



NEWTON COUNTY
SCHOOLS



2023-2024

Parent Information Guide and
Student Code of Conduct

Our **VISION** is for **ALL** students to
be well-rounded and prepared for
the future.

Newton County Board of Education



Mr. Eddie Johnson
DISTRICT 2

**Mrs. Shakila
Henderson-Baker**
DISTRICT 3

Mr. Trey Bailey
DISTRICT 1

Mrs. Abigail Coggin
DISTRICT 5

Mr. Anderson Bailey
DISTRICT 4

Welcome

Welcome to the 2023-2024 Parent Information Guide and Student Code of Conduct for Newton County Schools. This document contains important dates and facts about Newton County Schools. Additionally, it includes the Code of Conduct for students in Newton County Schools. Please keep this guide in your home for reference throughout the school year.

The Georgia Department of Education requires that all parents be provided a copy of the Parent Information Guide and Student Code of Conduct. At the end of the document is the JCDA-3 -Receipt of the Parent Information Guide and Student Code of Conduct acknowledgment.

Newton County School List

ELEMENTARY SCHOOLS

[East Newton Elementary](#)

[Fairview Elementary](#)

[Flint Hill Elementary](#)

[Heard Mixon Elementary](#)

[Live Oak Elementary](#)

[Livingston Elementary](#)

[Mansfield Elementary](#)

[Middle Ridge Elementary](#)

[Newton County STEAM Academy](#)

[Oak Hill Elementary](#)

[Porterdale Elementary](#)

[Rocky Plains Elementary](#)

[South Salem Elementary](#)

[West Newton Elementary](#)

MIDDLE SCHOOLS

[Clements Middle](#)

[Cousins Middle](#)

[Indian Creek Middle](#)

[Liberty Middle](#)

[Newton County STEAM Academy](#)

[Veterans Memorial Middle](#)

HIGH SCHOOLS

[Alcovy High](#)

[Eastside High](#)

[Newton College and
Career Academy](#)

[Newton High](#)

[R.I.S.E. Academy](#)

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2023-2024 School Calendar

NEWTON COUNTY SCHOOL SYSTEM

2023-2024 School Calendar

Jul 2023						
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- July**
- 18 New Teacher Orientation (July 18-20)
 - 21 Pre-Planning for Staff (July 21, 24-28, 31)
 - 25 Open House-High Schools
 - 26 Open House-Middle Schools
 - 27 Open House-Elementary and Newton County Theme School

- August**
- 1 First Day of School for Students
 - 18 Early Release Day for Professional Learning
 - 31 Progress Reports for Secondary Students

- September**
- 4 Labor Day Holiday
 - 15 Early Release Day for Parent Conferences
- October**
- 4 End of 1st Nine Weeks
 - 9 Fall Break (Oct. 9-13)
 - 19 Report Cards Issued
 - 23 Independent Learning Day for Students/Employee Professional Learning

- November**
- 7 Teacher Work Day/Election Day
 - 17 Early Release Day for Teacher Work Day
 - 20 Thanksgiving Break (Nov. 20-24)
 - 30 Progress Reports for Secondary Students

- December**
- 22 Early Release Day for Teacher Work Day/End of 2nd Nine Weeks
 - 25 Winter Holiday Break (Dec. 25-Jan. 5)

- January**
- 8 Students Report Back for 2nd Semester
 - 11 Report Cards Issued
 - 15 Martin Luther King, Jr. Birthday Holiday

- February**
- 2 Early Release Day for Parent Conferences
 - 8 Progress Reports for Secondary Students
 - 19 Mid-Winter Holiday Break/Inclement Weather Days (Feb. 19-23)

- March**
- 4 Independent Learning Day for Students/Employee Professional Learning Day
 - 15 Early Release Day for Teacher Work Day/End of 3rd Nine Weeks
 - 21 Report Cards Issued

- April**
- 1 Spring Break (April 1-5)
 - 25 Progress Reports for Secondary Students

- May**
- 23 Early Release Day for Teacher Work Day/Last Day of School/Report Cards Issued
 - 24 Post Planning for Staff
 - 27 Memorial Day Holiday
 - 28 Post Planning for Staff

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2023-2024 School Calendar Spanish

SISTEMA ESCOLAR DEL CONDADO DE NEWTON

2023-2024 Calendario Escolar

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- Julio**
- 18 Orientación para los Maestros Nuevos (Julio 18-20)
- 21 Pre-Planificación para Personal (Julio 21, 24-28, 31)
- 25 Jornada de Puertas Abiertas- Escuelas Secundarias
- 26 Jornada de Puertas Abiertas- Escuelas Intermedias
- 27 Jornada de Puertas Abiertas- Escuelas Primarias y Escuela Tema
- Agosto**
- 1 Primer Día de Escuela para los Estudiantes

- 18 Despedida Temprano Para el Aprendizaje Profesional de los Maestros
- 31 Reportes de Progreso para los Estudiantes de Secundaria
- Septiembre**
- 4 Día Festivo por Día del Trabajo
- 15 Despedida Temprano para Conferencias con los Padres
- Octubre**
- 4 Fin de las primeras 9 semanas
- 9 Descanso de Otoño (Oct. 9-13)
- 19 Reporte de Calificaciones Emitido
- 23 Día de Aprendizaje Independiente para Estudiantes/ Aprendizaje profesional para el Personal

