este año escolar bajo los requisitos del Acto de Ningún Niño se Queda Atrás, los padres de un estudiante quien asiste a una escuela que recibe fondos del Título I podrán solicitar información sobre las calificaciones profesionales de los maestros del estudiante y ayudantes de maestros, incluyendo como mínimo, los siguientes: las calificaciones y criterios de certificación para el nivel de grado/materia enseñada; la licenciatura del maestro y cualquier otra certificación de graduación o título obtenido por el maestro, y el área de disciplina de la certificación o título; y si el niño recibe servicios de ayudante de maestro y, si es así, sus calificaciones. Se les avisara a los padres cuando su niño ha sido asignado a un maestro de instrucciones por cuatro o más semanas consecutivas que no está calificado de alta calidad. Para obtener más información acerca de las calificaciones profesionales, puede comunicarse con los directores de la escuela apuntados a continuación

School	Principal	Phone Number	Email
Clements Middle	Mrs. Joy Antone	770-784-2934	antone.joy@newton.k12.ga.us
Cousins Middle	Dr. Makeba Clark	770-786-7311	clark.makebat@newton.k12.ga.us
Indian Creek Middle	Dr. Swade Huff	770-385-6453	huff.swade@newton.k12.ga.us
Liberty Middle	Mrs. Keisa Taylor	678-625-6617	taylor.keisa@newton.k12.ga.us
Veterans Memorial Middle	Dr. Takila Curry	770-385-6893	curry.takila@newton.k12.ga.us
Alcovy High	Dr. Sandra Owens	770-784-4995	owens.sandra@newton.k12.ga.us
Eastside High	Mr. Jeff Cher	770-784-2920	cher.jeff@newton.k12.ga.us
Newton High	Mrs. Shannon Buff	770-787-2250	buff.shannon@newton.k12.ga.us
Newton County Theme School at Ficquett	Dr. Naomi Cobb	770-784-2959	cobb.naomi@newton.k12.ga.us
Newton College and Career Academy	Mr. Chad Walker	678-625-6769	walker.chad@newton.k12.ga.us

### **L) SCHOOL CANCELLATION OR EMERGENCY SCHOOL CLOSING (EARLY DISMISSAL) DUE TO SEVERE WEATHER:**

Newton County School System (NCSS) adheres to the following procedures regarding school closure or early dismissal due to inclement weather. If severe weather occurs or is predicted in advance, the school superintendent will try to make a decision by 10 p.m. the night before a school closure. Weather changes quickly and as a result, it is not always possible to make an accurate decision by 10 p.m. If a definite decision to close schools cannot be made by 10 p.m., Newton County School System personnel will monitor weather and road conditions overnight and into early morning hours. If a school closing



is necessary, the Superintendent would make that decision no later than 5 a.m. on the morning of the school closure. Please do not call the schools or central office to inquire about possible school closings as that occupies phone lines and delays a district announcement. School closing announcements would be posted on the Newton County School System website, the district's Facebook and Twitter pages, and on metro-Atlanta television stations. In addition, a School Messenger Call would go out to NCSS families and employees. It is very important that parents keep phone information up-to-date as School Messenger utilizes parent contact information on file in Infinite Campus. Should weather become severe during the school day resulting in the need to dismiss students early, the Newton County School System would initiate an Emergency School Messenger Call to parents. As with a school cancellation, the early dismissal announcement would be posted on the NCSS website, Facebook, and Twitter pages, and metro-Atlanta television stations will also be notified.

## **M) STUDENT PUBLICITY RELEASE**

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

Home addresses, telephone numbers, or other personally identifiable student data are not published or released in press releases, newsletters or websites. **However, please note the school system cannot control the inclusion of students in photographs or video images of large group settings covered by the public news media, such as school assemblies, plays, parades, athletic, instructional activities or other extracurricular events. Please see the last pages of this document for signing the Publicity Release form.**

## **N) NEWTON COLLEGE AND CAREER ACADEMY (NCCA)**

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

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

NCCA will offer 22 Career Pathway programs in our state-of-the-art classroom and laboratory facilities.

Students in all three Newton County high schools are eligible for enrollment at NCCA. For more information about student enrollment, contact a Newton County high school guidance counselor.

## **O) ENGLISH FOR STUDENTS OF OTHER LANGUAGES**

English for Students of Other Languages (ESOL) program provides a curriculum and instructional assistance to students not proficient in English because their native tongue is other than English. The ESOL program provides academic language development and proficiency in listening, speaking, reading, and writing while integrating state standards to support academic achievement in the regular classroom.

## **P) RESPONSE TO INTERVENTION (RTI)**

Each school has a Response to Intervention (RtI) process established to review referrals of students experiencing academic and/or behavioral difficulties. The RtI teams may be composed of the school principal or assistant principal, teachers, school counselor, psychologist, and other appropriate school personnel. The RtI teams assist classroom teachers in identifying the needs of referred students, planning alternative instructional and/or behavioral strategies, and serving to determine the promotion/placement/or retention of a student.

## **Q) TITLE I PROGRAM**

Title I is a federally funded program designed to provide additional educational services in all Newton County Schools to students in the core curriculum. There are two types of Title I programs offered: Targeted-Assistance and School-Wide. In a Title I Targeted-Assistance Program, students are selected for program services based on multiple criteria and a Title I teacher works with identified students to provide extra reading and/or mathematics instruction in each student's area of weakness. A Title I School-wide program provides an opportunity for all students to receive assistance in the areas of reading, language arts, mathematics, science and social studies in order to improve academic achievement for all students at the school. The school carefully develops an instructional plan to provide a researched-based, well sequenced, and timely improvement program. Parents of Title I students are encouraged to become involved in parent activities held throughout the year. Questions regarding Title I program services may be directed to the school's principal or the Director of Federal Programs (770-787 1330).

## **R) ELECTRONIC DEVICES DURING STANDARDIZED TESTING**

In accordance with the Georgia Department of Education's guidelines regarding cell phone/electronic devices in designated testing locations, students of the Newton County School System are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information. Improper use of such electronic devices during testing will result in disciplinary action in accordance with the Newton County School System's student code of conduct and test invalidation. During the administration of standardized assessments, all cell phones/electronic devices must be in the "off" position and stored by the teacher, if brought into a designated testing location. Cell phones/electronic devices will be returned to the student after all testing materials have been collected. During state mandated assessment windows, students will be expected to follow the guidelines as indicated, should they bring their cell phones into the designated testing locations within the school. It is the preference of the Newton County School System that students leave their cell phones/electronic devices at home on the days standardized tests are administered. The

Newton County School System is not liable or responsible for any personally-owned electronic device brought onto any school system property.

## **S) MYPAYMENTSPLUS**

Parents can make payments for fees for school meals, athletics, parking, library fines, Advanced Placement Exams, and more on-line. Visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to find out more and to register for an account.

## **MIDDLE SCHOOL INFORMATION AND PROCEDURES**

### **ACADEMIC HONESTY**

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

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

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

In addition to the consequences listed above, students may lose privileges, positions, or opportunities requiring trustworthiness and responsibility. Students may also receive a disciplinary referral (See Rule 66).

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

### **ATHLETICS**

Students who participate in any school sponsored athletic program must ride the bus to and from athletic events. Only in rare cases will a student be permitted to ride home with parents or other individuals. In the event this is necessary, prior written permission must be obtained from the administration. Practices conducted inside the building are closed to spectators.

### **ATTENDANCE AND TARDIES**

Please carefully read the attendance section in the Newton County School System portion of this agenda. It is extremely important that your child attend school in order to succeed academically. Tardiness results in missed class time. After the third absence, the parent will receive a call, after the fifth absence a letter, and the seventh absence will result in a referral to the social worker. The NCSS Social Worker will contact parents and/or submit a truancy complaint to juvenile court.

**Any student who is absent from school may not attend or participate in any after school activities, events, and/or programs.**

## **BAND AND CHORUS**

Any student wishing to enter or withdraw from either band or chorus may do so only at the following times: at the beginning of the school year or at the end of the semester. All drop/add proposals must be submitted to the band/chorus teacher one week prior to the end of the semester and be approved by the principal or designee.

## **CAR RIDERS**

Students who are dropped off in the morning should not be dropped off prior to 8:15 am and are not permitted to be dropped off in the parking lot; they should be dropped off in front of the school.

**NOTE:** Extra members of the school staff will assist with car rider procedures until such time that a smooth transition can be established.

**Car riders should be picked up no later than 4:45 p.m.**

## **CHECK-IN, CHECK-OUT PROCEDURE**

When a student checks in or out of school, he/she must first report to the front office. During the school day, a student will be released from school only to a parent, legal guardian or other authorized person. **Such persons should be properly identified with a picture I.D.** The parent or authorized person who will pick up the student must come inside the school and sign the checkout record. Students are considered absent if they are checked out prior to 12:30 p.m.

**Students may not be checked out after 3:45 P.M.**

**Students may not be checked out after 12:30 on Early Release Days.**

## **COUNSELING DEPARTMENT**

The Counseling Department provides a large number of services, which include classroom guidance, group, and individual counseling on a limited basis. Counselors are ready to assist students in any way that will make their school experience more rewarding. Counselors are available to consult with parents regarding special concerns they may have about their child. Teachers are also encouraged to use the services of counselors regarding the special needs of their students.

