

Live Oak Elementary School

**500 Kirkland Road
Covington, GA 30016
Covington, GA
Phone-678-625-6654
Fax-678-625-6021**

Student Handbook 2017-2018

This Planner Belongs to:

Name : _____

Grade : _____ **Homeroom :** _____

Address : _____

Phone : _____

Student # : _____



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

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Live Oak Elementary School (LOES)

Newton County School System Vision Statement:

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.

Live Oak Elementary Vision Statement

Our vision is to equip students with the skills necessary to successfully graduate from high school ready to enter college and a career.

Greetings and Welcome!

Dear Parents,

We are very pleased to present this the 2017-2018 edition of the Student Handbook. Please notice that there is a daily section designed to enhance home-school communication. Our teachers generally use this section for organization of homework. We do this in an effort to teach students such skills as organization, time management, and responsibility. Each student in grades 3-5 is expected to write their own homework assignments in the Agenda Homework section and take it home daily for you to review. Notes and/or messages from the teacher will also be included in this section.

The information in the Handbook section is designed to answer any questions you may have about our school and general policies related to the school system. If you have a question about anything in this section please feel free to call the school for clarification.

We extend an invitation to you at this time to come and be involved with our school. We firmly believe in the cooperative effort of teachers, parents, and the community in leading our students. All suggestions and comments are welcome. We at Live Oak are committed to providing an exemplary education for all of our students and in doing so we will **exceed expectations everyday!**

Sincerely,

Ericka Anderson, Principal

Visit our Website at www.newtoncountyschools.com/liveoak

Tardies, Absences, Early Check-outs, and Transportation Changes

In order for learning to be maximized, students need to be on time and present at school for as many days as possible. Our school doors open at 7:00 AM and our tardy bell rings at 7:30 AM. Students are required to be in classrooms at the 7:30 bell to be considered "on time". Students who are not in class at the 7:30 bell are asked to sign in with our counselors at the front lobby. If parents are walking students in the building, it may be helpful to ask the student to go ahead to class as parents must sign in that they're in the building. This keeps students from being tardy because they are waiting for mom or dad to sign in. Per Central Office procedure, students are allowed 5 parent notes for excused absences. For the 6th absence, all excused absences must be accompanied by a physician's note for absence to be excused. At 1:30, our school doors lock—no early checkouts may occur after that time.

The school does not accept transportation changes over the phone.

Please email the school at loesfax@newton.k12.ga.us or send in a note to your child's teacher to change transportation.

Student Activities and Clubs (4th & 5th Graders)

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 in 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. Some of the school sponsored clubs (excludes clubs involved in competitive interscholastic activities) at our school are:

School Recycling—These students lead us in recycling efforts at the school.

Photography Club—These students show an interest in photography. Students must provide their own digital camera (or disposable camera). Students' photographs may be displayed around the school.

PRIDE Pack (Dance Team)—These students participate in coordinated movement activities and perform at school events. (AUDITION PROCESS)

Fitness Club—These students enjoy movement activities and maintaining physical fitness.

Art Club—These students enjoy the Arts and desire to show their creativity. Art exhibits will be placed around the school campus.

Chorus—These students have an interest in singing as a unit and will perform during school event. (AUDITION PROCESS)

Helen Ruffin Reading Bowl—These students love reading and participate in the school system's reading competition.

Live Oak Uniform Dress Code

Shirts – Any solid color shirt may be worn as long as there are no written slogans, prints, or decorative designs on the shirt. Shirts may or may not have a collar. No other form of print should be on the outside of clothing. Undergarments including "Under Armor" are prohibited as outer wear. Shirts must be tucked in at all times. **Small logos in the pocket corner of shirts are acceptable.

Pants, Shorts, Skirts, Skorts, and Jumpers – Solid khaki, black, or navy school uniform pants, shorts, skirts, skorts, or jumpers. Spandex is not permitted. Pants and/or other applicable items must fit at the waist. Shorts, skirts, skorts, and jumpers shall be no shorter than fingertip length. Bermuda shorts (shorts that come to the knee) are acceptable. Uniform dresses are also acceptable. Leggings are permitted as long as a skirt or shorts are also worn to fingertip length over the leggings.

Jeans—Each Friday is "Jeans Day" as long as students wear a uniform shirt or Live Oak Spirit Shirt.

Shoes – Clean white, black, or brown athletic shoes with non-marking soles are preferred. Other black or brown closed-toe shoes are permitted. Combat boots and boots with greater than one inch heel are not allowed. Steel-toe shoes or flip-flop sandals are not allowed. "Heelies" and skate shoes are prohibited.

Belts – Black or brown. A belt must be worn if pants, shorts, or skorts have belt loops.

Sweatshirts – Solid color sweatshirts are permitted.

Headwear – No headwear (such as headscarves, hats, bandanas, or head wraps) is allowed in the building except for religious or medical reasons, with approval from the school administration.

Picture Days—Students will have "Free Dress Day" on Fall & Spring Picture Day.

Live Oak Uniform Dress Code Procedure

If students are not in compliance with the dress code, the following steps will be taken by the administrative staff: 1)phone call home to parents to determine if the parent would like to bring a uniform to school 2)donated school uniform items provided to the student 3)student placed in alternative learning setting for the day.

Live Oak's Behavioral Expectations-We are working to be safe, responsible, and respectful!

Students have the right to learn. Therefore, students have the responsibility to show "ready to learn" behavior. Disruptive

behavior will be addressed swiftly to ensure that the learning environment is not compromised for the remainder of the students in class. Unless a safety hazard is presented, school administrators will use progressive discipline to ensure that students have an opportunity to re-learn expected behaviors at school.

The school also proactively acknowledges and recognizes students who show appropriate behavior, thereby increasing the opportunities for effective teaching and learning to take place.

Live Oak's Behavioral Tenets

- ✓ Students are expected to follow directions given by school personnel.
- ✓ Students are expected to walk in the building & save their running for the playground.
- ✓ Students are expected to use their inside voices inside the building.
- ✓ Students are expected to respect themselves and others
- ✓ Students are expected to keep their hands, feet, and objects to themselves

Withdrawing Your Child

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

Field Trips

Field trips are planned to enhance the instructional program of the school. A permission slip signed by a parent/guardian is required. Parents are invited to attend; however, seating on the bus is limited, so parents may have to provide their own transportation. To offset the cost of a trip, donations are requested. In the event the lunch hour falls during a field trip, a sack lunch will be provided by the cafeteria, which parents must pay for, as usual. For the safety of all, children must use school transportation to and from the field trip destination. Siblings are not permitted to attend field trips and may not, for liability reasons, be transported on a school bus.