- Noviembre**
- 7 Día de Trabajo para los Maestros/ Día de elecciones
- 17 Despedida Temprano para Día de Trabajo para Maestros
- 20 Descanso para el Día de Acción de Gracias (Nov. 20-24)
- 30 Reporte de Progreso para Estudiantes de Secundaria

- Diciembre**
- 22 Despedida Temprano para Día de Trabajo para Maestros/ Final de las 2ndas Nueve Semanas

- Diciembre**
- 25 Descanso por Navidad y Año Nuevo (Dic. 25- Enero 5)
- Enero**
- 8 Estudiantes Regresan Para el Segundo Semestre
- 11 Reporte de Calificaciones Emitido
- 15 Descanso por el Día de Martín Luther King, Jr.
- Febrero**
- 2 Despedida Temprano para Conferencias con los Padres
- 8 Reporte de Progreso para Estudiantes de Secundaria
- 19 Descanso de Invierno / Días para recuperar en caso de mal tiempo (Feb. 19-23)

- Marzo**
- 4 Día de Aprendizaje Independiente para Estudiantes/Aprendizaje Profesional para el personal
- 15 Despedida Temprano para Estudiantes/ Día de trabajo para los Maestros /Final de las 3ras Nueve Semanas
- 21 Reporte de Calificaciones Emitido

- Abril**
- 1 Descanso de Primavera (Abril 1-5)
- 25 Reporte de Progreso para Estudiantes de Secundaria

- Mayo**
- 23 Despedida Temprano para Estudiantes/ Día de Trabajo para Maestros
- Ultimo Día de Escuela
- Reporte de Calificaciones Emitido
- 24 Día de Pre-Planificación para el Personal
- 27 Descanso para el Día Memorial
- 28 Día de Planificación Posterior para el Personal .

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ACADEMIC HONESTY

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

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

*The only exception occurs when a student is guilty of academic dishonesty on a benchmark test. Because these tests are used to determine the student's satisfactory academic progress, students will be required to retake the benchmark test on his or her own time. The make-up test will be scored to determine student progress; however, the student may only receive 70% credit of the scored test. In addition to the consequences listed above, students may lose privileges, positions, or opportunities requiring trustworthiness and responsibility. Students may also receive a disciplinary referral (See Rule 67).

All forms of academic dishonesty place the value of grades over learning and are in direct contrast with the mission of the Newton County School System. To educate each student about the importance of academic integrity, Newton County School System has implemented a Digital Citizenship course, by grade level, which will be taken by all students each year at the beginning of the school year. The purpose of this course is to promote academic integrity by increasing students' awareness of the issues and offering dilemmas and strategies to protect themselves from academic dishonesty situations. Faculty and staff can use the course as an educational resource to supplement their classroom discussions on academic integrity.

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. Pre-kindergarten registration is held in early spring. Limited slots are available at each elementary school (with the exception of the Newton County STEAM Academy) requiring the selection of children via a lottery process. 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 School System 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.

It shall be policy of the Newton County Board of Education to admit students for enrollment in the Newton County Schools if they reside in Newton County, or if they are the child of an employee as described in Policy JBCC unless the student has attained the age of twenty (20) on or before September 1 or has received a high school diploma or the equivalent. An individual classified as a student with disabilities is eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second [22] birthday whichever comes first.

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

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

If the student is admitted to an alternative placement, the student must make up all missed work to be eligible to receive credit. If work is not made up, the student will receive N/C, no-credit, for the semester. Students enrolling in the Newton County School System will not receive credit for courses after the 20th day from the beginning of school unless

the student makes up the required 150 hours of instruction and passes the course. The school principal or designee may utilize Instructional Focus time for any student needing to complete the required seat time to receive credit to maintain the required 150 hours.

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

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.

ATTENDANCE

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* 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 will be temporarily excused from school for one or more of the following incidences: (1) Personally ill and whose attendance in school would endanger their health or the health of others; (2) when in their immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on celebrated and

recognized religious holidays observed by their faith necessitating absence from school; (4) when mandated by order of governmental agencies (Example: pre-induction physical examination of service in armed forces or court order); (5) when conditions render school attendance impossible or hazardous to their health or safety; (6) when registering to vote or voting for a period not to exceed one day; (7) when mitigating circumstances warrant, as determined by the principal; (8) when suspended from school; (9) when a student whose parent or legal guardian in military service, in the armed forces of the United States or the National Guard and has been called to duty for or is on leave from overseas deployment. Students shall be counted present for the following: (1) when involved on a school sponsored/approved trip; (2) when serving as Pages for the Georgia General Assembly; (3) when enrolled in the Hospital Homebound program; (4) when serving ISS; (5) when in attendance at least one half of the instructional day for elementary students (11:15), middle school students (12:30), and high school students (attend at least (4) periods during the school day.)

Students shall be in attendance at public schools in accordance with requirements of the compulsory school attendance law and for the number of full-length days prescribed by law. Credit for make-up work will be granted only when the absence is excused as defined above. Students must present a written excuse upon return after an absence, whether excused or unexcused and/or an admit slip if the student checked-in/out. **The excuse or admit slip must be presented to the teacher and/or attendance clerk within three days of the student's return to school; otherwise, the absence will be recorded as unexcused.** Credit for make-up work will be granted only when the work is submitted adhering to the attendance policy timeline.