## **COURSE SYLLABUS**

At the beginning of the year, teachers and/or teams will distribute a course syllabus. Students are asked to take the syllabus home and review it with their parents. Since the syllabus will include an outline of the course content, grading procedures, expectations for behavior, and other pertinent information it is important that students and parents read all syllabi carefully. Teachers reserve the right to make changes in the syllabus as appropriate.

## **E-MAIL**

Teachers may be contacted via e-mail. Please see your student's information packet for e-mail addresses. Important information can also be found on each school's website.

## **EMERGENCY DRILLS**

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

## **ENRICHMENT CLASSES**

Middle Schools offer a variety of Enrichment classes. Class participation will be determined using various sources of data. Enrichment classes are designed to provide

opportunities for growth and demonstration, necessary remediation, and intervention strategies. Grades earned in **Enrichment classes count towards the requirements to remain in academic good standing.**

### **FALSIFYING REPORTS**

Falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel are prohibited [20-2-751.5 (a)(17)]. An investigation will be held with the penalty at the discretion of the administrator, which may include ISS, suspension, or suspension to a formal hearing (See Rule #66 in the Code of Conduct).

### **GRADING**

Middle Schools are governed by the Newton County promotion policy. If a student fails two or more classes, he/she will be considered for retention. It is the responsibility of each student and his/her parent to be aware of his/her academic standing and confer with the teacher before difficulties arise. **It is important to note that Connections and Physical Education courses count toward promotion requirements as well as extracurricular eligibility.** When work is missed because of excused absences, it is the student's responsibility to make it up. **The student will have an equal amount of time as the number of absences to complete missed assignments.**

The grading scale is as follows:

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

### **HALLWAYS**

A student must have a signed agenda or hall pass from a teacher in order to move in the hall during the day. Students should move quietly in the building; running in the building is not allowed.

### **HEALTH RECORDS**

Georgia law requires that every student enrolled in a Georgia public school have a current Georgia Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources.

In addition, those students entering Georgia public schools for the first time must provide an eye, ear, and dental certificate at the time of registration.

### **HEALTH SERVICES**

The Newton County School nurse may make contact with parents regarding any health issues. The nurse will not take responsibility for evaluating signs of illness or injury that have occurred at home; these should be referred to your family doctor or an emergency room.

#### **CLINIC SERVICES FOR ILLNESS AND ACCIDENTS**

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

Please keep your current telephone number, the name of a contact person for emergencies and his/her current number on file in the office. Please be sure to return to the teacher the

emergency authorization form at the beginning of the year. Also, make sure that your student has the phone numbers of all authorized contacts written in his/her agenda. Updating information housed in the front office will expedite the process of contacting someone when necessary.

### COMMUNICABLE DISEASE

Children having any contagious or infectious disease should not return to school unless cleared by the family physician or Health Department. The following conditions should be considered communicable. Parents should notify the school if their child has been affected by any of these for advice on readmission to school.

Lice (pediculosis)	Meningitis	Chicken Pox (Varicella)
Poliomyelitis	Scarlet Fever	Pink Eye (Conjunctivitis)
Strep Throat	Hepatitis	Ringworm
Mononucleosis	Scabies	Worms or Parasites
Measles (Rubella)	German Measles	Impetigo/Staph Infection
T.B. (Tuberculosis)	Mumps	Whooping cough (Pertussis)

### HEAD LICE

Students who have head lice (pediculosis) are to be sent home from school. Students diagnosed with head lice can return to school after the lice treatment has been administered. **Before re-entering school, it will be necessary for the nurse to determine** that the student is free of ALL infestation and any remnants, including dead nits.

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

### **HOSPITAL/HOMEBOUND STUDENTS**

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

### **HOMEWORK**

All students will receive homework from their various teachers. Homework is a part of course requirements, and students are expected to complete the assignments on time. Homework is a way to review and reinforce what has been taught. Failure to complete assignments will be detrimental to grades. Teachers must be given 24 hours notice to gather missed assignments for absent students.

### **HONOR ROLL**

Students are encouraged to strive for academic excellence. In order to recognize students who excel, a list of honor roll students is submitted to the local media for publication. In order to meet the criteria for Principal's Honor Roll, the student must receive all As during the designated grading period. In order to meet the criteria for Merit Honor Roll, the student must receive all As and Bs during the designated grading period.

### **INJURIES**

Anytime a student is injured at school he/she should report the injury immediately to the teacher or person in charge of supervision. The teacher will then notify the nurse/main office and complete an accident report. Attempts to contact the parent/guardian will be made in order to notify them of the accident/injury. If deemed appropriate, emergency

services will be contacted by an administrator or designee. Parents are responsible for medical bills when students are injured at school or participating in a school sponsored event.

### **INSURANCE**

Accident insurance may be purchased on an optional basis. The insurance covers the student en route to and from school and while attending school. Some form of insurance is required for each student to participate in athletics. The homeroom teacher will provide information about insurance.

### **INTERIM PROGRESS REPORTS**

Approximately four and a half weeks into each nine-week marking period an INTERIM PROGRESS REPORT will be issued. Parents should sign and return a copy of the report to the next school day.

### **JACKETS AND COATS**

Bulky jackets and coats/outerwear garments are prohibited from being worn in the school building. These items are unnecessary since the building is climate controlled.

Furthermore, this provides additional measures for assuring school safety. Students may wear these items to school but must secure them until the end of the day. **Students are not permitted to wear hoods during the day.**

### **LOCKERS/BACKPACKS**

When possible, lockers are provided for student use during the school day. Locker privileges are assigned and revoked at the discretion of school staff. Students accepting usage of the lockers must also accept the related responsibilities, including keeping the assigned locker clean, both inside and out, and to pay for damage caused to the locker. Lockers are school property and under the control of the Newton County School System. The school assumes no responsibility for lost/stolen property or money kept in lockers. The school reserves the right, consistent with state law, to search lockers when necessary to insure safety and enforce school and district policies.

### **LOST AND FOUND**

There will be a designated lost and found area in the school building. Items not claimed will be removed and donated to charity.

### **LUNCHROOM PROCEDURES**

Breakfast and lunch are expected to be pleasant times for everyone. All students are expected to conduct themselves properly, practice good table manners, and take no food from the cafeteria. **Due to lunchroom regulations, non-standard meals, such as fast food sandwiches and drinks, (i.e., Burger King, McDonald's, etc.) are not permitted in the cafeteria.** Should you wish to send a drink to school, the drink must be in an **unopened container.**

### **MEDIA CENTER**

The media center is available as a resource to our students. All school rules apply in the media center. Students are responsible for all materials checked out to them and must pay for replacement of all lost or damaged items. In addition, \$0.05 per day is charged for overdue materials. **All media center fines must be cleared before report cards are issued.** Students must either present identification or enter their ID # in order to check out materials from the media center. Replacement cost for an ID card is \$5.00.

### **MEDICATION**

Newton County Board of Education policy does NOT permit middle school students to be in possession of medication of any kind. **Medication will be maintained by school personnel ONLY in special long-term situations.** Parents will be required to administer



any short-term medications. Parents are requested to contact the nurse/front office concerning special medical situations. School system employees will not dispense over the counter (OTC) medications.

### **MESSAGES AND GIFTS**

The school cannot be a message service to your child unless there is a true emergency. ***We will not accept messages if specific security questions are not answered properly.*** **We do not accept messages after 3:15 p.m.** We will announce the names of students who have messages at the end of the day only. All rooms including the gym have loudspeakers. **Please do not deliver flowers, balloons, or other items to school. We will not interrupt instruction to call your child to the phone unless there is an emergency.**

### **PARENT CONFERENCES**

Parents are encouraged to schedule conferences with their student's teachers during the team's planning time. Parents should arrange conferences ahead of time and avoid classroom interruptions. There are two scheduled early release days for conferences. Please check your child's agenda daily. Check in at the front office to receive a VISITOR'S BADGE. Parents can request a conference throughout the school year.

### **PARTICIPATION REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES**

**Students must be present in order to participate in any extra-curricular activities that day.** Students suspended from school will not participate in any school-sponsored activity during the suspension. Students assigned to ISS will be suspended from any game or event scheduled during the time of assignment to ISS. Suspension and ISS do not end until the student physically returns to school. Students may be allowed to practice their extra-curricular activities while in in-school suspension (ISS), but not while suspended. **Students can fail only one class the previous semester prior to participation.** The administration may withhold a student's participation from any activity based on the student's placement on academic or behavioral probation. **Students who are not picked up promptly from after school events will not be permitted to attend future events.**

### **PEER MEDIATION**

Mediation is an approach to resolve conflicts. Students who have a disagreement are offered the chance to sit face to face and talk uninterrupted so each side of the dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed. Trained peer mediators are neutral third and fourth persons who lead the mediation process. They help the disputants communicate and come to a solution. Mediators keep all information confidential. Peer mediators have been trained to listen objectively and respect all points of view. Students may request peer mediation through the Counseling Department.