Parties

Live Oak Elementary has limited parties to twice each year, which includes one at the end of 1st semester (Winter holiday party) and one at the end of the year. Individual student birthdays may be recognized

with unopened store bought cupcakes, provided by parents during lunch, if so desired. Birthday parties are not to be held in the classrooms, in order to protect instructional time. Invitations to birthday parties are not given out at school. (Note: Food brought for special events must be unopened in store-bought containers. Homemade food, cake, etc. is not permitted.) Students celebrating birthdays at school can only have cupcakes and not anything to drink. Please do not send balloons or flowers to the school. These items will not be delivered to the classroom and they are not permitted on school buses. We do not host class birthday parties. Thank you for your support. Students may not receive balloons, flowers, teddy bears, or any such items for Valentines, birthdays, or any other occasion. Students are also not allowed to have outside food brought in from restaurants.

Student Attendance Incentive

Live Oak Elementary has implemented a monthly attendance incentive where students are recognized for being at school every day.

Protecting Instructional Time

Research indicates that one of the factors affecting student achievement is uninterrupted instructional time. LOES teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early he/she will miss part of the instructional day. If a parent interrupts a class during the instructional day, the entire class loses instructional time. **For this reason, all conferences must be scheduled before or after school or during the teacher's planning time.** Also, all parents should check in at the office before going to a classroom. The office staff can check to see if it is an appropriate time to interrupt the teacher. If you wish to observe in a classroom, simply contact an administrator and they will schedule a time and provide the teacher notice.

Student Agendas

Student agendas are an integral part of the process of communication between teachers and parents. Teachers and parents are expected to review the agenda daily. Teachers may make comments daily about a student's performance or behavior in their agenda. Students will copy down the homework assignments. **Parents are expected to sign the agenda each day and check their child's homework.** Agendas will be given to students in grades K-5. Lost agendas cost \$5 to replace.

Lunch Visitors

Any visitors coming to eat lunch with students **must** be listed on the students' checkout card and must show proof via **photo ID** in addition to logging in electronically and being photographed. This is a wonderful new safety feature that we have implemented here at Rocky Plains.

Change of Address, Phone Number

In the event of an illness, injury, or emergency, the school must have on file current information, which includes current address and telephone numbers. Each child's record must have an emergency contact person and an emergency phone number. **In the event that you move, change employment, or change telephone numbers or contact people, you should notify the office immediately.**

Dismissal Procedures

We will make every effort to ensure that bus riders, car riders, and day care riders are dismissed from Live Oak safely. Therefore, we have designed these procedures to help with this process.

Bus Riders

Teachers will escort students to their buses to ensure these students are riding their assigned bus. Students are expected to stay in their assigned seat, keep hands, feet, and objects to themselves, and follow all directions from the adult(s) on the bus.

Car Riders

Students will report to the cafeteria and then will be called to the car rider lane once their assigned car rider number has been called. Parents are asked to have their car tag visible in the car.

Volunteer Procedures

Thank you for caring about your child's school and sharing in the education of the children of Live Oak. Parents are a vital asset to the success of our school.

The volunteer guidelines have been prepared to offer volunteers information to help us all. Please note that time you spend with us is greatly appreciated. Live Oak Elementary is proud of the fact that all of our staff members and volunteers maintain the highest professional and ethical standards in their conduct with students and adults.

Volunteers should understand their role and responsibility in the overall operation of the school. The following guidelines have been implemented so that our volunteers can effectively provide their services to our school, making this a positive experience for all!

QUALIFICATIONS TO BE A VOLUNTEER

You should have:

- a genuine interest in the students
- a professional commitment to your volunteer activity
- regular attendance
- clear criminal background check

ID BADGES

All volunteers must sign in and out at the school office. Make sure that you wear identification badges provided by the school while in the building. This is a safety issue for everyone.

CONFIDENTIALITY

As you work with the staff and students, information of a confidential matter may be discovered by you. The problems, abilities, relationships and confidence of the student's parents and staff should never be discussed with anyone who does not have a professional right to know. ***Please respect student and staff privacy, like you would your own.***

BEING A RESPONSIBLE VOLUNTEER

- Please respect the authority of the teacher and the school administrator.
- Volunteers are to work in the classroom in the presence of the teacher.
- Students must understand the role of the teacher as the leader in the classroom. It is important not to seek out your child (or vice versa) and to treat all children equally in your role as a volunteer.
- If a volunteer has concern or input about an activity or procedure used in the classroom, we ask that they speak privately with the teacher when the students are not present.
- Student discipline is the sole responsibility of the classroom teacher or staff member. If you observe student behavior that concerns you, you should inform the teacher or other available staff member.
- All volunteer activities **MUST** be prearranged.
- Some teachers may not need volunteers and/or may not have used volunteers in the past. If this is the case, please consider volunteering in another area of the school.

- As stated in the Live Oak Field Trip Guidelines for Sponsors and Chaperones: "No other family members or friends may go on field trip (i.e., no preschoolers or other brothers and sisters). All adults will be classified as chaperones." When volunteering at school, please do not bring preschoolers or other brothers and sisters.
- Please be prompt and consistent.
- Please leave your cell phone in the car or set it to the vibrate setting. If you need to speak on the phone, please feel free to step to a private area or outside.
- Volunteers should not stop in classrooms and/or alternate locations to visit with their children.
- Failure to abide by these procedures may result in us letting you know that your services as a volunteer are no longer needed.

We look forward to working with our supportive and WONDERFUL parent volunteers!

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Notes

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SYSTEM PORTION

OF THE

ELEMENTARY HANDBOOK

FOR THE

NEWTON COUNTY SCHOOLS

2017-18

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



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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: Georgia Standards of Excellence (GSE) 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 GSE/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 GSE-based tiered remediation (RtI) and Enrichment
 - Step 6: Check for mastery/Repeat cycle

OUR TIMETABLE is over the next five school years (FY 14-FY19).