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

ATTENDANCE AND ACADEMICS

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. Students are advised to check with the teacher, classmates, and/or consult the course syllabus as a means of keeping up with each class assignment. 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. **Students who are absent from school, whether the absence is excused or unexcused, are not allowed to participate in (or attend) any sporting event or extra-curricular activity that is held the day of the absence.**

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.

High school students will not be granted credit when unexcused absences exceed ten (10) days per class per year. When credit for a course is denied, the grade designation for no credit (NC) shall be given for each class the student passed.

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

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 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.”

ATTENDANCE AND 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.

BEHAVIOR

Student behaviors and consequences are addressed in the Student Code of Conduct at the end of this document.

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.)

BUS BEHAVIOR

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.*

CANCELLATION OR EMERGENCY SCHOOL CLOSING DUE TO SEVERE WEATHER

The 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., NCSS 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.

CHAIN OF COMMAND

Constructive criticism of the schools is welcomed by the Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to complete their tasks more effectively. The Newton County School System does not recognize social media (e.g., Facebook, Twitter, blogs, etc.) as primary means of communication in relation to student, parent, personnel, or school system issues. If you have a concern that you wish to be addressed, please contact school and/or system personnel directly via email, phone, letter, or in person in efforts to resolve matters. Additionally, please follow the prescribed Chain of Command to address concerns.

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

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

Discipline	Curriculum	Transportation	Athletics
Teacher	Teacher	Appropriate Zone Supervisor	Coach
Appropriate Assistant Principal	Appropriate Assistant Principal	Appropriate Assistant Principal	School Assistant Athletic Director
Principal	Principal	Principal	School Athletic Director
Director of Elementary/Secondary Education	Director of Elementary/Secondary Education	Director of Pupil Transportation	Principal
Chief Academic Officer	Chief Academic Officer	Chief Operations Officer	Director of Student Services
Superintendent	Superintendent	Superintendent	Chief Operations Officer

CHECKING IN AND OUT OF SCHOOL

ELEMENTARY 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.

MIDDLE SCHOOL STUDENTS who arrive at school after 9:00 a.m. must check-in at the designated area. A check in pass will be issued and should be presented to the classroom teacher.

HIGH SCHOOL STUDENTS who arrive after 8:15 a.m. must check-in at the designated area. A check in pass will be issued and should be presented to the classroom teacher.

Students who habitually check in late will be subject to the tardy policy.

EARLY RELEASE DAYS- When school is dismissed early, on system designated “early release” days. 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

During the school day, a student will be released from school only to a parent or legal guardian or other authorized person. **Such persons shall be properly identified.** Students are not to leave campus unless they have an official check-out slip. The parent or authorized person who will pick up the student must come inside the school and sign the check-out record. The person checking out the student may not go to the classroom to get the student. Once the check-out procedures are finalized, students are expected to leave the premises immediately. The school designates an office area to handle all requests by parents or authorized persons who call the school or come to the school requesting permission for a student to check-out.

All phone calls and written requests should be received at least one hour before requested check-out time. If this process is not followed, some delay can be expected. Simply checking out a student from school does not constitute an excused absence for the class missed. In order for absences to be excused, a parent/guardian must provide appropriate documentation for the classes missed within three (3) days of the absence. **No permissive checkouts are allowed after 1:45 for elementary, 3:45 for middle schools, 2:45 for high schools, and 2:30 for Newton College and Career Academy.**

Students who are not involved in after-school activities must be picked up within 30 minutes of school dismissal.

COUNSELING SERVICES

ELEMENTARY- 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.

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

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

PROCEDURES FOR REQUESTING TRANSCRIPTS AND LETTERS OF RECOMMENDATION

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

COURSE SYLLABI

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

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.

DELIVERIES

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. Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver notes for these items interferes with instruction. Mail, flowers, gifts, invitations, or fast-food lunches are not allowed to be delivered or distributed at school.

DRESS CODE

The dress code applies to all students enrolled in Newton County Schools. 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. It is our intent to provide an environment that is safe, orderly, and conducive to learning. 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 not conducive 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, chain link, or studded belts 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.

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 upper or lower body, such as spandex pants, uncovered leggings, see-through garments, halter tops, tank tops, spaghetti straps, backless dresses, tube tops, muscle shirts, or shirts or blouses that are tied at, or may rise above, the waist
8. Garments with holes that expose undergarments or significant amounts of flesh above the knee
9. Shorts, dresses, or skirts less than fingertip length when worn properly around the waist and when standing upright. This includes splits in skirts.
10. Clothes that expose underclothing or impedes walking
11. Shoes that are unsafe for transition or school activities, including shoes with wheels
12. Sleepwear including, but not limited to: pajama sets (that do not follow the dress code policy for shirts and pants), gowns, bathrobes, slippers, blankets, etc.

The following is appropriate school attire:

1. Crop tops worn over another shirt which covers midsection
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.
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

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.

ELEMENTARY SCHOOL INFORMATION AND PROCEDURES

DAILY SCHEDULE

7:05 a.m. This is the earliest allowable arrival time for students. (Students should not be dropped off earlier than 7:05 a.m.)

7:05 a.m. – 7:30 a.m. Breakfast

7:40 a.m. Instruction begins

2:10 p.m. School day ends

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, 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.

COMMUNICATION

Communication is an integral part of the process 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.

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.)