### **PROMOTION / RETENTION / PLACEMENT**

Students whose yearly grade average in **at least six out of seven** classes is 70% or higher will be promoted to the next grade. Students whose yearly grade average in two or more classes is below 70% will be retained, unless he/she reaches standards for promotion. **Every effort should be made to pass each class during the school year.** Parents will be notified of the school's concerns regarding a student's promotion status and asked to attend meetings and give input before final promotion, retention, and placement decisions are made. Students in grade eight must achieve level 2 or above in the reading and math portions of the Georgia Milestones End of Grade assessment. Sixth and Seventh grade student performance on Georgia Milestones End of Grade assessments may impact student promotion.



## **REPORT CARDS**

Refer to the Newton County School System calendar for report card issue dates. Students are expected to take their report cards home. **Parents are asked to sign and return the report card to school the next day. Final report cards will be sent home with students on the last day of school unless there is a “HOLD” on a student’s report card. Parents may pick up report cards on the third business day following the students’ last day of school at which time “HOLDS” can be cleared.**

## **SCHOOL HOURS**

School begins at 9:00 a.m. and ends at 4:15 p.m. Supervision will be provided from 8:15 a.m. until 4:45 p.m. Please make the necessary arrangements to adhere to this schedule. ***Students will not be allowed to check out after 3:45 p.m. Students should not be dropped off prior to 8:15 a.m. by car or bus and must be picked up by 4:45 p.m.***

## **SCHOOL MESSENGER & THE TELEPHONE CONSUMER PROTECTION ACT (TCPA)**

The Newton County School System and individual schools utilize the computer automated telephone dialing program School Messenger in order to contact parents and stakeholders for a variety of reasons, including emergency notifications. In compliance with TCPA you will have an opportunity to decline to receive all calls except those for emergency reasons. If you wish to opt out of receiving notification calls you will be prompted to indicate that wish during the received call. If you opt out of notification calls, you will still receive emergency calls.

## **SEX EDUCATION**

The Science/Health curriculum follows the objectives of the State Board of Education.) and local objective approved by the Board of Education. **Parents who do not wish to have their child participate in class while these objectives are being covered should notify the teacher in writing at the beginning of the school year.**

## **TELEPHONE USAGE**

Students who need to use the telephone due to illness or an emergency will be allowed to have office personnel make calls for them in the front office. It is up to the classroom teacher to determine when a real emergency exists. If your child has a special health problem or other situation that causes you to be concerned about communication, please notify all of your child's teachers in writing. All special arrangements, including alternative transportation arrangements, should be communicated to students before they arrive at school except in emergency situations. Cell phones are not to be used on field trips. **Refer to the Code of Conduct for electronic communication device usage restrictions.**

## **TESTING**

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

The State of Georgia has a mandatory testing program that includes testing for sixth through eighth grade students. Students in grade six will take the Iowa Test of Basic Skills (ITBS). Students in grades sixth through eighth will be given the state mandated Georgia Milestones Assessment.

## **TEXTBOOKS**

Textbooks are the property of the State of Georgia and the local school system. When textbooks are issued to a student they become the student's responsibility. The student has the responsibility to take care of these books at all times. If a book is lost or damaged

(beyond the usual wear), **restitution must be made to the school otherwise report cards may be held. Lost texts will not be replaced until payment has been received. Students are responsible to complete work as normal.**

### **TRANSPORTATION**

Students who attend Newton County Schools are provided the privilege of transportation via school buses. Any student who wishes to ride a different bus to or from school must have written permission from home that has been approved by an administrator. **Students should bring the written permission to the front office in the morning and pick it up after it has been approved by an administrator.** All students transported to or from school by parent/guardian should be dropped off or picked up in the front of the school.

**Students who choose to walk to or from school must have their parents sign a waiver allowing them to walk. If you choose for your student to walk, please be aware that he/she will not be dismissed until second bus load is called. Please encourage your student to ride the bus.**

### **VIDEO SURVEILLANCE CAMERAS**

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for student, staff and building visitors, and to reduce vandalism and theft, many areas of the middle school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The recordings of such observations shall be available for use by the school district and its administrative staff, if necessary, to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

### **VISITORS**

**Safety is one of our primary concerns; therefore, we have specific visitor procedures that are designed to protect all students and staff members.**

All visitors, upon entering the building, **MUST** first come to the front office to sign the Guest Register and obtain a visitor pass. Students are not allowed to bring visitors to school. **Parents/guardians wishing to visit a classroom must seek administrative approval at least 24 hours in advance.** Parents or legal guardians are the only individuals who may visit a classroom. Former students must sign the Guest Register and may visit teachers **before and/or after school.**

## **DISCIPLINE – CODE OF CONDUCT**

The Newton County Board of Education operates on the philosophy that all students have the right to learn. The Board believes that students shall be responsible for their behavior; shall be in attendance and on time for school/classes, shall participate fully in the learning process; and shall recognize and respect the rights of other students and adults. To do so, each student must be in a school climate that is satisfying and productive, and one that is without disruptive behavior by any student infringing upon the rights of others.

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

The Board of Education annually approves middle and high school codes of conduct which include rules and procedures based on local and state laws and policies. The student disciplinary rules and procedures are developed by the administration with input where appropriate from students and parents. These rules are age appropriate, delineate standards of behavior and provide for progressive dispositions where appropriate.

To promote better discipline, school personnel are encouraged to use preventive measures such as, but not limited to, conferences, counseling, school social worker referral and Response to Intervention (RtI) referrals. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation. School administrators may, at their discretion, require a student and his/her parent(s) to sign a behavior contract as a prerequisite for enrollment.

Disposition or disciplinary action taken is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring, and to inform the parents of the misconduct. The administration is authorized to use a variety of corrective measures including, but not limited to, student and/or parent conferences, mediation, detention of the student with a teacher or administrator, in-school suspension, Saturday work, or out-of-school suspension to provide for a safe learning environment. Serious behavior problems, which could result in long-term suspension or expulsion, require a hearing before the Disciplinary Hearing Panel.

Student behavior which violates state or federal laws as specified in O.C.G.A. 20-2-1184 will result in a report being filed with the appropriate police authority and district attorney.

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

### **A. ALTERNATIVE SCHOOL**

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

Student assignment to the Ombudsman Program shall occur when the student placement is determined by a disciplinary hearing. Due to limited course offerings, placement in all matching courses (foreign language; CTAE courses, etc.) from the student's home school is not guaranteed at the Ombudsman Program. A referral to the system-wide placement committee may be made for students enrolling from other alternative school settings, students who are not on track for graduation, overage middle school students, and/or for students who are enrolling with extensive disciplinary infractions. Students returning to their zoned school from an alternative setting or expulsion are returning on a probationary status and a behavior contract may be issued.

### **B. IN-SCHOOL SUSPENSION PROGRAM (ISS)**

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

Students will bring basic learning supplies, (including all textbooks and folders), will do assigned work quietly in their seats or wherever appropriate, will show respect for themselves and others, and will obey all school rules and regulations. Students assigned to ISS will be suspended from any game or event scheduled during the time of assignment to ISS. Students **may be allowed to practice** with their team or organization when assigned to ISS. **Once a student is assigned to ISS, the assignment will be completed before the student returns to the regular classroom.**

### **C. OUT-OF-SCHOOL SUSPENSION (OSS)**

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

1. **SHORT-TERM SUSPENSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, for not more than ten school days. The Principal makes all decisions relative to short term suspension; the decision is final.

2. **LONG-TERM SUSPENSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, for more than ten days but not beyond the current semester.
3. **EXPULSION** - Removal of student from school and all school-sponsored activities including classroom attendance beyond the current school semester.
4. **SUSPENSION TO A FORMAL HEARING** - The hearing of all charges and evidence against a student for discipline offenses by a disciplinary hearing panel appointed by the Superintendent of Newton County Schools. Parents are sent written notification through the mail of the charges, witnesses, and date/time of the hearing. Disciplinary action taken by the hearing panel may include, but is not limited to, short-term suspension, long-term suspension or expulsion. **If a student is referred to a disciplinary hearing or accepts the waiver option the student is under probationary status for one calendar year from the date of the hearing/waiver. If a second disciplinary hearing is necessary for the student under probation, the administrative recommendation regarding disciplinary action will be for expulsion for a minimum of one school year.**

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

5. **MAKE-UP WORK FOR SUSPENDED STUDENTS** - A student under suspension will be allowed to make-up work and receive full credit. Some work, by its very nature is impossible to make up and may necessitate alternative assignments. The principal (or designee) is the final authority in determining alternative assignments. Students will lose credit for any work not made up within the number of school days suspended. For example, if a student is suspended 3 days, the student will have 3 days upon return to school to complete make-up work. After returning to school, **students are responsible to request assignments missed during a suspension.** If the work is not made-up by the student in the time specified, a zero shall be recorded for assignments that were to be graded.