OUR RESULTS will show continuous improvement related to student achievement and more effective teaching as exhibited by Georgia Milestone Assessment System's End-of-Grade (EOG) and End-of Course (EOC) assessments no later than spring 2015-16 forward. The assessment results for EOGs and EOCs taken in the spring of 2014-2015 will be utilized as baseline data. 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

- 22 Reporte de Calificaciones Emitido

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

BOARD POLICY

Equal Educational Opportunity

Descriptive Code: JAA

Date: November 15, 2011

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%20504/Procedural%20Safeguards.pdf)

ADMISSIONS and ENTRANCE AGE

Children who have reached their fourth birthday on or before September 1 of the current academic year are eligible for pre-kindergarten. Only 570 students may be served in the lottery funded, pre-kindergarten program. Children who have reached their fifth birthday on or before September 1 of the current academic year are eligible for kindergarten. If a child has reached his/her sixth birthday on or before September 1 of the academic year, he/she is eligible for the first grade.

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

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

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

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

Certificate of Eye, Ear, and Dental Examination. Pre-kindergarten students must have a certificate of eye, ear and dental examination (DHR Form 3300) on file within 30 calendar days of the date of enrollment.

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

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

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

ATTENDANCE and TARDINESS

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

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

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

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

The child who is tardy for school loses valuable instructional time and causes undesirable disruption in the classroom. Also when a child is frequently checked out of school early he/she loses valuable instructional time. If a child is tardy, he/she, along with the adult who brought the child to school, must report to the school office to receive his/her tardy pass. **Unexcused tardies or early checkouts are strongly discouraged. Simply checking a student out of school does not constitute an excused absence for the classes missed. In order for an absence or tardy/checkout to be excused, a parent/guardian must provide appropriate documentation for the classes missed within three (3) days of the absence.**

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

Early Release Days are when school is dismissed early, on system designated “early release” days. **In order to be counted present, students cannot be checked out of school early on Early Release Days.** On these 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

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

ACADEMIC CONSEQUENCES OF ABSENCES

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

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

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

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

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

CONSEQUENCES FOR PARENTS/GUARDIANS WITH CHILDREN WITH EXCESSIVE ABSENCES

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

notification that a child has five (5) unexcused days of absence, each absence shall constitute a separate offense.

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

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

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.

Please see Rule 85 -- **MISBEHAVIOR ON SCHOOL BUS**—for the seven step graduated school bus discipline process and dispositions for the offense of fighting on the school bus.

CHAIN OF COMMAND

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

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

Discipline	Curriculum	Transportation
Teacher	Teacher	Transportation Zone Supervisor
Appropriate Assistant Principal	Appropriate Assistant Principal	Appropriate Assistant Principal
Principal	Principal	Principal
Director of Elementary Ed	Director of Elementary Ed	Director of Support Services
Deputy Superintendent	Deputy Superintendent	Deputy Superintendent
Superintendent	Superintendent	Superintendent
School Board Member	School Board Member	School Board Member
State Dept. of Education	State Dept. of Education	State Dept. of Education

COUNSELING SERVICES

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

rights and responsibilities; and career awareness and exploration. Interested or concerned parents should contact the school principal or assistant principal for information regarding these services.

CUSTODIAL PARENT/GUARDIANSHIP

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

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

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

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

CURRICULUM

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

DISCIPLINE and STUDENT SELF-CONTROL

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

DISRUPTIONS IN THE SCHOOL DAY

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

If emergencies arise that require a child to be checked out during the instructional day, a student will be released from school only to a parent or legal guardian or other authorized person. Such persons should be properly identified. The parent or authorized person who will pick up the student must come inside the school, provide a picture ID, and sign the check-out record. Once the check-out procedures are finalized, students are expected to leave the premises immediately. **All phone calls and written requests should be received at least one hour before requested check-out time.** For safety reasons, transportation changes must be received in writing. The note should be signed and dated with a phone number so the note may be verified. If this process is not followed, some delay can be expected. In order to avoid confusion at dismissal, students will not be checked out after 1:30 P.M. See pages 31-32 for transportation change procedures.

DRESS CODE

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

PLEASE NOTE THE FOLLOWING.

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

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

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

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

1. Clothing which advertises or displays any insignia of alcohol, illegal drugs or tobacco.
2. Clothing with obscene, vulgar, or suggestive language or design.
3. Clothing with words or symbols, such as pictures and emblems, which advocate violence and/or terrorism.
4. Clothing with signs, symbols, drawings, or writings which show allegiance, affiliation, or reference to any non-sanctioned group.
5. Colors, bandannas, articles of clothing or paraphernalia which promote or identifies with a non-sanctioned group.

6. Sunglasses, caps, hats, and other head-coverings such as bandannas and hoods worn inside the school building.
7. Clothing that exposes or accentuates the torso, lower body, such as spandex pants, uncovered leggings, see-through garments, halter tops, spaghetti straps, backless dresses, tube tops, muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above, the waist.
8. Garments with holes that expose undergarments or significant amounts of flesh.
9. Shorts, dresses, or skirts less than fingertip length when worn properly around the waist and when standing upright.
10. Clothes which are so large that they expose underclothing or impede walking.
11. Flip-flops and slides are not allowed.
12. Sleep wear including, but not limited to: pajamas, gowns, bathrobes, slippers, blankets, etc.
13. Tennis shoes with wheels are not allowed in schools.

The following is appropriate school attire:

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

Additional guidelines apply to schools requiring uniforms.

DRUGS, ALCOHOL, ELECTRONIC COMMUNICATIONS DEVICES, and WEAPONS

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

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

No student may possess any electronic communication device in the ON position at school between the hours of 7:00 A.M. and 2:10 P.M., unless approved by a teacher or school administration, or on a school bus. (Georgia Code 20-3-1183).

For specifics, please see Rules 01, 05, 11, 24, 45, 52, 53, and 54 in the Discipline Section of this handbook.

EARLY INTERVENTION PROGRAM (EIP)

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

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

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.

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.

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 elementary program provides skill instruction in listening, speaking, reading, writing, and American cultural concepts which students need to participate in regular classroom instruction.

FIELD TRIP EXPERIENCES

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

FIRE and TORNADO DRILLS

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

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

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.)

GRADING PRACTICES

The following chart outlines the grading practices of the Newton County School System. Progress reports will be sent home each nine weeks to notify parents of their child's current academic and social development. Teachers will schedule at least two

conferences during the school year on specially scheduled school conference days to discuss a child's progress with his/her parents. Other conferences may also be requested. Please make every effort to attend conferences requested by school personnel. Each child's academic and social growth depends upon strong support and encouragement from parents!

EXPLANATION of GRADING SYSTEM

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

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

Students in kindergarten receive grade reports via the GKIDS assessment.