PERFECT ATTENDANCE

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

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 not claimed at the end of each semester are removed and donated to charity.

PETS

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

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. 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. Students will not be allowed to call a parent to change the way they go home, get missing assignments, or projects.

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.

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.

By no means is the Elementary School Information and Procedures all-inclusive. This information 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.

EMERGENCY 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 these 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. All driveway areas must be kept clear during fire drills.

ENGLISH TO SPEAKERS OF OTHER LANGUAGES (ESOL)

The English to Speakers of Other Languages (ESOL) Program of the Newton County School System offers additional language instruction to any student who is identified as an English Learner (EL). The ESOL program provides instruction to develop students' proficiency in English in the four areas of language: listening, speaking, reading, and writing. In addition, the ESOL program seeks to create supportive learning environments in your child's classroom and school and to build on students' academic, linguistic, and cultural backgrounds. The Newton County School System's ESOL program is designed to help multilingual learners attain their full academic and social potential while continuing to develop English as a second language.

EXTRA-CURRICULAR CONTESTS - PARTICIPATION REQUIREMENTS

Secondary students must be present in school (four of seven periods for high school) in order to participate in any extracurricular activities that day. Students suspended from school will not participate in any school-sponsored activity during the suspension. Beginning one week prior to the first contest or event scheduled for any designated sport or extracurricular activity, students suspended out-of-school are suspended from all activities (practices, playing, dressing, out, sitting with team, etc.) during each full day of suspension. In the event that no designated game or activity takes place during the period of suspension, students will miss the next game or activity scheduled during the season for that sport or activity. Suspension ends when the student is physically readmitted to the classroom. Students assigned to In-School Suspension for one or more full days will be suspended from the next appropriate game or event scheduled from the date they are assigned to (begin) ISS. Students may be allowed to practice with their team or organization when assigned to ISS.

MIDDLE SCHOOL STUDENTS can fail only one class the previous semester prior to participation. The administration may withhold a student's participation from any activity based on the student's placement on academic or behavioral probation. Students who are not picked up promptly from after school events will not be permitted to attend future events.

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

HIGH SCHOOL STUDENTS' eligibility for participation in Georgia High School Association (GHSA) sanctioned sports is determined in the following manner:

First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.

Second-year students must have accumulated five (5) total Carnegie units in the first year AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

Third-year students must have accumulated eleven (11) Carnegie units in the first and second years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.

Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

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

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

The student athletes represent the school during school and non-school hours; therefore, behavior must be appropriate at all times, even on social media. **A student must finish the season and be in good standing on the team to receive a letter.** At the discretion of the school administration, a student's eligibility to participate in extra-curricular activities may be suspended or revoked.

FALSIFYING REPORTS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

FIELD TRIPS

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.***

GIFTED EDUCATION

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.

GRADING POLICY

ELEMENTARY- 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. Elementary 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: Reading, Language Arts, Spelling, Mathematics, Science/Health, and Social Studies

4	Exceeding the Standard
3	Meeting the Standard
2	Progress toward Meeting the Standard
1	Little or No Progress toward Meeting the Standard

The following grades are given in grades 4-5: Reading, Language Arts (Language Arts includes writing, grammar, vocabulary, listening, speaking, spelling, and viewing.), Mathematics, Science/Health, and Social Studies

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

The following grades are given in grades 1-5: Handwriting, Music, Art, and P.E.

4	Exceeding the Standard
3	Meeting the Standard
2	Progress toward Meeting the Standard
1	Little or No Progress toward Meeting the Standard

The following grades are given in grades 1-5: Handwriting, Music, Art, P.E., and Conduct

S	Satisfactory
P	Progressing
N	Needs Improvement

Students in kindergarten receive grade reports via the GKIDS assessment.

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

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

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

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

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

End of Course Tests (EOC) shall be used as the final exam in courses assessed by an EOC and shall count 20% of the final numeric grade as prescribed by State Board Policy IHA.

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

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

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

The numerical grades in Advanced Placement (AP) courses and Dual Enrollment courses will be weighted. Ten points will be added to the student's final class average for all Advanced Placement courses, and Dual Enrollment.

A five-point weight is added to each student's reported grade at the conclusion of each semester for students enrolled in Accelerated Math courses. The five points will not be reflected in the operating gradebook for each student but is manually entered for the grading report at the conclusion of each semester.

GRIEVANCES AND DISCRIMINATION BOARD POLICY

Descriptive Code: JAA Equal Educational Opportunity Date: January 19, 2021

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program or activity. 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, applicant for admission, parent or guardian 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 (except as stated below) 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. a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.

b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.
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 school days to gather all information relevant to the report or 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 school 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 school 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 for 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.

Title I, McKinney-Vento, School Improvement, Parent Involvement - Chief Strategy and Support Services Officer
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, January 19, 2021

HEALTH RECORDS

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

Vaccinations and vaccination records may be obtained from the Newton County Health Department or from a private physician. Please note that the vaccination record must be on an official form provided by the Georgia Department of Human Resources. In addition, those students entering Georgia public schools for the first time must provide an eye, ear, and dental certificate.

HEALTH SERVICES

School nurses are provided for each school. The school nurse will make contact with parents regarding 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- 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. Judgment in such cases is at the discretion of school authorities, and parents assume financial responsibility. 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. 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.