#### **D. SUSPENSION FOR PARENT CONFERENCE**

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

#### **E. AFTER SCHOOL DETENTION**

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

## F. SATURDAY WORK DETAIL PROGRAM

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

1. A student absence from an assigned Saturday Work Detail Program may be excused only by a confirmed emergency. All excuses will be thoroughly checked. If a student is unable to attend, his/her parent needs to call the school before Saturday or be at the worksite by 8:00 a.m. to explain the absence to the supervisor.
2. Students who do not show up for assigned Saturday Work Detail or stay the duration will be suspended from school for one day.
3. Students must report to the assigned work area by 8:00 a.m. Late arrivals will be sent back home immediately and suspended for one day. **Parents/students should plan to arrive early to avoid unforeseen delays.**
4. Students must obey all rules and regulations. The supervisor will call for a parent to come to get a student for any violation of school rules, regardless of the time of the day. A one-three day suspension will follow.
5. Students are expected to be working at all times. Students will receive warnings from the supervisor if they are not working sufficiently. More than two warnings means the student will be dismissed and will be given a one day suspension, regardless of the time of day the dismissal occurs.
6. One (1) 15-minute break will be given in the morning.
7. Students should dress appropriately.

## G. ADDITIONAL INFORMATION ON SCHOOL RULES AND PROCEDURES

1. **SCHOOL OFFICES/MAJOR OFFENSES** - Students involved in major offenses such as alcohol and/or drugs or in repeated violations of other offenses will not be allowed to participate in any **elected and/or appointed** position representing the student body.
2. **SEARCH AND SEIZURE** - To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, vehicle, digital content of electronic devices and seize any illegal, unauthorized, or contraband materials discovered in the search.

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

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

3. **SELLING** - No items may be sold on campus without permission of the administrative staff. All such items and money will be confiscated. The school assumes no responsibility for confiscated items, but will return such item(s) to the parent/guardian on request.

4. **FOOD AND DRINKS** - Students may not leave campus to buy lunch and then return with that lunch. Students may bring lunches from home. **Commercially prepared lunches may not be delivered to students.**
5. **TARDINESS** - Tardiness is defined as a student not being in the designated area for instruction to begin at the time specified or when the tardy bell rings.
6. **HALL PASSES** - Students are not to be in the halls during class without an official hall pass.
7. **ELECTRONIC COMMUNICATION DEVICES** - The Newton County Board of Education permits the use of personal technology for instruction purposes as designated by the administrator or teacher. Use of personal technology during non- instructional time will be determined by the school administrators so as to preserve a safe and orderly learning environment. **Other than as necessary to enforce the rules of the school and at the discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.**
8. **DISTURBANCES** - Students are not to bring items such as electronic gaming devices, cameras (unless part of a cell phone as referenced in Rule 24), noise makers, pets, water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray or any nuisance devices to school except as a part of a planned activity. Any item or piece of equipment that may create a disturbance on school property is prohibited and such items will be confiscated. **Teachers and administrators have the authority to determine whether items are a nuisance or may cause a disturbance.** Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/presentation in a specific class are permitted only after teacher/administrator approval. **A teacher's classroom instruction shall not be audio/video taped without the teacher/administrator's permission.** The school assumes no responsibility for items confiscated or stolen, but will return such confiscated item(s) to the parent/guardian on request. **Other than as necessary to enforce the rules of the school and at the discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.**
9. **PRANKS** - Students who participate in pranks/vandalism subject themselves to disciplinary action. **Additionally, seniors at AHS, EHS and NHS will possibly jeopardize their participation in graduation exercises.**
10. **MEDICATIONS** - No internal medicines will be given to students from the clinic without written, parental/guardian permission and appropriate directions for administration. All prescription drugs must be in the original container and properly labeled with the **student's name, doctor's name, contents and instructions.** All prescription medication must have a completed Authorization to Give Medications Form with **Parent/Guardian and Doctor's signatures.** Students may carry and self-administer as needed prescription Inhaler, EpiPen, and/or Insulin after the Authorization to carry the prescription is completed by the **parent/guardian, student, and physician.** The medication to be self-administered must have the pharmacy label in the student's name attached. Students meeting the above criteria may self-medicate without prior clinic approval. The school accepts no liability for self-administered medication. All prescription medication other than self-administered medication must be kept in the school clinic.

11. **VALUABLES** – Students are requested not to bring items of large value to school and no more than \$50 in cash. The school assumes no responsibility for items lost or stolen. Other than as necessary to enforce the rules of the school and at the discretion of the administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.
12. **STUDENT IDENTIFICATION BADGE** – Identification badges help to ensure student safety. A student identification badge may be supplied for each student. A \$5.00 fee will be charged for replacing an ID that is lost. \$5.00 will be charged to replace a damaged card.

## **H. DRESS CODE**

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

In keeping with this intent, all students are expected to dress appropriately and exhibit good grooming habits. Students who fail to comply with the dress guidelines given below will be referred to an administrator and must change into acceptable garments. School attire which is not specifically covered in this section and which the administration believes is disruptive or distracting to the learning environment shall be prohibited.

### **PLEASE NOTE THE FOLLOWING (TO ASSIST WITH SCHOOL SAFETY):**

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

No extremes in dress and/or grooming will be permitted.

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

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

1. Clothing which advertises, suggests or displays any insignia of alcohol, illegal drugs or tobacco.
2. Clothing with obscene, vulgar, or suggestive language or design.
3. Clothing with words or symbols, such as pictures and emblems, which advocate violence and/or terrorism.
4. Clothing with signs, symbols, drawings, or writings which show allegiance, affiliation, or reference to any non-sanctioned group.
5. Colors, bandannas, articles of clothing or paraphernalia which promote or identify with a non-sanctioned group.
6. Sunglasses, caps, hats, and other head coverings such as bandannas and hoods worn inside the school building.
7. Clothing that exposes or accentuates the torso while standing or sitting, such as spandex pants, see-through garments, uncovered leggings, yoga pants, halter tops, spaghetti straps, backless dresses, tube tops, muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above, the waist.
8. Garments with holes that expose undergarments or significant amounts of flesh above the knee.



9. Shorts, dresses and skirts which stop less than fingertip length when worn properly around the waist and when standing upright. Splits in skirts should follow the "fingertip rule".
10. Tank tops.
11. Sleep wear including, but not limited to: pajamas, gowns, bathrobes, slippers, blankets, etc.

#### **APPROPRIATE SCHOOL ATTIRE:**

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

#### **I. USE OF COMPUTER/COMMUNICATION RESOURCES**

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

The Newton County School System maintains a digital network. Access to this digital network, as well as the hardware and software that support access, is conditional upon following all federal and state laws as well as Newton County School System's policies. The digital network shall be used solely in support of the School System's instructional and administrative programs. Use of the digital network is a privilege that may be discontinued at any time.

The digital network should be used only in a responsible, ethical and lawful manner. Any unauthorized use of the digital network or any failure to comply with the local and system-wide provisions and policies relating to use of the digital network will be grounds for loss of digital network access and other disciplinary and/or legal action. It is the vision of the Newton County School System for students through a rigorous and relevant education to be able to think critically, to create, to collaborate, and to communicate to global audiences using digital resources.

The Newton County Schools shall use technology protection measures that block or filter Internet websites not in accordance with this policy.

All system owned computing devices must be routed through the system's filtering system when accessing the Internet whether that device is on-campus or off-campus. All personally owned computing devices must go through the filtering system if that device is accessing the Internet through the system's digital network.

The Superintendent, administrators, and/or appropriate personnel shall provide all students with digital citizenship instruction which includes but is not limited to Internet Safety, cyber-bullying, and online netiquette.

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

#### **Acceptable Use**

Students and employees will receive the privilege of using the digital resources and the digital network in support of academic activities. If the student's parent/guardian chooses not to allow the student to access the digital resources of the Newton County School

System, the student's parent/guardian must sign an opt out form, and return this form to the school. Otherwise, every student will be given the privilege to use the digital resources as part of the educational mission of the school system. This privilege may be suspended or revoked and the student may face disciplinary action if the student exhibits behavior that does not comply with acceptable use.

### **Provisions of Acceptable Use and Unacceptable Use**

1. **Network Security** – Every student and every employee is responsible for maintaining the security of the school system's digital network. In order to maintain the security of the digital network, a student or an employee may not access or attempt to gain access a computer or areas on the digital network that is not normally accessible to him/her through the individual's normal login. No generic logins are to be used unless they are specifically authorized by the Director of Technology.  
No student or employee will use a login of another student or another employee. An employee shall not allow a student or an employee or any other person to use this employee's login.
2. **Accessing unauthorized websites** – A student or an employee shall not access or attempt to access an unauthorized website.
3. **Vandalism** – A student or an employee shall not destroy, vandalize and/or threaten to destroy computer hardware or software that is the property of the Newton County School System. Employees and students will be held financially responsible for willful damage or destruction of digital equipment.
4. **Obscenity** – A student or an employee shall not use the digital network or the digital resources EN to access, distribute or store images, or files that are deemed harmful to minors.
5. **Bullying** – A student or an employee shall not use the digital network or the digital resources of the school system to bully or to threaten a student or an employee.
6. **Logins for non-employees** – Daily substitute teachers are not allowed to have a school system login. Daily substitutes may be provided temporary access to the digital network by the Principal or his/her designee. The Principal has the discretion to allow long-term substitute teachers/administrators, student-teachers or interns to have a school system login.
7. **Disclosure of Personal Information** – Employees shall not use the digital resources or the digital network to disclose personal information of students or staff unless the employee has obtained written permission from the student's parent or guardian.
8. **Commercial Uses** – Students and employees shall not use the network for commercial or for-profit purposes.
9. **List Servs** – Employees shall not post personal messages on the school system's list servs or on the Intranet unless prior approval is obtained from the director of public relations or the director of technology.
10. **Downloading and Uploading of Software** – Students and employees shall not use the digital resources and the digital network to disrupt the functioning of our schools or our digital network by downloading or uploading software.
11. **Streaming Radio** – Students and employees shall not stream radio signals.
12. **Email** – With the permission of the building principal, all students can be given access to a system-owned email account. All email accounts are to be used for official school system business or for instructional purposes.
13. **Students Must Follow Teacher's Directions** – Students shall not use the school's digital resources and digital network, or Internet connection in a manner that is inconsistent with a teacher's directions and generally accepted network netiquette.
14. **Unauthorized Hardware** – Students and employees shall not connect to the wired network or install on the wired network any digital device which are not school system property