HEALTH SERVICES

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

CLINIC SERVICES for ILLNESS and ACCIDENTS

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

If a student is sent home from school due to illness he/she cannot return to school unless they have been symptom free without medication for 24 hours.

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

CLINIC SERVICES and PRESCRIPTION MEDICATIONS

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

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

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

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

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.

OVER-THE-COUNTER OR NON-PRESCRIPTION MEDICATIONS

For **Non-Prescription medicine**, parents/guardians must provide routinely administered non-prescription drugs in the original container along with the appropriate signed authorization form giving school staff complete instructions as to how it is to be administered. No over-the-counter medicines will be provided by the school except for emergency situations as deemed appropriate by the school nurse or principal's designee. These shall be administered according to parent/guardian instructions.

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

COMMUNICABLE DISEASES

School nurses can screen for some of the contagious or infectious diseases listed below and may call parents to pick their children up from school if one of the diseases is suspected. Children having any contagious or infectious disease should not return to school unless they have been symptom free without medication for 24 hours cleared by the family physician or Health Department. The following conditions should be considered communicable; although all are not of a serious nature. Parents should notify the school if their child has been affected by any of these for advice on readmission to school. Parents of students in classrooms affected by a student with a serious communicable disease, as determined by the school nurse or administrators, will be notified of concerns.

Lice (pediculosis)	Meningitis	Chicken Pox (Varicella)
Poliomyelitis	Scarlet Fever	Pink-Eye (Conjunctivitis)
Strep Throat	Hepatitis	Ringworm
Mononucleosis	Scabies	Worms or Parasites
Measles (Rubella)	German Measles	Impetigo/Staph Infection

T.B. (Tuberculosis)
Fifth's disease

Mumps
Influenza

Whooping Cough (Pertussis)

HEAD LICE

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

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

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

HOSPITAL/HOMEBOUND STUDENTS

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

IMMUNIZATIONS

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

HEALTH STUDIES

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

HONOR ROLL

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

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

Students in first, second, and third grades are evaluated using a scale (4, 3, 2, 1 and S, P, N) to judge their attainment of curriculum content objectives. Early childhood is a time to develop and strengthen a child's academic, social, and emotional growth. Development of strong self-esteem is of primary importance during these years.

Therefore, students in these grades are recognized for their individual achievements on a continuing basis instead of an honor roll listing.

KINDERGARTEN ROUNDUP and PRE-KINDERGARTEN REGISTRATION

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

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

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

MAIL, TELEPHONE CALLS, or GIFTS

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

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 to find out more and to register for an account.

NOTIFICATION OF PROFESSIONAL QUALIFICATIONS

At the beginning of the school year under requirements of the Every Student Succeeds 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 or 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. Notice will be given to a parent when a child has been assigned a teacher for instruction for four or more consecutive weeks who is not highly qualified. For more information concerning professional qualifications, contact can be made with the school principals listed below.

NOTIFICACIONES DE LAS CUALIFICACIONES PROFESIONALES

Al principio de este año escolar bajo los requisitos de a Ley Cada Estudiante Triunfa, 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	Email Address
East Newton	Kim Coady	770-784-2973	coady.kim@newton.k12.ga.us
Fairview	LaMoyne Brunson	770-786-2636	brunson.lamoyne@newton.k12.ga.us
Flint Hill	Lynne DiNardo	770-784-2969	dinardo.lynne@newton.k12.ga.us
Heard Mixon	Marquita Wilkins	770-784-2980	wilkins.marquita@newton.k12.ga.us
Live Oak	Ericka Anderson	678-625-6654	anderson.ericka@newton.k12.ga.us
Livingston	Patrick Carter	770-784-2930	carter.patrick@newton.k12.ga.us
Mansfield	Chris Haymore	770-784-2948	haymore.chris@newton.k12.ga.us
Middle Ridge	Rhonda Battle	770-385-6463	battle.rhonda@newton.k12.ga.us
Newton County Theme School at Ficquett	Naomi Cobb	770-784-2959	cobb.naomi@newton.k12.ga.us
Oak Hill	Brenda Gammans	770-385-6906	gammans.brenda@newton.k12.ga.us
Porterdale		770-784-2928	@newton.k12.ga.us
Rocky Plains	Miranda Jones	770-784-4987	jones.miranda@newton.k12.ga.us
South Salem	Terran Newman	678-342-5907	newman.terran@newton.k12.ga.us
West Newton	Sammy Fudge	770-385-6472	fudge.sammy@newton.k12.ga.us

PARENT INVOLVEMENT TIPS

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

1. Attend parent-teacher conferences and communicate often with the teacher.
2. Limit television viewing time and establish regular work/study times.
3. Listen to the child. Encourage the child to read, discuss, and tell stories.
4. Play educational games with the child.

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

PARENT-TEACHER CONFERENCES

Each child's success in school greatly depends upon parental involvement and concern. School administrators and teachers are available throughout the year to conference with parents. **Please call ahead for an appointment for a conference.** In addition, two early-release parent conferences days have been incorporated into the school year calendar. You may also schedule a conference with your child's teacher **in advance** before, during or after school. Drop-in conferences are not permitted. Conferences during the school day at instructional times are prohibited.

PROGRAMS in GIFTED EDUCATION

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

PROGRAMS in SPECIAL EDUCATION

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

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

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

PROMOTION/RETENTION/PLACEMENT POLICY

In accordance with State Board of Education Policy, the Newton County Board of Education enacted Policy IHE-Promotion-Retention effective the 2004-2005 school year. The policy states that the promotion, placement or retention of a student will be based on

standards and criteria outlined in the policy and the regulations designed for its implementation. Statewide standards, criteria, and appeal processes specific to grades three and five were updated for the 2015-2016 school year. The school principal or designee will annually notify parents/guardians of the specifics of the policy and its regulations for individual student promotion, placement, or retention.

Promotion and Retention in Grades 3 and 5

All students in 3-5 must take the Georgia Milestones End of Grade assessment.

Students in 3rd **Grade must achieve level 2 or above in the reading assessment.**

Students in 5th **grade must achieve level 2 or above in the reading and math assessments.**

Georgia Milestones Achievement Levels

Level 1 – Beginning Learner

Level 2 – Developing Learner

Level 3 – Proficient Learner

Level 4 – Distinguished Learner

Beginning Learners do not yet demonstrate proficiency in the knowledge and skills necessary at this grade level/course of learning, as specified in Georgia's content standards. The students need substantial academic support to be prepared for the next grade level or course and to be on track for *college and career readiness*.