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 and 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)	Mumps	Whooping Cough (Pertussis)
Fifth's disease	Influenza	Head Lice

HEAD LICE- Students who have head lice (pediculosis) are to be sent home from school. Students identified with head lice can return to school after the lice treatment has been administered. After treatment and before reentering school, the student accompanied by a parent/guardian, will be cleared by a school official to make certain that the student is free of infestation.

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.

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. All medication other than prescribed self-administered medication must be kept in the school clinic.

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, contents, and instructions. 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 who must take medication during school hours are encouraged to do so during class change at the clinic. When this is not possible, the student must obtain a medical pass from the clinic nurse. Students may carry and self-administer as needed prescription Inhaler, EpiPen, and/or Insulin after the Authorization to carry the prescription is completed by the parent/guardian, student, and physician. The medication to be self-administered must have the pharmacy label in the student's name attached. Students meeting the above criteria may self-medicate without prior clinic approval. The school accepts no liability for self-administered medication. All prescription medication other than self-administered medication must be kept in the school clinic.

HIGH SCHOOL CREDITS AND INFORMATION

Students are required to earn 23 credits to graduate. The Newton County Board of Education shall award Units of Credit based on the GSE and GPS and a minimum of 150 hours of instruction in an approved traditional schedule and 135 hours of instruction in the block schedule.

- Either elective credit or no credit shall be awarded for courses (REMEDIAL) in which instruction is based on the GPS or GSE for grades K – 8.
- Core area courses completed successfully may not be repeated.
- **A course shall count only once for satisfying any unit requirement for graduation.** The same course cannot be used to satisfy a unit requirement in more than one core area of study. For example, General Horticulture may count as a Science OR a CTAE course; credit can only be awarded for one or the other-not both.
- The Newton County Schools shall accept the course credit and grades earned by any student from an accredited school. These schools shall have been accredited at the time credit was earned.

Accredited school is defined as:

a. Schools accredited by or holding provisional status from the Georgia Accrediting Commission, and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council, and/or one of the following regional accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, or Western Association of Schools and Colleges.

b. A standard Georgia public school as defined in Rule 160-3-2-.01 (Comprehensive Evaluation System).

c. A school from another state accredited by that state's accrediting agency.

d. Schools accredited by the accrediting Commission for Independent Study, Inc.

e. Other schools and home-study programs will be considered non-accredited for these purposes.

1. The Newton County School System shall verify grade placement and validate credits of any student who transfers into the district from a non-accredited school, from a home-study program or from a foreign country. Curriculum guides or other pertinent information regarding a course may be obtained to determine whether transfer courses meet required

minimum core curriculum. Placement of first-time 9th graders entering from non-accredited schools will be determined by performance on the 9th Grade Placement Test which determines readiness for the ninth grade. If the student does not pass the 9th Grade Placement Test and is under the age of 16, a committee decision will be made to determine placement.

Students entering school from home study programs shall provide the school with a copy of the following: student's birth certificate; an up-to-date immunization record; the results of any standardized tests administered while the student was in a home study program; and the annual program assessment reports in each subject area as specified by the laws establishing the home study program. All other entrance requirements apply. Grades for courses applied to high school graduation which are awarded by a home study program, foreign country, or by a non-accredited school shall be recorded as a numerical grade (160-4-2-.13 (2) b)

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

a. Requirements for Granting Credit of Non-Prerequisite Courses. To receive transfer credit for non-prerequisite course(s) taken at a non-accredited school or home-study program, the student must take and earn a passing score of 70 or above on the final exam of the course for which course transfer credit is being sought. The final exam for four state designated courses shall be the End of Course Test (EOC). If the student fails an EOC, he/she must retake the course to earn credit. Credit will not be awarded for courses not offered in the Newton County School District. An exception may be made for a course found on the list of state funded courses which Newton County High Schools do not offer. Upon determination that such transfer course meets GSE and/or GPS requirements, the administrator may grant credit.

b. Requirements for Granting Credit of Prerequisite Courses. Credit may be granted retroactively on prerequisite courses based on acceptable student performance in the next level of a prerequisite course. Acceptable student performance is defined as meeting attendance requirements and obtaining a passing score of 70 or higher. Schools offering year-long, traditional schedules would use ONLY the end-of-the-year average (full course) as the determiner. An exception to this regulation is for a course requiring an EOC. In such cases the EOC shall be given for the prerequisite and a passing score of 70 or higher must be earned for granting the prerequisite credit. Placement may be changed before the end of the semester when a student is not meeting acceptable performance standards. The decision to change placement before the end of the semester must include input from the teacher, guidance counselor, and principal.

c. Requirements for Granting Credit for Students from Foreign Countries. Transcripts may be translated to English and evaluated by contacting the Newton County ESOL Coordinator. Each counselor or secretary will assist the parent in contacting the ESOL Coordinator at registration. Upon determination that such transfer course meets GSE/GPS requirements, the eligibility team may grant credit. The recommendation from the committee will be forwarded to the counselor and registrar for assignment to appropriate courses and transcript credit. Students transferring from a foreign country will be required to take all appropriate EOCs.

d. Requirements for Granting Credit through Credit Recovery Programs. Students who have failed a course and complete requirements of the online credit recovery program for a comparable course will be awarded credit. For any course requiring an EOC, the student will take the associated EOC. Please refer to the NCAA requirements prior to enrolling in credit recovery programs.