15. Wireless Network – The Newton County School System provides a wireless network for system-owned wireless computing devices. The school system also allows students, employees, and guests to access this wireless network with their personal-owned computing equipment.
16. Photos of Employees – No student may take a photo or a video of an employee without first obtaining permission from that employee.
17. Pilot Projects – Due to the ever evolving nature of technology, the Deputy Superintendent of Schools or his/her designee is authorized to temporarily suspend any provision of this policy as part of a pilot project or a test of new technology equipment, new technology applications, and/or new technology uses of currently installed technology.
18. Exemptions – Technology Department personnel are exempt from certain provisions of this policy as long as their actions are in accordance with their professional responsibilities.

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

### **CONSEQUENCES OF POLICY VIOLATION**

A user's network access privileges may be interrupted, suspended, or terminated for any violation or attempted violation of this policy.

A user's network privileges may be interrupted or suspended by a technology department staff member, administrator, or the Technology Director while a suspected violation is being investigated and while determination of any appropriate discipline is in progress. During such an investigation and determination, alternative opportunities for the user to complete assignments will be made available where appropriate and reasonably possible. Before suspension or termination of network privileges, the user will be advised of the suspected violation and given an opportunity to respond as part of the discipline procedures.

Violators may also be subject to disciplinary measures, such as suspension from school or expulsion for students or appropriate penalties for staff in accordance with the Discipline Procedures. Guests that violate the acceptable use policy may be barred from using the network or from being present on school grounds.

### **Student Use of Personal Technology Devices at School**

Use of all personal electronic devices used on school property is subject to all guidelines of Responsible Use Policy and the Student Code of Conduct. The device may belong to the user but the network belongs to the Newton County School District. Therefore, all Newton County School System network rules apply. If approved personal devices disrupt network operations, Newton County School System has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action. Responsibility to keep the personal technology secure rests with the individual owner. Newton County School System is not liable for any device stolen or damaged on campus. The district cannot replace or provide financial restitution for any stolen or damaged personal technological device.

Users bringing personal devices on to school property agree to the following conditions:

1. Personal electronic devices cannot be used to bypass the district internet filter. If network access is needed, connection to the filtered, wireless network

provided by the District is required. Students using cellular service to bypass the district filter will be subject to disciplinary action.

2. Students will not be required to bring a personal electronic device as a factor in grading or assessing student work. Students who do not have access to personal electronic devices will be provided with a device for in-class use, a partner to share with, or an alternative assignment.
3. All personal devices must be in silent mode while on school campuses.
4. Each user is responsible for his/her own device: set-up, maintenance, charging, and security. District personnel will not support, diagnose or repair personal devices.
5. Technology may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging, surfing the internet).
6. Personal devices may not be used to take, send, or post photographs or videos of a person or persons on campus during school activities and/or hours for non-instructional purposes.
7. Personal devices may only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
8. Personal electronic devices are only to be used for educational purposes at the direction and under the supervision of a classroom teacher. The use of personal electronic devices during the school day is at the discretion of teachers and administrators.
9. The teacher and campus administrators have the right to prohibit the use of personal electronic devices at certain times or during designated activities (i.e. testing, campus presentations, theatrical performances, guest speakers, etc.) that occur on campus.
10. PRINTING from personal technology will not be possible at school.
11. Use of personal devices to make phone calls in common areas and/or after school hours will be determined by the campus administration.
12. Students are prohibited from trading or selling technology items to other students on district property, at school-sponsored events, or on school buses.

## **J. SCHOOL NUTRITION PROGRAM**

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

### **MEAL PRICES FOR 2017-2018**

#### **BREAKFAST PRICES**

Full Price	\$1.25 per day	\$6.25 per week	\$27.50 per month (22 days)
Reduced Price	\$0.30 per day	\$1.50 per week	
	\$6.60 per month (22 days)		
Free	\$0.00 per day	not applicable	
	not applicable		
Adult	\$2.00 per day		

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

## LUNCH PRICES

Full Price	\$2.10 per day	\$10.50 per week	\$46.20 per
month (22 days)			
Reduced Price	\$0.40 per day	\$2.00	per week
\$ 8.80 per month (22 days)			
Free	\$0.00 per day	not applicable	
not applicable			
Adult	\$3.25 per day		

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

### **PRE—PAY FOR YOUR CONVENIENCE:**

Prepayment can be made by the following methods:

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

Please visit the school, email the School Nutrition Manager ( email addresses are listed on the School Nutrition webpage at [www.newtoncountyschools.org/](http://www.newtoncountyschools.org/) then go to menus ), view student meal history at [www.mypaymentsplus.com](http://www.mypaymentsplus.com), or call your student's School Nutrition Manager to be sure the student has adequate money in his/her school meal account. To receive email notification of low balances, please set up an account on [www.mypaymentsplus.com](http://www.mypaymentsplus.com) for each student and select the low balance notification option.

### **OFFER VS. SERVE/REIMBURSABLE MEALS**

Students who participate in the school meals programs are offered several choices of foods at breakfast and lunch. Students do not have to take all of the items offered; however, they must select a minimum number of items to make a full meal(also known as a reimbursable meal). At breakfast, students must select **at least three of the four items** offered. At lunch, students must select food choices from at least **three of the five meal items** (fruits, vegetables, meat/meat alternates, grains, and milk) offered to have a full meal. At breakfast and lunch at least one item selected must be a ½ cup serving of a fruit or vegetable for the meal to be considered a full meal. Any student who does not select the minimum number of items required for a full meal **will be charged a la carte prices** for items. For more information on how to choose a full meal, visit the School Nutrition webpage at [www.newtoncountyschools.org/](http://www.newtoncountyschools.org/) then go to menus.

## MEAL CHARGES

High school students are **NOT** allowed to charge meals.

Middle school students are **NOT** allowed to charge breakfast meals. Middle school students will **NOT** be allowed to charge meals during the month of May (end of year). All charges must be paid by May 1<sup>st</sup> of each school year.

Middle school students will be allowed to charge lunch meals up to the approved limit of three (3) meals. Students receiving reduced price meals also have a maximum charge amount of (3) lunch meals. If three (3) meal charges have occurred, an alternate meal will be offered (e.g. peanut butter sandwich or cheese sandwich with milk for lunch) to middle school students. Parents of secondary students will be notified of negative balances by telephone calls twice each week from the School Messenger system. To insure prompt notification of negative balances, please notify the school attendance clerk at your student's school of all telephone number changes.

**Students will not be allowed to charge extra milk, extra entrees, ice cream, or any type of a-la-carte item. Students may not purchase milk, ice cream or extra food items if their account has a negative balance.**

The School Nutrition Program Manager can provide the parent a student's meal history and account information on the phone or by letter sent home with the student. Student meal history and account information is also available through [www.mypaymentsplus.com](http://www.mypaymentsplus.com) at no charge to the parent. Your student's school identification number is required to access MypaymentsPlus for account information.

## NON-SUFFICIENT FUNDS (BAD CHECKS)

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

**This institution is an equal opportunity provider.**

## DISCIPLINE CODE RULES and DISPOSITIONS

All dispositions for offenses listed below are minimum dispositions. Depending on the severity of the situation, school officials may apply stricter measures up to and including notification of law enforcement. An administrator has the discretion to determine the offense and the appropriateness of the disposition assigned. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

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

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

Students under suspension or expulsion are not permitted to attend or participate in athletic/extra-curricular activities (which includes graduation ceremonies) during the period of the suspension or expulsion.

### 01. ALCOHOL

**OFFENSE:**        **Selling of or attempting to sell, purchase, possession of, use of, or under the influence of alcohol on school property, or at a school event**  
                         (Influence is defined as noticeably impaired behavior, obvious physical symptoms, and/or having registered positive by a breathalyzer test.)

**DISPOSITION:** Minimum ten day suspension. The student will be referred to a formal hearing.  
                         **The principal or designee shall notify law enforcement officials.**

### 04. FAILURE TO REPORT MEDICATION

**OFFENSE:**        Possession of medication (prescription or over the counter) without distribution or abuse.  
                         All prescription and/or over the counter medication must be reported to the main office and kept in the clinic (**except as required for self-administering asthma medication as detailed in the DISCIPLINE—CODE OF CONDUCT, Section G.10.**). Students found in possession of medications which have not been reported to the school staff are in violation of this policy.