Developing Learners demonstrate partial proficiency in the knowledge and skills necessary at this grade level/course of learning, as specified in Georgia's content standards. The students need additional academic support to ensure success in the next grade level or course and to be on track for *college and career readiness*.

Proficient Learners demonstrate proficiency in the knowledge and skills necessary at this grade level/course of learning, as specified in Georgia's content standards. The students are prepared for the next grade level or course and are on track for *college and career readiness*.

Distinguished Learners demonstrate advanced proficiency in the knowledge and skills necessary at this grade level/course of learning, as specified in Georgia's content standards. The students are well prepared for the next grade level or course and are well prepared for *college and career readiness*

In 3rd grade students earning a 1, beginning learners, in reading are below grade level and must be retested.

In 5th students earning a 1, beginning learners, in either reading and/or math are below grade level and must be retested.

Retest Opportunity

Students are given one opportunity to retake the test. When a student does not perform at level 2 or higher on the retest, the principal shall retain the student for the next school year.

Appeals Process

1. Parents may appeal the decision to retain a student to the school's principal.
2. The principal will consider the appeal, review the requested information, and render a decision.
3. A student, whether retained or placed, must have a placement plan designed to help him or her reach grade level by the end of the next school year.
4. The decision of the principal is final and is not subject to appeal to district office personnel or the Newton County Board of Education.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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.

RIGHTS FOR INSPECTION AND RELEASE OF EDUCATION INFORMATION

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

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

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

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

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. Parents/guardians have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If a parent/guardian wishes to exercise this right, he/she must notify annually the principal of the school of the refusal of disclosure within ten days of the child’s enrollment.

SCHOOL NUTRITION PROGRAM

Nutritious breakfasts and lunches are available each day for students, staff, and guests. Menus are planned to offer a variety of foods that are attractive and appetizing to children, and at the same time, meet the nutritional requirements set by 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 2017-18

BREAKFAST PRICES

Full Price	\$1.00 per day	\$5.00 per week	\$22.00 per month (22 days)
Reduced Price	\$0.30 per day	\$1.50 per week	\$6.60 per month (22 days)
Free	\$0.00 per day	not applicable	not applicable
Adults	\$2.00 per day		

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

LUNCH PRICES

Full Price	\$1.90 per day	\$9.50 per week	\$41.80 per month (22 days)
Reduced Price	\$0.40 per day	\$2.00 per week	\$8.80 per month (22 days)
Free	\$0.00 per day	not applicable	not applicable
Adults	\$3.25 per day		

Parents/guardians are encouraged to prepay for meals either on a weekly or monthly basis. PRE—PAYING FOR MEALS FOR YOUR CONVENIENCE

Prepayment can be made by the following methods:

1. Internet Access (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 level is established by the parent. An account can be set up using the student ID number. Please contact your school office to obtain your student's ID number.
2. At school, please follow the procedures listed below.
 - **Paying with cash – place payment in a sealed envelope and write the student's name, ID number, and teacher's name on the envelope.**
 - **Paying by check – write the student's name, ID number, and teacher's name on the check.**
 - **Paying for more than one student at the same school – please write each student's name, each student's ID number and each teacher's name and the amount of money being paid for each student on the check or envelope.**

Please visit the school, email the School Nutrition Program Manager, (email addresses are listed on the School Nutrition webpage at www.newtoncountyschools.org/ then go to menus), view student meal history at www.mypaymentsplus.com or call the student's School Nutrition Manager to be sure a student has adequate money in his/her school meal account. Knowing your student's meal account balance is especially important if the student is allowed to use money from his/her meal account to buy extras in the school cafeteria. If the student charges up to the approved limit of three (3) meals, he/she will receive a nourishing, alternate meal and will not be allowed to purchase extra foods until charges are paid. To receive email notification of low balances, please set up an account at www.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 of the items selected must be a ½ cup serving of fruit or vegetable for the meal to be a full meal. Any student who does not select the minimum number of items required for a full meal and a fruit or vegetable will **be charged a la carte prices** for items. For more information on how to choose a full meal, visit the School Nutrition Menu webpage at www.newtoncountyschools.org/ then go to menus.

MEAL CHARGES

Students will be allowed to charge school meals up to the approved limit of three (3) meals. If three (3) meal charges have occurred, an alternative meal will be served (e.g. peanut butter sandwich or a cheese sandwich with milk for lunch). Parents will be notified of negative balances two times per week by telephone call from the School Messenger system. If School Messenger calls do not reach an active telephone number, a letter will be sent home with the student on Folder Day. **Students will not be allowed to charge extra milk, extra entrees, ice cream, or any type of a-la-carte item. Students may not purchase milk, ice cream, any extra food items or any a-la-carte items if their account has a negative balance.** The School Nutrition Program Manager can provide parents/guardians a student's meal history and account information on the telephone or by letter sent home with the student. Student meal history and account information is also available through www.mypaymentsplus.com at no charge to the parent. The student's school identification number is required to access the MypaymentsPlus account information. To insure prompt notification of negative balances, please notify the school attendance clerk at your student's school of all telephone number changes.

NON-SUFFICIENT FUNDS AND OTHER RETURNED CHECKS

In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, Envision Payment Solutions (Check Approval Service) will charge a \$37 processing fee. Envision Payment Solutions is the check security system for many stores like Kroger, Wal-Mart, Target, etc. Repayments must be made with cash, money order or cashier's check to Envision Payment Solutions, **P.O. Box 157, Suwanee, Georgia 30024. The company can be contacted at (770) 709-3000or 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 for your child/children's meals with a personal check at any Newton County School System Cafeteria for the remainder of the school year. **Any money that is paid to the school cafeteria when the student has a returned check charged to his/her account does not pay the returned check. It simply puts money on the student's account to enable the student to purchase a meal.**

This institution is an equal opportunity provider.

SCHOOL INSURANCE

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

SCHOOL 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.

SCHOOL SOCIAL WORK SERVICES

School social work services are offered to all Newton County students, parents, and school staff. Requests for services are made by referral. School social workers assist both parents and students with problems related to attendance, health, behavior, economic or social problems and hospital/homebound activities. Social workers coordinate the referrals to other community agencies when necessary.