One credit per semester may be transferred from an accredited school while enrolled in a Newton County School during the academic school year and a maximum of two credits may be transferred for summer school credit. Initial credit may be obtained in electives only. Core academic credit may be obtained only if the student is recovering credit. Students should obtain the Newton County School System Credit Recovery Form PRIOR to enrolling in a program to earn credit outside of the traditional classroom time.

2. Courses may not be audited at the high schools in Newton County.
3. Schools shall not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school, or the courses presented for credit meet criteria identified in these above outlined procedures.
4. Should the Newton County Board of Education choose to grant unit credit for learning that has occurred outside the 9 – 12 classroom, it shall use the following assessment procedures to award or exempt unit credit in lieu of class enrollment: evaluation of the student’s transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript. For example, a student whose native language is not English could be awarded one or two units of credit for the foreign language of their native tongue if he/she can demonstrate competency in that language. Refer all cases to the ESOL Coordinator for determination of foreign language credit that may be awarded.
5. Remedial courses count as elective credit only.
6. HOPE Requirements: Beginning with the class of 2007, grades from ALL coursework in academic core attempted in high school will be calculated in the GPA. Additionally, courses identified in the final GPA will be calculated by the Georgia Finance Commission using a 4.0 scale. Any grade earned in high school courses taken in middle school will not be included in the HOPE calculation (i.e., Alg. I). Georgia School Finance Commission provides a website to explain the HOPE Program: <https://gsfc.georgia.gov/programs-and-regulations/hope-programs>. School personnel do not compute HOPE GPA. All AP/Dual Enrollment grades will be stripped of their weights by GSFC; Newton County will report to GSFC the 10-point weight. GSFC adds a 0.5 quality point weight on a TRUE 4.0 scale for Advanced Placement (AP)/Dual Enrollment completed June 15, 2006, or later, up to a maximum grade value of 4.0 (A Grade of A is not weighted). No other courses will be weighted by the GSFC unless authorized by the Georgia General Assembly. Changes to the HOPE Scholarship are made by the Georgia General Assembly and updates may be found at www.gsfc.org. It is important to note that the HOPE Scholarship is not permitted to be awarded to students without social security numbers. The Newton County School System exports preliminary data to the GSFC at the end of each school year. For seniors, the information is based upon the previous year’s extract as their final data will not be exported until the end of the school year.
7. Secondary School Reports, recommendations, and information including student’s rank completed by teachers, counselors, or other staff members are not released to students, but sent directly to the college or organization. Schools do not have access to students’ rank until such time that student services provides a “rank report”. Students’ rank is determined by mid-year grades (December) and are available in January. Copies are not provided to the student, parent, or guardian. As students seek to learn their class rank, students must be aware that class rank fluctuates as semester grades are posted.

CLASS RANK is based on the first seven consecutive semesters during the student’s high school career with the final four (beginning with the 2nd semester of his/her sophomore year) of the seven semesters having been completed at the school from which he/she is graduating. It is important to note that class rank includes the first semester progress of the student’s senior year.

- a. Rank fluctuates each semester; final rank is not available until second semester for seniors.
- b. The students designated as the first and second honor graduates shall be named from the Honor Graduates based on the highest and second highest numerical average earned.
- c. The next eight students in rank of the Honor Graduates shall comprise the “Top Ten” students.
- d. Students must complete a minimum of 2 AP classes to be considered for top ten honors.
- e. Students who complete graduation requirements at the end of first semester are included among all students graduating the same school year for class rank purposes.

COLLEGE VISITS

Criteria

Seniors- A senior may have three days to visit a college or technical school in preparation for postsecondary education. The senior is not counted absent but is responsible for all assignments.

Juniors-A junior may have three days to visit a college or technical school in preparation for postsecondary. The junior is not counted absent but is responsible for all assignments.

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

Procedures

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

FINAL EXAM EXEMPTION INCENTIVE PROGRAM

Courses with an EOC	Non-Tested Areas
<ul style="list-style-type: none">• No more than 5 UNEXCUSED absences (does not include excused absences))• Must be passing the course with a grade of 70 or higher• Must score a 70 or higher on the EOC	<ul style="list-style-type: none">• No more than 5 UNEXCUSED absences (does not include excused absences)• Must be passing the course with a grade of 85 or higher

The exam exemption incentive program is subject to change based upon GaDOE rule/policy changes and/or district discretion.

FOREIGN EXCHANGE STUDENTS

The attendance of foreign exchange students in Newton County Schools is accepted as an educational opportunity for local high schools and an expression of international goodwill for the school system. The number of foreign exchange students accepted for a school year in Newton County shall depend on current enrollment and be at the discretion of the principal. Prior to committing to a host family, the representative of the foreign exchange company should obtain written permission from the principal or designee for a student's enrollment in the high school and have contact with the ESOL Coordinator. All foreign exchange students must adhere to all standard operating procedures and practices found in the program planning guide, student handbook, and provided school notification. Students accepted from exchange programs should enter at the beginning of a semester and be involved in a full school year program. A complete transcript translated into English should be presented to the local school six weeks prior to the first day of school. This must include courses taken each year and grades earned. The number of clock hours per credit must be specified. Refer all foreign exchange students' transcripts to the ESOL Coordinator for evaluation. All courses must be taken for credit. Auditing is not allowed. The age of foreign exchange students must not exceed nineteen (19) on September 1, of the year enrolled in Newton County Schools. Foreign exchange students shall not be eligible for the minimum day program in high school. Foreign exchange students seeking a diploma from the Newton County Schools must declare so in writing six weeks prior to the first day of school and must meet the requirements for graduation as set forth in the Program Planning Guide to include all testing requirements. The foreign exchange student may not participate in the graduation ceremony unless the student is receiving a high school diploma from the Newton County School System.