**DISPOSITION:** Penalty at the discretion of the administrator which may include ISS, suspension, or suspension to a formal hearing and/or notification of law enforcement.

## 05. DRUGS\*

**OFFENSE:** Selling of or attempting to sell, purchase, distribution of, possession of, use of drugs (except as required for self-administering asthma medication as detailed in the DISCIPLINE—CODE OF CONDUCT, Section G.10.) or under the influence of drugs on school property or at a school function

The following are examples of items that violate this policy:

**illegal drugs, prescriptions or over-the-counter medication, and/or substances represented to be illegal drugs, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc.**

(Mere possession of inhalants such as glue, white-out, and/or rubber cement does not constitute violation of this policy. Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.)

**DISPOSITION:** Minimum ten-day suspension. The student will be referred to a formal hearing.

**As per Georgia Code 20-2-1184 and 16-13-30, the principal or designee shall notify law enforcement officials regarding illegal drugs or substances thought to be illegal drugs.**

## 11. NICOTINE DELIVERING PRODUCTS

**OFFENSE:** Using and/or possessing electronic nicotine delivery devices (ie. Electronic cigarettes) and/or tobacco in any form on school property or at a school function is prohibited

**DISPOSITION:**

1 <sup>ST</sup> OFFENSE:	One day suspension
2 <sup>ND</sup> OFFENSE:	Three days suspension
3 <sup>RD</sup> OFFENSE:	Five days suspension
4 <sup>TH</sup> and SUBSEQUENT OFFENSES:	10 days suspension for each offense

## 13. POSSESSION OF BANNED OBJECTS

**OFFENSE:** Using and/or possessing banned objects on school property or at a school function.

**The following objects are banned unless required to be brought to school as part of a planned activity and approved by a teacher and/or a school administrator: all electronic gaming items, cameras, noise makers, pets, collectibles, toy/water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray or any nuisance devices. Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/ presentation in a specific class are permitted only after teacher/administrator approval. Any item or piece of equipment that may create a disturbance in the school is prohibited and such items will be confiscated. The school assumes no responsibility for items confiscated or stolen, but will return such confiscated item(s) at times designated by the school. Other than as necessary to enforce the rules of the school and in discretion of the school**



**administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.**

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

## **15. FIGHTING**

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

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

During the course of the investigation, if an aggressor is identified, s/he may receive additional consequences at the discretion of the administrator.

## **MIDDLE SCHOOL**

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

## **HIGH SCHOOL**

DISPOSITION:

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

2<sup>ND</sup> AND SUBSEQUENT OFFENSES: Suspended to a formal hearing.

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

## **20. NON-SANCTIONED GROUP ACTIVITIES**

OFFENSE: **Participating in activity related to non-sanctioned groups while on school premises or at a school function**

The Newton County School System does not tolerate non-sanctioned group activities

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

1. No colors, bandannas, articles of clothing, or paraphernalia which promotes or identifies with a non-sanctioned group is acceptable. No extremes in dress and/or grooming will be permitted.
2. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
3. No signs, symbols, gestures, songs, drawings, or writings which show allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos and/or body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.

4. Any items found on school property which display signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with a non-sanctioned group will be confiscated by school officials and turned over to law enforcement agencies.
5. No student shall threaten to commit, or actually commit, any crime of violence or damage property with the purpose of terrorizing another; cause the evacuation of a building, place of assembly, school bus, or other school facility; or otherwise disrupt the orderly operation of any activity on any school campus or school property in reckless disregard of the risk of causing such terror or disruption.
6. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated this policy.

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

## 22. CAMPUS/CLASSROOM DISTURBANCES

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

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

## 23. ACTS OF BIGOTRY

OFFENSE: **While on school grounds or during school activities engaging in any verbal, physical or electronic acts of bigotry whether read, observed and/or overheard.**

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

## 24. ELECTRONIC AND OTHER COMMUNICATION DEVICES

OFFENSE: Use of electronic/communication devices in a manner that causes a disruption or impedes student learning. **(This includes using a device for unauthorized audio or video recordings.)**

### MIDDLE SCHOOL

DISPOSITION:

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

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

- 3<sup>RD</sup> OFFENSE: Penalty at the discretion of the administrator which may include a conference with the student and/or parent and/or ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.
- 4<sup>TH</sup> OFFENSE: Denial of possession of such devices and out of school suspension at the discretion of the administrator.

## HIGH SCHOOL

### DISPOSITION:

- 1<sup>ST</sup> OFFENSE: Penalty at the discretion of the administrator which may include 1 day suspension or 2 days ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.
- 2<sup>ND</sup> OFFENSE: 2 day suspension or 3 days ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.
- 3<sup>RD</sup> OFFENSE: 3 days suspension or 4 days ISS and the denial of possession of such devices.
- 4<sup>TH</sup> OFFENSE: Any further violations will result in 5 to 10 days suspension.

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

## 25. GAMBLING

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

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

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

## 29. VIOLATION OF DRESS CODE

**OFFENSE:** Wearing inappropriate articles of clothing/items or wearing clothing in an inappropriate manner as described in item "H Dress Code" in the Discipline- Code of Conduct.

### DISPOSITION:

- |  |  |
|--|--|
| 1 <sup>ST</sup> OFFENSE:                 | Warning/Parent Notification            |
| 2 <sup>ND</sup> OFFENSE:                 | One day ISS                            |
| 3 <sup>RD</sup> OFFENSE:                 | One day OSS                            |
| 4 <sup>TH</sup> and SUBSEQUENT OFFENSES: | Three days suspension for each offense |

## 33. FAILURE TO ATTEND SATURDAY WORK DETAIL

**OFFENSE: Failing to stay for Saturday work detail**

DISPOSITION: One day suspension from school

### **34. INAPPROPRIATE STRIKING, KICKING, OR TOUCHING**

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

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

### **35. DISOBEDIENCE, DISRESPECT AND/OR INSUBORDINATION**

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

#### **MIDDLE SCHOOL**

DISPOSITION:

1ST OFFENSE: Penalty at the discretion of the administrator which may include but is not limited to suspension until a conference is held with parent and/or three days ISS.

SUBSEQUENT OFFENSES: Penalty at the discretion of the administrator which may include but is not limited to ISS, suspension, or suspension for a formal hearing.

#### **HIGH SCHOOL**

DISPOSITION:

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

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

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

4<sup>TH</sup> OFFENSE: Minimum ten day suspension. Student will be referred to a formal hearing.

### **36. BEING IN AN UNAUTHORIZED AREA**

OFFENSE: Being present in an area without authorization from school personnel.

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

### **37. TRESPASSING**

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

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

### **38. RECKLESS/DISORDERLY CONDUCT**

**OFFENSE:** **Engaging in an act which substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. This includes disruptive behaviors on school buses.**

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

### **39. PHYSICAL VIOLENCE AGAINST A SCHOOL SYSTEM EMPLOYEE**

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

**DISPOSITION:** Minimum ten day suspension. Student will be referred to a formal hearing before the tribunal. The principal or designee shall notify law enforcement authorities and the Superintendent's office of the offense. If the case is found to involve physical violence, the tribunal shall submit its findings and recommendations to the Board of Education for imposition of punishment in accordance with GA Code 20-2-751. A student found guilty shall be expelled for the remainder of the student's eligibility to attend public school. An alternative education program may be permitted. For a student in kindergarten through grade eight, the Board may permit the student to re-enroll in the Newton County Schools for grades nine through twelve. For a student in kindergarten through grade six, the Board may permit the student to enroll in the Newton County Schools on the date it deems appropriate.

### **40. ASSAULT AND/OR BATTERY AGAINST STUDENTS**

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

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

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

#### **41. OBSCENITY**

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

**DISPOSITION:** Penalty at the discretion of the administrator which may include parent contact, after school detention, ISS, Saturday detention where applicable, suspension or suspension for formal hearing.

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

#### **42. INAPPROPRIATE DISPLAY OF AFFECTION**

**OFFENSE: Displaying expressions of affection such as kissing, embracing, and petting, etc., while on school property or at a school event**

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

#### **43. INDECENT EXPOSURE\***

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

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

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

**NOTE: See rule 29.**

#### **44. THREATENING AND/OR ENDANGERING A SCHOOL SYSTEM EMPLOYEE**

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

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

#### **45. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS**

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

**DISPOSITION:** Penalty at the discretion of the administrator which may include, where applicable, Saturday work detail, ISS, suspension, or suspension for a formal hearing. The principal or designee shall notify law enforcement officials when the offense involves ammunition or serious explosive compounds other than fireworks.

#### **47. INAPPROPRIATE SEXUAL BEHAVIOR**

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

**DISPOSITION:** Penalty at the discretion of the administrator which may include suspension for a parent conference, ISS, suspension, or suspension for a formal hearing. The principal or designee shall notify law enforcement officials.