SEXUAL HARASSMENT

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

STUDENT PUBLICITY RELEASE

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

Home addresses, telephone numbers, or other personally identifiable student data are not published or released in press releases, newsletters or websites. **However, please note the school system cannot control the inclusion of students in photographs and/or video recording of large group settings covered by the public news media, such as school assemblies, plays, parades, athletic or other extracurricular events. Please see page 59 for excluding a child from appearing in photographs for news media release or on the website.**

TESTING

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

The State of Georgia has a mandatory testing program that includes testing for kindergarten through fifth grade students. Kindergarten children are tested with the Georgia Kindergarten Inventory of Developing Skills (GKIDS). Students in select grade levels will take the Cognitive Abilities Test (CogAT). Students in grades kindergarten through five will take the Iowa Test of Basic Skills (ITBS). Students in grades three through five will be given the state mandated Georgia Milestones End of Grade Assessments (EOG).

TEXTBOOKS

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

TITLE 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: 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).

VISITORS

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

WITHDRAWING A CHILD

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

ELEMENTARY SCHOOL INFORMATION AND PROCEDURES

PTO (Parent-Teacher Organization)

The Parent-Teacher Organization (PTO) is a vital part of our school program. Meetings are scheduled several times during the year. The PTO sponsors fund-raising activities, and provides materials and supplies to teachers and the school. You are encouraged to be active in PTO activities.

DAILY SCHEDULE

7:05 a.m.	This is the earliest allowable arrival time for students. (Students should not to be dropped off earlier than 7:05 a.m.)
7:05 a.m. – 7:30 a.m.	Breakfast served in the cafeteria
7:40 a.m.	Instruction begins
2:10 p.m.	School day ends

Registration and Withdrawals

The requirements for registration of new students are found in the NCSS Elementary Handbook section of this agenda.

Transportation Changes

Parents should not phone the school to change a child's afternoon method of transportation home. Instead, the school will need a signed and dated note with phone number for verification. A faxed or emailed (see school section for more information) and signed note with phone number for the office to verify will also be accepted. **All transportation changes must be made before 1:30 p.m.**

CHANGE OF ADDRESS AND/OR PHONE NUMBERS

In the event of an illness, injury, or emergency, the school must have on file current information on each child, which includes current address and telephone numbers. Each child's record must have an emergency contact person and an emergency phone number. In the event that you move, change employment, or change telephone numbers or contact people, you must notify the office and your child's teacher in writing immediately.

SAFETY

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established with the safety of each child in mind. In order to enhance safety everyone must abide by the following.

1. Only the front door to the school lobby will remain unlocked during the school day. All parents/visitors must enter via this door and report to the front office to sign in and receive a visitor pass.
2. When parents check students in or out of school they must come to the office and bring a picture identification. The office will verify the ID and then call for student via the intercom. Check-outs after 1:30 p.m. are not permitted.
3. Tornado drills, fire drills and other safety activities will be conducted to enhance safety.
4. The fire lane is a restricted parking area.

TARDIES/CHECK OUTS

Students are tardy if they are not seated in their classroom when the 7:40 a.m. bell rings. Parents should accompany students arriving after 7:40 a.m. to the office to sign their child into school. The child will receive a tardy pass to give to their teacher. Parents/guardians or designated persons checking students out of school must come to the office and bring picture identification. The office will verify the identification with the parent permission to pick-up form and then call for student via the intercom to come to the office. The person checking the student out must sign the check-out register. The person checking out the student may not go to the classroom to get the student. Students checked out after 11:15 are not considered absent. In order for your child to be counted present for the entire school day, he/she must remain at school until 11:15 a.m. or the equivalent of 3 hours and 30 minutes.

For safety reasons, **check-outs after 1:30 p.m. are not permitted.** Please refer to the Newton County Elementary School Handbook section in this agenda for detailed information concerning the attendance policy and penalties for tardies and check-outs.

ASSIGNMENT OF STUDENTS TO CLASS

Students are assigned to classes based on federal, state and local requirements, which include age, sex, race and academic needs. Recent school reform has mandated certain students to move in and out of classrooms set up to meet a specific need in reading or math. Teachers have been assigned to teach grade levels based on projected class size. In cases where a class size exceeds or does not meet projections, students may be reassigned to another teacher for the remainder of the school year. A combination of instructional models is used to provide a quality learning environment. **For these reasons we are unable to accept requests for a specific teacher.** Students may be moved to another teacher for an academic need at the discretion of the professional staff. During the school year the administration may change the placement of students to serve students in programs that meet local, state, and federal program requirements.

PARTIES

Parties are limited to twice each year which includes one at the end of 1st Semester (winter holiday party) and one at the end of the year. Individual student birthdays may be recognized with unopened store-bought treats provided by parents during lunch if so desired. Birthday parties are not to be held in the classrooms in order to protect instructional time. Invitations to birthday parties are not given out at school. (Note: Food brought for special events must be unopened in store-bought containers. Homemade food, cake, etc. is not permitted.)

PETS

Students are not allowed to bring pets to school without advanced permission.

PROTECTING INSTRUCTIONAL TIME

Research indicates that one of the factors affecting student achievement is uninterrupted instructional time. Teachers have prepared a full day of instruction for your child. If your child arrives late or leaves early he/she will miss part of the instructional day. If a parent interrupts a class during the instructional day, the entire class loses instructional time. For this reason, all conferences must be scheduled before or after school or during the teacher's planning time. Also, all parents must check in at the office before going to a classroom. The office staff can check to see if it is an appropriate time to interrupt the teacher. If parents wish to observe in a classroom, simply contact an administrator, (as required by NCSS policy), and they will schedule a time and provide the teacher notice. Siblings or other small children are not allowed in the classroom while a parent observes or volunteers. (For more information see the VISITORS section of the NCSS Elementary Handbook in this agenda.)

PERSONAL PROPERTY/LOST AND FOUND

Please mark all book bags, lunch boxes, sweaters, coats, gloves, hats, coats, and jackets with your child's name. "Lost" items are stored in designated place within the school. The school is not responsible for lost items. Items that are not claimed at the end of each semester are sent to Goodwill or the Salvation Army.

STUDENT AGENDAS

Student agendas are an integral part of the process of communication between teachers and parents. Teachers and parents are expected to review the agenda daily. Teachers may make comments daily about a student's performance or behavior in their agenda. Students will copy down the homework assignments. Parents are expected to sign the agenda each day and check their child's homework. Lost agendas cost \$5 to replace.