GOVERNOR'S HONORS PROGRAM

The Governor's Honors Program is a high-powered, academic summer program for high school students. They take courses in specific academic areas as well as in high interest or elective areas. These courses are taught by master

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

GRADUATION INFORMATION

Newton County Schools Board Policy IHF: Students will not receive a diploma until all requirements are met as established by the Newton County School System and Georgia Department of Education. **To participate in commencement exercises, a student must have earned all units required for graduation and have taken two EOCs in each subject area (Language Arts, Social Studies, Science and Mathematics).** A student not completing the requirements with their graduating class *who completes the requirements in the summer or during the next school year may participate in the upcoming graduation exercises, if so desired.* **It is the responsibility of the student,** with assistance from teachers and counselors, to ensure that courses selected are adequate for graduation requirements. **Students may not return to high school after receiving a GED or diploma from another school/country.**

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

Students who enroll from another state must meet the graduation requirements defined by their first year of entry into high school and they must meet the state assessment requirements as determined in Georgia Board of Education rules with the exception of children of military families (Georgia DOE Student Assessment Handbook, p. 73)

HONOR GRADUATES

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

- Has not received an NC (No Credit) due to absences.
- Has not been suspended for a formal hearing on more than one occasion.
- Has not withdrawn during high school to attend a home school program and re-enrolled.
- Has completed seven consecutive semesters from one or more of the following categories of schools beginning with the first semester of their freshman year:

- a. A standard Georgia public school as defined in State Board Rule 160-3-2-01.
- b. A secondary school holding accreditation or provisional status from the Georgia Accrediting Commission, and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council, or any other public school accredited by a state agency recognized by that state's Department of Education
- c. A secondary school accredited by one of the following regional accrediting agencies: Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and

Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.

d. A school from another state accredited by that state's accrediting agency; or

e. Schools accredited by the accrediting Commission for Independent Study, Inc.

- Has earned an overall high school GPA of 90 (not rounded). The GPA includes any additional weights for AP/Dual Enrollment.

NEW RESIDENT STUDENTS- 12TH GRADE

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

NEWTON COLLEGE AND CAREER ACADEMY (NCCA)

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

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

NCCA will offer 22 Career Pathway programs in our state-of-the-art classroom and laboratory facilities. Students in all three Newton County high schools are eligible for enrollment at NCCA. For more information about student enrollment, contact a Newton County high school guidance counselor.

STAR STUDENT

Star Student Teacher Achievement Recognition Student nominees must satisfy all of the following requirements:

1. Be a legally enrolled senior in an accredited Georgia public or private high school. The school must be accredited by the Georgia Accrediting Commission or the Southern Association of Colleges and Schools. Seniors who are jointly enrolled in high school and college are eligible for STAR honors if all other requirements are met. College and high school grades are averaged to determine rank in the senior class. Seniors who have completed graduation requirements prior to the end of the school year and who will graduate with the current year's graduating class are eligible for STAR honors if they meet other requirements.

2. Take the College Board Scholastic Assessment Test (SAT) during the junior year (11th grade beginning June following the sophomore year) through November test date of the senior year (12th grade). Score highest on one test date (scores may not be combined from two test dates) on the Scholastic Assessment Test (SAT) among qualified seniors in the school. Nominees' SAT scores must equal or better the latest available national high school average on each test. Scores submitted for competition must be from one test date. Scores may be from the junior year (beginning with June following the sophomore year) or the senior year (through the November test date.) Verbal and math scores may not be combined from two different test dates. To summarize, scores to be submitted must be the highest composite score (verbal and math) achieved on one test date. The verbal and math score must be equal to or better than the national average indicated above.

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

WORK-BASED LEARNING AND COLLEGE DUAL ENROLLMENT

The Newton County Board of Education shall allow certain eligible students to participate in work-based learning and college dual enrollment programs during the school day. A student may participate in work based learning and dual enrollment programs during the school day if:

- He/she participates in at least 4 units of regular school instruction per day*, **and**
- Has earned a minimum number of units to be classified as a junior, **and**
- Is enrolled in a state approved Technology/Career-Preparatory or special education cooperative work-study program or has worked out an acceptable dual enrollment agreement with a college, technical institute, or certified apprenticeship program, **and**
- Has written parental permission.

Early dismissal may be granted to fifth year seniors within two units of graduation. Educational early release shall be denied other students not eligible as described in the above requirements.

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

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

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

HONOR ROLL

Students are encouraged to strive for academic excellence. In order to recognize students who excel, a list of honor roll students is submitted to the local media for publication.

ELEMENTARY (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.

MIDDLE AND HIGH SCHOOL students are eligible for Principal's Honor Roll: receiving an A (90 or above) for each course taken during a designated grading period and Merit Honor Roll (A/B Honor Roll): for middle school all As and Bs during the designated grading period and high school a semester average of 80 or above with no NC's.

HOSPITAL/HOMEBOUND SERVICES

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.