#### **49. KIDNAPPING**

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

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

#### **50. HOMICIDE**

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

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

#### **52, 53, 54. WEAPONS**

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

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

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon, destructive device, or any other tool or instrument capable of influencing bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school

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

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

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

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

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

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

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



## **55. SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION**

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

**DISPOSITION:**

### **MIDDLE SCHOOL**

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

### **HIGH SCHOOL**

**1<sup>ST</sup> OFFENSE:** Parents will be notified, loss of exam exemption and a minimum three days ISS. Additional dispositions may be imposed at the discretion of the administrator.

**2<sup>ND</sup> OFFENSE:** Five days ISS and required parent conference at the discretion of the administration. Additional dispositions may be imposed at the discretion of the administrator.

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

**ALL OTHERS:** Penalty at the discretion of the administrator, which may include additional days of suspension, referral to student services/social worker to file truancy complaint, and/or formal hearing.

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

## **56. SKIPPING SCHOOL OR LEAVING CAMPUS WITHOUT PERMISSION**

**OFFENSE:** **Skipping school or leaving campus without permission. (In all cases students will receive a zero on graded class exercises, wherever applicable, driving privileges will be suspended.)**

**DISPOSITION:**

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

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

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

## **57. TARDINESS TO CLASS/SCHOOL**

**OFFENSE:** **Being tardy (Includes tardiness to school and to class)**

### **MIDDLE SCHOOL**

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

## HIGH SCHOOL

Tardies 1-4	No disposition
Tardy 5	Saturday Work Detail
Tardy 6	Penalty at the discretion of the administrator which may include Saturday Work Detail or 1 day ISS and loss of driving privileges for 10 days and loss of final exam exemption if applicable
Tardy 7+	Penalty at the discretion of the administrator

### 59. ROBBERY

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

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

### 60. ARSON

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

**DISPOSITION:** Suspension from school for ten (10) school days. Student will be referred to a formal hearing. The principal or designee shall notify law enforcement officials. Immediate restitution for any damages is required.

### 61. VANDALISM

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

**DISPOSITION:** Penalty at the discretion of the administrator. Immediate restitution for damages and/or suspension for formal hearing. The principal or designee shall notify law enforcement officials.

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

**OFFENSE:** Larceny/Theft/Selling/Purchasing or Possession of Stolen Property (either public or private property) without threat, violence or bodily harm, on school premises or at a school function

**DISPOSITION:** Must pay for damages or losses. Other actions at the discretion of the administrator may include but are not limited to ISS, suspension, suspension for a formal hearing. The principal or designee shall notify law enforcement officials.

## **64. BREAKING AND ENTERING-BURGLARY**

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

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

## **66. PROVIDING FALSE INFORMATION**

**OFFENSE:**        **This offense includes, but is not limited to, such acts as falsifying school records, forging signatures, making or providing false statements, cheating, bribery, possession of counterfeit currency, or using an unauthorized computer user ID or password. Students are prohibited from falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.**

**DISPOSITION:** Penalty at the discretion of the administrator which may include but not limited to ISS, suspension, suspension for a formal hearing and/or notification of law enforcement officials as appropriate.

## **67. ACADEMIC DISHONESTY**

In all work submitted for academic credit, students are expected to represent themselves honestly. No form of student work is exempt from this policy.

**OFFENSE:**        This offense includes, but is not limited to, **Cheating** (getting or giving unauthorized help on an assignment, quiz, or test), **plagiarism** (submitting work as your own that is someone else's) **falsifying documents**

**DISPOSITION:** Penalty at the discretion of the administrator which may include but not limited to ISS, suspension, suspension for a formal hearing and/or notification of law enforcement officials as appropriate.

\*in all cases students will receive zeroes on the assignments involved

\*students' parents will be contacted

## **68. FOOD ITEMS \*(Gum, Candy, Drinks, Junk food)**

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

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

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

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

## 70. SEXUAL BATTERY

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

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

## 71. SEXUAL HARASSMENT

**OFFENSE:** **Engaging in sexual harassment**

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

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

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

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

## 72. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

**OFFENSE:** **Placing another person in fear of bodily/psychological harm through verbal/written/electronic threats without displaying a weapon or subjecting the person to actual physical attack. This could include continued verbal harassment of another student not involving bodily/psychological harm.**

**DISPOSITION:** Penalty at the discretion of the administrator which may include but is not limited to ISS, suspension, or suspension for a formal hearing.

## 73. BULLYING

**OFFENSE:** The term "bullying" means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

- (3) Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - (B) Has the effect of substantially interfering with a student's education;
  - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**DISPOSITION:**

- 1<sup>ST</sup> and 2<sup>ND</sup> OFFENSE: Penalty at the discretion of the administrator which may include but not limited to ISS or suspension.
- 3<sup>RD</sup> OFFENSE: Suspension to a formal hearing. If the hearing officer finds that a student, in grades 6-12, has committed three offenses of bullying (as defined above) during the same school year, the student will be assigned to the alternative school.

## **74. INCITING, ADVISING, CONSPIRING, OR COUNSELING**

**OFFENSE:** **Inciting, advising, conspiring, or counseling others to engage in prohibited acts or violate provisions of the Code of Conduct**

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

## **76. COMPUTER TRESPASS**

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

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

## **77. WORK STUDY (where applicable)**

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

**DISPOSITION:**

**1<sup>ST</sup> OFFENSE:** Three days ISS.

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

## **80. MOTOR VEHICLE THEFT**

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

**DISPOSITION:** Penalty at the discretion of the administrator which may include suspension, suspension for a formal hearing. The principal or designee shall notify law enforcement officials.

## **81. PARKING AND TRAFFIC VIOLATIONS ON CAMPUS**

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

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

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

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

**DISPOSITION:**

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

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

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

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

### **83. PARKING WITHOUT A PERMIT**

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

**DISPOSITION:** May include ISS, Saturday work detail, Suspension and Vehicle may be booted or towed at owner's expense.

### **84. CONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES**

A student who has committed any act off campus which is prohibited by the Georgia Criminal Code and is punishable as a felony or would be punishable as a felony if committed by an adult (regardless of whether the student has been arrested, charged, or convicted with a crime) and whose presence at school is reasonably certain to endanger other students, staff or the student or cause substantial disruption to the educational climate may be disciplined or excluded from school. Code Section 20-2-751.2 and 20-2-768)

**DISPOSITION:** Suspension to a formal hearing.

### **85. MISBEHAVIOR ON SCHOOL BUS**

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

**OFFENSE:** Acting in a manner that might endanger the life or well-being of any student/adult on the bus or person/pedestrian (includes any unsatisfactory conduct). A student shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and unruly behavior as described in GA Code 20-2-751. Students shall be prohibited from using any electronic devices that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation

**of the school bus. Please see Rule 13: Banned Objects, Rule 24: Electronic Equipment and Rule 39: Physical Violence Against a School Employee.**

### **SCHOOL BUS RULES**

1. Students will show respect to and follow the directions of any school bus driver or other Newton County School System employee.
2. Students will be at their assigned school bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students should stand in a safe place, in an orderly manner, 12 feet away from the roadway (where possible).
3. Students will wait for instructions (hand signals or otherwise) from the school bus driver, *on every occasion*, when crossing the street to board or when exiting the school bus. Students must maintain eye contact with and cross in full view of the school bus driver. Students should **NEVER** cross behind the school bus.
4. Students will signal the school bus driver with a waving motion if something is dropped and wait for the school bus driver to give the okay signal before picking up the object.
5. Students will board and exit the school bus safely by using the handrail and staying alert. Students will go directly to their assigned seats and sit properly (back to back – bottom to bottom), and keep their hands to themselves. Students must not extend heads, arms or objects out of the school bus windows.
6. Due to the possibility of allergic reactions or choking – food, gum, and/or drinks are not to be consumed or opened on the school bus. *(Water may be consumed if it is kept in a closed container with a screw-on lid).*
7. Tobacco, electronic cigarettes, illegal drugs, alcohol, and/or any other controlled substance are not permitted at school bus stops, on school buses, or on school grounds.
8. Students will not carry objectionable and/or dangerous items on the school bus. Examples: weapons, animals, glass items, nuisance items, hazardous materials, perfume/cologne, objects that cannot easily fit in book bags, projects that cannot fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
9. Students will refrain from using loud voices, profanity, and obscene gestures, and respect the rights and safety of others. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus.
10. Students will be silent at all railroad crossings.
11. Students must provide an official school bus pass or a written note, signed by a parent/guardian and approved by a school official, to ride a different school bus or exit at a different school bus stop location.
12. Students shall not use any electronic device that interferes with the driver's safe operation of the school bus. Students shall not use any electronic device to video, photograph, or audio record while on the



school bus. Electronic devices that emit sound can be used on a school bus only with headphones or ear buds. Note: electronics and headphones or ear buds shall **not** be used while exiting or boarding the school bus.

13. Bullying, name calling, harassment, fighting, pretend fighting, roughhousing, or horseplay is not permitted.
14. Students shall identify themselves when requested to do so by any Newton County School System employee.
15. Destruction or defacing any part of the school bus is prohibited.

***Students will be Safe, Orderly, and Respectful at all times.***

Disposition: The following graduated school bus discipline plan shall be applicable to all violations of school bus rules (page 8) unless expressly addressed elsewhere in this document.