WEEKLY FOLDERS

Each child in grades K-5 receive a folder which is sent home weekly. The purpose of the folder is to help students organize communication papers that go home from the school regarding school activities, PTO communication, and work completed by your child. Please check the folder weekly and return it to school the next morning.

PARENT VOLUNTEERS

The Newton County School System values parent volunteers. Parents are encouraged to help in classrooms, assist with special programs, and chaperone field trips. If you are interested in becoming one of our parent volunteers, please contact your child's teacher. All parents/guardians who volunteer are to sign-in through the office and obtain an appropriate badge for the day. Siblings or other small children are not allowed in the classroom while a parent volunteers.

PHONE CALLS

In order to avoid the disruption of instruction, students will not be called to the office to answer phone calls. A message will be taken and placed in the teacher's mailbox. Students will not be allowed to call a parent to change the way they go home, get missing assignments, or projects.

CAR RIDER TAGS AND NUMBERS

Parents that pick up their children from school daily must have a car rider tag and number. Each year parents must sign up for a new car rider tag. When signing up, each family is issued 2 car rider tags. Additional tags must be purchased.

CHECKS/RETURNED CHECKS

Checks may not be accepted however, if they are checks written to the school must include the child's name, ID number, and teacher. There is a service charge on all returned checks. The school reserves the right to place parents with multiple returned checks on a "cash only" basis. Counter checks cannot be accepted.

DISCLAIMER

By no means is the elementary student handbook all-inclusive. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included but by no means does it cover every situation.

DISCIPLINE – CODE OF CONDUCT

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

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

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

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

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

SCHOOL WIDE BEHAVIOR EXPECTATIONS

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

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

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

CLASSROOM RULES

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

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

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

SCHOOL-WIDE RULES

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

STUDENT BEHAVIOR

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

Students should:

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

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

Parents should:

- regularly communicate with the school authorities concerning their child's progress and conduct
- insure that their child is in daily attendance and promptly report and explain an absence or tardiness to school

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

Discipline DEFINITIONS, Rules and Dispositions

DEFINITIONS

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

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

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

B. OUT-OF-SCHOOL SUSPENSION

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

1. **SHORT-TERM SUSPENSION** - Removal of student from school and all school-sponsored activities, including classroom attendance, for not more than ten school days. The Principal makes all final 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 hearing officer

appointed by the Superintendent of Newton County Schools. Parents are sent written notification through the mail of the charges, witnesses, and date/time of the hearing. Disciplinary action taken by the hearing panel may include, but is not limited to, short-term suspension, long-term suspension or expulsion. If a student is returned to school after a disciplinary hearing or the acceptance of the waiver option during the school year, the student returns under probationary status for **one calendar year from the date of the hearing or waiver.**

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

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

C. SUSPENSION FOR PARENT CONFERENCE

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

D. AFTER SCHOOL DETENTION

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

E. OTHER DEFINITIONS:

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

3. **FOOD AND DRINKS** - Students may not leave campus to buy lunch and then return with that lunch. No glass containers or canned, carbonated beverages are allowed. **Commercially prepared lunches may not be delivered to students.**
4. **TARDINESS** - Tardiness is defined as a student not being in the designated area when instruction begins or when the tardy bell rings.
5. **HALL PASSES** - Students are not to be in the halls during class without an official hall pass. Each hall pass must have the student's name, date, time dismissed, and the teacher's signature. **NO HALL PASSES SHOULD BE ISSUED AFTER 1:45 P.M.**
6. **ELECTRONIC COMMUNICATIONS DEVICES** - 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.**
7. **DISTURBANCES** - Students are not to bring items such as radios, tape, CD/DVD/MP3/iPODs/etc. players/recorders, electronic gaming devices, cameras (**unless part of a cell phone as referenced in Rule 24**), noise makers, pets, playing cards, water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray, or any nuisance devices to school except as a part of a planned activity. **Any item or piece of equipment that may create a disturbance in the school is prohibited and such items will be confiscated.** Teachers and administrators have the authority to determine whether items are a nuisance or may cause a disturbance. **Any recording**, broadcasting or playback equipment/materials brought for use for student instructional purposes/presentation in a specific class are permitted only after teacher/administrator approval. A teacher's classroom instruction shall not be audio/video taped without the teacher/administrator's permission. The school assumes no responsibility for items confiscated or stolen, but will return such confiscated item(s) to the parent/guardian on request.
8. **PRANKS** - Students who participate in pranks/vandalism subject themselves to disciplinary action.

USE OF COMPUTER/COMMUNICATION RESOURCES

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

The Newton County School System maintains 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

6. 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.
7. Accessing unauthorized websites – A student or an employee shall not access or attempt to access an unauthorized website.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. Commercial Uses – Students and employees shall not use the network for commercial or for-profit purposes.
14. List Serves – Employees shall not post personal messages on the school system's list serves or on the Intranet unless prior approval is obtained from the director of public relations or the director of technology.
15. 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.
16. Streaming Radio – Students and employees shall not stream radio signals.
17. 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.
18. 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.
19. 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
20. 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.
21. Photos of Employees – No student may take a photo or a video of an employee without first obtaining permission from that employee.
22. 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.
23. 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.

RULES AND DISPOSITIONS

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

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

01. ALCOHOL

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

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

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 HEALTH SERVICES—Clinic Services and Medications). 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 STOP, ISS, suspension, or suspension to a formal hearing and/or notification of law enforcement.

05. DRUGS*

OFFENSE: Selling of or attempting to sell, distribution of, possession of, use of drugs (except as required for self-administering asthma medication as detailed in HEALTH SERVICES—Clinic Services and Medications) 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, prescription, over-the-counter, or substances represented to be illegal drugs, inhalants, and/or drug paraphernalia such as rolling papers, roach clips, pipes, etc.

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

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

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

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

13. POSSESSION OF BANNED OBJECTS

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

The following objects are banned unless required to be brought to school as part of a planned activity and approved by a teacher and/or a school administrator: all electronic gaming items, radios, tape/CD/ DVD MP3/iPODs, etc. players or recorders, cameras (unless part of a cell phone as referenced in Rule 24), noise makers, pets, playing cards/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) to the parent/guardian on request.

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

15. FIGHTING

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

NOTE: 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.

DISPOSITION: At the discretion of the administrator which may include but is not limited to conference, detention, STOP/ISS, suspension, or suspension to a formal hearing. (In all cases, an attempt will be made to contact the parent.)

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

20. NON-SANCTIONED GROUP ACTIVITIES

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

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

9. 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.
10. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
11. No signs, symbols, gestures, songs, drawings, or writings which show allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos, body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.
12. 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.
13. 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.
14. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated this policy. (Board Policy JCD)

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

22. CAMPUS/CLASSROOM DISTURBANCES

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

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

23. ACTS OF BIGOTRY

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

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

24. CELL PHONES AND OTHER COMMUNICATION DEVICES

OFFENSE: 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.)

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

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

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

26. INAPPROPRIATE BEHAVIOR

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

DISPOSITION: At the discretion of the administrator which may include but is not limited to conference or detention.

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

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, STOP, ISS, 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

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

36. BEING IN AN UNAUTHORIZED AREA

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

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

38. RECKLESS/DISORDERLY CONDUCT

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

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

39. PHYSICAL VIOLENCE AGAINST A SCHOOL SYSTEM EMPLOYEE

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

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

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

41. OBSCENITY

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

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

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

42. INAPPROPRIATE DISPLAY OF AFFECTION

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

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

43. INDECENT EXPOSURE*

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

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

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

44. THREATENING AND/OR ENDANGERING A SCHOOL SYSTEM EMPLOYEE

OFFENSE: Engaging in behavior that threatens and/or endangers the safety of a school system employee on or off school property, if school related. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee 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, Project Decision, suspension or suspension for a formal hearing and/or notification of law enforcement.

45. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS

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

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

47. INAPPROPRIATE SEXUAL BEHAVIOR

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

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

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

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

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, schuriken, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

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

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

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

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

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

55. SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION

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

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

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

56. SKIPPING SCHOOL OR LEAVING CAMPUS WITHOUT PERMISSION

OFFENSE: Skipping school or leaving campus without permission.

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

57. TARDINESS TO CLASS/SCHOOL

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

DISPOSITION: Penalty at the discretion of the administrator which may include but is not limited to parent conference, notification of school social worker, STOP/ISS.

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

61. VANDALISM

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

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

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

OFFENSE: 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, suspension for a formal hearing. The principal or designee shall notify law enforcement officials. Immediate restitution for damages is required.

65. TRESPASSING

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

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

66. 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, 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, Soft drinks, Junk food)

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

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

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

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 or makes them feel uncomfortable.

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

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

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

72. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

OFFENSE: Placing another person in fear of bodily\psychological harm through verbal\written\electronic threats without displaying a weapon or subjecting the person to actual physical attack.

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

73. BULLYING

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

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

DISPOSITION:

1ST OFFENSE:

AND

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

3RD OFFENSE: Suspension to a formal hearing.

74. INCITING, ADVISING, OR COUNSELING

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

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

76. COMPUTER TRESPASS

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

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

84. CONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES

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

85. MISBEHAVIOR ON SCHOOL BUS

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

OFFENSE: Acting in a manner that might endanger the life or well-being of any student/adult on the bus or person/pedestrian (includes any unsatisfactory conduct). A student shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and unruly behavior as described in GA Code 20-2-751. Students shall be prohibited from using any electronic devices that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. Please see Rule 13: Banned Objects, Rule 24: Electronic Equipment and Rule 39: Physical Violence Against a School Employee

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

Discipline Program

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

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 School Bus Discipline Plan (Elementary)

First Offense: The school bus driver will speak privately with the student on school property and issue a courtesy notice to the parent.

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

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

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

- 1st Offense: Minimum 10-day suspension from the bus.
- 2nd Offense: Minimum 45-day suspension from the bus.
- 3rd Offense: Minimum 1-calendar year suspension from the bus.

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

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

Students attempting to board a school bus during a bus suspension may be charged with trespassing.

86. CUTTING, DEFACING, OR OTHERWISE DAMAGING BUS

OFFENSE: Cutting, defacing or otherwise damaging a school bus

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

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

99. CHRONIC DISCIPLINARY PROBLEM STUDENT.

OFFENSE: 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. (O.C.G.A 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.

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

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 read page 60 and give my child permission for computer usage, publicity release and club membership. (If permission is denied for any of these, page 60 must be returned along with this page.) Additionally, I have read the information on page 22 regarding "Notification of Professional Qualifications" and page 30 "School Messenger & The Telephone Consumer Protection Act (TCPA)." I understand that it is my responsibility to notify the school of address and phone number changes and to provide updated proofs of residence.

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

STUDENT: I have read and understand the 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 4-12): SIGNATURE _____ DATE _____

STUDENT: I understand and will abide by the terms of the **Acceptable Use Policy** included under the **DISCIPLINE DEFINITIONS, RULES AND DISPOSITIONS, entitled Use of Computers/Communication Resources** (pages 39-42) in the System Elementary Handbook. I further understand that usage of the computer resources is a privilege. I understand that any violation of the policy is unethical and may constitute a criminal offense. Should I choose to commit any violation, my access privileges may be revoked and school disciplinary/legal action may be taken.

Student: SIGNATURE _____ DATE _____
(System Operator Use Only)
User Name: _____ Active [] Inactive []
Student #: _____ Grade _____

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 61 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 61 debe ser devuelto junto con esta página.) Además, he leído la información en la página 23 sobre "Notificaciones de Cualificaciones Profesionales" y pagina 30 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 4-12): _____

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** (pagina 39-42) 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: _____

(System Operator Use Only)

User Name: _____ Active [] Inactive []

Student #: _____ Grade _____

**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 58 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 38-40 of the System Elementary Handbook. I understand that computer access is designed for educational purposes and that student access will be monitored. However, I also recognize it is impossible for agencies to restrict all controversial materials and I will not hold Newton County Schools responsible for materials acquired on the network. Further, certain aspects of the school system's computer network are accessible to students from any Internet connected computer. I accept full responsibility for supervision if and when my child's use of the network is extended beyond the school day and/or school building. I hereby give permission for The Newton County Schools to issue a computer user account to my student.

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

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

I have read the Student Publicity Release Section on page 30 in the System Elementary Handbook regarding publication of my student's work and image (photograph) in newsletters, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites. I hereby give my permission for the Newton County Schools to publish my student's work and image in newsletter, yearbooks, local radio/TV broadcasts, newspapers, periodicals and websites.

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

SCHOOL SPONSORED CLUB MEMBERSHIP OPT-OUT STATEMENT

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

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

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 59 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 38-40 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 30 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:

Notes

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Notes

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Notes

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