**Graduated Discipline Plan (Middle & High)**

- First Offense: The school bus driver will speak privately with student on school property and issue a courtesy notice to the parent.
- Second Offense: The school bus driver and zone supervisor (or designee) will speak privately with the student on school property. The parent will be contacted both by phone and by mail. The student will be reassigned to a seat near the front of the school bus for 2 weeks.
- Third Offense: A referral will be submitted for a 3 day school bus suspension. Upon return, the student will be reassigned to a seat near the front of the school bus for 1 week.
- Fourth Offense: The school bus driver and zone supervisor (or designee) will speak privately with the student on school property. The parent will be contacted both by phone and by mail. The student will be reassigned to a seat near the front of the school bus for 2 weeks.
- Fifth Offense: A referral will be submitted for a 5 day school bus suspension. Upon return, the student will be reassigned to a seat near the front of the school bus for 2 weeks.
- Sixth Offense: A referral will be submitted for suspension from the school bus for the remainder of the school year.

**DISPOSITIONS FOR FIGHTING ON THE BUS**

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

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

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

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

**In every instance, the aggressor will be suspended from the bus for a minimum of one-calendar year.**

- Students attempting to board a school bus during a bus suspension will be charged with trespassing.
- **Students fighting on the bus who have been assigned to an alternative placement will not be provided transportation to or from the alternative placement.**

## **86. CUTTING, DEFACING, OR OTHERWISE DAMAGING BUS**

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

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

## **99. CHRONIC DISCIPLINARY PROBLEM STUDENT**

Exhibiting a pattern of behavioral characteristics which interfere with the learning process of him/herself, students around him or her and which are likely to recur. (Ga Code 20-2-765 & 20-2-766)

**DISPOSITION:**

1. Notification of parent via telephone and mail.
  2. Invitation of parent to observe the classroom.
  3. Creation of disciplinary and behavioral correction plan (mandatory when student returns from suspension or expulsion).
- Further disposition may be assigned at the discretion of the administrator.

## Parent and Student Acknowledgement of Understanding and Receipt

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

*I have read and understand the 2017-2018 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students. I have also read page 61 and give my permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 61 must be returned along with this page.) I have read and understand the notice on page 15 regarding "Notification of Professional Qualifications" and page 25 "School Messenger & The Telephone Consumer Protection Act (TCPA.)" I understand that should I request information regarding Professional Qualifications, I should contact the principal. I understand that it is my responsibility to notify the school of address and phone number changes.*

Parent/Guardian

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

**STUDENT:** I have read and understand the 2017-18 school rules and attendance requirements and accompanying possible consequences and penalties of the Newton County Schools as they pertain to students.

Student (Grades 6-12):

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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

Student:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(System Operator Use Only)

User Name: \_\_\_\_\_ Active [ ] Inactive [ ]

Student #: \_\_\_\_\_ Grade \_\_\_\_\_

## **Recibo de Reconocimiento y Comprensión de Padres y Estudiantes**

Como padre/tutor de, \_\_\_\_\_,  
(Imprime el nombre del estudiante en la línea arriba)

*He leído y entiendo las reglas de la escuela 2017-2018 y los requisitos de asistencia y consecuencias y penalidades acompañadas posibles de las Escuelas del Condado de Newton como relaciona a los estudiantes. He leído la página 62 y doy mi permiso para el uso del computador, una autorización para publicidad y socios de club. (Si el permiso es negado por cualquiera de estos, página 60 debe ser devuelto junto con esta página.) Además, he leído la información en la página 16 sobre “Notificaciones de Cualificaciones Profesionales” y pagina 25 sobre “La Ley De Protección para el Uso de Mensajero Escolar y Teléfono (TCPA).” Entiendo que es mi responsabilidad notificar a la escuela de cambios de direcciones y números de teléfono y proporcionar pruebas actualizadas de domicilio.*

Nombre de padre/guardián: \_\_\_\_\_

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_ Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ Teléfono de celular: \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

**ESTUDIANTE: He leído y entiendo las reglas de la escuela 2017-2018 y los requisitos de asistencia y consecuencias y penalidades acompañadas posibles de las Escuelas del Condado de Newton como relaciona a los estudiantes.**  
**FIRMA DE ESTUDIANTE (Grados 6-12):** \_\_\_\_\_

**FECHA:** \_\_\_\_\_

**ESTUDIANTE:** Entiendo y cumpliré con los términos del **Política de Uso Aceptable** incluido bajo las definiciones de **DICIPLINA, REGLAS Y DISPOSICIONES, titulado como Uso de Computadores/Recursos de Comunicaciones** en el manual primaria del sistema. Además, entiendo que el uso de los recursos es un privilegio. Yo entiendo que cualquier violación de esta política es contraria a las normas establecidas para la conducta y puede constituir una ofensa criminal. Si elijo cometer cualquier violación, mis privilegios de acceso pueden ser revocados y acción disciplinaria/legal de la escuela puede ser tomado.

**FIRMA DE ESTUDIANTE:** \_\_\_\_\_

**FECHA:** \_\_\_\_\_

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

*(\*note – If anything is written on this page, it must be returned along with page 59 to the school.)*

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

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

**COMPUTER RESOURCE USAGE: PARENT AGREEMENT OF ACCEPTABLE  
USE**

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

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

**PUBLICITY RELEASE FOR PUBLICATION OF STUDENT WORK,  
PHOTOGRAPHS**

I have read the Student Publicity Release Section on page 17 in the System Secondary Handbook regarding publication of my student's work and image (photograph) in newsletters, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites. I hereby give my permission for the Newton County Schools to publish my student's work and image in newsletter, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites.

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

**SCHOOL SPONSORED CLUB MEMBERSHIP OPT-OUT STATEMENT**

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

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

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## **AVISO DE ENTENDIMIENTO, USO DE COMPUTADORAS, PERMISO DE PUBLICIDAD Y DECLARACION DE NO PARTICIPAR EN CLUBES DE LA ESCUELA**

*(\*nota – Si algo está escrito en esta página, debe ser devuelto con la página 60 a la escuela.)*

La Junta de Educación cree que la responsabilidad última de la conducta de un estudiante está en las manos del estudiante y sus padres. La Junta cree que los estudiantes serán responsables por su comportamiento, participaran completamente en el proceso de aprendizaje, y deben reconocer y respetar los derechos de otros estudiantes y adultos. Los estudiantes deben respetar la autoridad constituida que incluye la obediencia a las reglas escolares, reglamentos y procedimientos. Además, la disciplina es una asociación entre el hogar y la escuela. La Junta prevé que los padres serán atentos y cooperativos en la confrontación de los problemas de comportamiento que pueden suceder.

### **USO DE COMPUTADORAS: ACUERDO DE LOS PADRES DE USO ACEPTABLE**

He leído la sección sobre Uso de Computadoras/Recursos de Comunicación en páginas 33-36 del Manual de sistema. Entiendo que el acceso de la computadora está diseñado para propósitos educativos y que el acceso del estudiante será monitoreado. Sin embargo, también reconozco que es imposible para agencias restringir todo el material controversial y no voy a culpar a las Escuelas del Condado de Newton para materiales adquiridos en la red. Además, ciertos aspectos de la red de computadoras del sistema escolar son accesibles a los estudiantes desde cualquier computadora conectada al Internet. Acepto la plena responsabilidad de la supervisión si y cuando el uso de mi hijo se extiende más allá del día escolar y/o el edificio escolar. Por la presente autorizo a las Escuelas del Condado de Newton a dar una cuenta de uso de computadoras a mi estudiante.

\_\_\_\_\_, *No, no doy permiso a la Escuelas del Condado de Newton a dar una cuenta de uso de computadoras a mi hijo,* \_\_\_\_\_.

### **AUTORIZACION DE PUBLICIDAD PARA LA PUBLICACION DE TRABAJO DE ESTUDIANTE, FOTOGRAFIAS**

He leído la Sección de Autorización de Publicidad para Estudiantes en página 17 del Manual del Sistema sobre la publicación de trabajos de mi hijo y fotografías en boletines, anuarios, programas de radio/televisión, periódicos, publicaciones, periódicos y sitios web. Yo doy mi permiso a las Escuelas del Condado de Newton a publicar el trabajo de mi hijo y de fotografías en boletines, anuarios, programas de radio/televisión, periódicos, publicaciones, periódicos y sitios web.

\_\_\_\_\_, *No, no doy permiso a la Escuelas del Condado de Newton a publicar trabajo de mi hijo,* \_\_\_\_\_, *o fotografías de mi hijo como individuo o en fotografía de su clase.*

### **DECLARACION DE NO PARTICIPAR EN CLUBES DE LA ESCUELA**

La ley escolar del estado de Georgia requiere que un padre/tutor tiene el derecho de negar permiso a su hijo unirse o participar en un club u organización patrocinado por la escuela con la que se opone. La ley excluye a los clubes que participan en las actividades entre escuelas competitivos. En la sección de la escuela de este Manual hay una lista de los clubes patrocinados por la escuela que cumplen con este requisito. A continuación hay una declaración no participar en clubes lo cual he elegido, si completado, a nombrar cualquier club en el que no quiero que mi hijo participe.

*Si apuntado a continuación, retengo mi permiso para mi estudiante participar en el/los club(es) que he designado:*

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**PREMIER™**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.