INJURIES

Injuries should be reported promptly to the office. Attempts to reach the students' parents will be made to notify them of the injury. In serious cases, medical assistance may be called. Parents are responsible for medical bills when students are injured at school or participating in a school sponsored event.

INSURANCE

The Newton County School System does not provide accident insurance for students. We recommend that you purchase coverage for your child, especially if there is no other health or accident insurance coverage available for your child. Health or accident insurance coverage is mandatory for students participating in athletics, certain trades and industry courses, and work-study courses. Each year, parents/guardians have an opportunity to purchase accident insurance from a Board approved insurance carrier. There are several coverage options to choose from. Information on student accident insurance is normally provided at the beginning of the school year if requested, and also available on our website at <https://www.newtoncountyschools.org/cms/one.aspx?portalId=72263&pageId=188610>.

MEAL INFORMATION

SCHOOL NUTRITION PROGRAM OFFER VS. SERVE/REIMBURSABLE MEALS

Nutritious breakfasts and lunches are available each day for students, staff, and guests. Planned menus 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. Each school offers meal choices in compliance with Offer versus Serve Federal regulations. The School Nutrition Department's website showcase monthly menus for each grade-level and school.

Newton County School District plans to offer versus serve free, reduced, and/or paid meals to in-person learners. Participating students can choose from several choices of meals for breakfast. 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 reimbursable meal. Any student who does not select the minimum number of items required for a reimbursable meal including the required ½-cup fruit or vegetable are required to pay a la carte prices for all items. For more information on how to choose a reimbursable meal, visit the School Nutrition Menu webpage at www.newtoncountyschools.org/ then go to menus.

This institution is an equal opportunity provider.

MEDIA CENTER

The media center is available as a resource to our students. All school rules apply in the media center. Students are responsible for all materials checked out to them and must pay for the replacement of all lost or damaged items. All media center fines must be cleared before report cards are issued. Students must either present identification or enter their ID NUMBER in order to check out materials from the media center.

MIDDLE SCHOOL INFORMATION

BAND AND CHORUS

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

CAR RIDERS

Students who are dropped off in the morning should not be dropped off prior to 8:15 am and are not permitted to be dropped off in the parking lot; they should be dropped off in front of the school. NOTE: Extra members of the school staff will assist with car rider procedures until such time that a smooth transition can be established. Car riders should be picked up no later than 4:45 p.m.

EMAIL

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

ENRICHMENT CLASSES

Middle Schools offer a variety of Enrichment classes. Class participation will be determined using various sources of data. Enrichment classes are designed to provide opportunities for growth and demonstration, necessary remediation, and intervention strategies. Grades earned in Enrichment classes count towards the requirements to remain in academic good standing.

HALLWAYS

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

HOMEWORK

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

INTERIM PROGRESS REPORTS

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

JACKETS AND COATS

Bulky jackets and coats/outerwear garments are prohibited from being worn in the school building. These items are unnecessary since the building is climate controlled. Furthermore, this provides additional measures for assuring school safety. Students may wear these items to school but must secure them until the end of the day. **Students are not permitted to wear hoods during the day.**

LOCKER/BACKPACKS

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

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 not claimed at the end of each semester are removed and donated to charity.

SCHOOL HOURS

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

TELEPHONE USAGE

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

MILITARY FAMILIES AND CHILDREN'S EDUCATION

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

It is the responsibility of the student, with assistance from teachers, parents, and counselors, to ensure that courses selected are adequate for graduation requirements. Students may not return to high school after receiving a GED or diploma from another school/country.

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

In accordance with Every Student Succeeds Act (ESSA) of 2015, the Newton County School System is required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their 'Right to Know' the professional qualifications of their student's classroom teacher (s) and/or paraprofessional(s).

In compliance with the requirements of Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, 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 professionally qualified. For more information concerning your child's teacher's and/ or paraprofessional's qualifications, contact can be made with the school principal listed below.

Newton County Schools

School	Principal	Phone	Email Address
Alcovy High	Dr. Kristopher Williams	770-784-4995	williams.kristopher@newton.k12.ga.us
Clements Middle	Mr. Fred Richard	770-784-2934	richard.fred@newton.k12.ga.us
Cousins Middle	Ms. Atosha Logan	770-786-7311	logan.atosha@newton.k12.ga.us
East Newton Elementary	Ms. Teresa Sauls	770-784-2973	sauls.teresa@newton.k12.ga.us
Eastside High	Mr. Jeff Cher	770-784-2920	cher.jeff@newton.k12.ga.us
Fairview Elementary	Ms. Kimberlee Sorrell	770-786-2636	sorrell.kimberlee@newton.k12.ga.us
Flint Hill Elementary	Ms. Kelly Walker	770-784-2969	walker.kelly@newton.k12.ga.us
Heard-Mixon Elementary	Dr. Angelia Cameron	770-784-2980	cameron.angelia@newton.k12.ga.us
Indian Creek Middle	Mr. Michael Chapple	770-385-6453	chapple.michael@newton.k12.ga.us
Liberty Middle	Mr. Niquan Alston	678-625-6617	alston.niquan@newton.k12.ga.us
Live Oak Elementary	Dr. Tiffany Richardson	678-625-6654	richardson.tiffany@newton.k12.ga.us
Livingston Elementary	Dr. Yoli Howard	770-784-2930	curry.yoli@newton.k12.ga.us
Mansfield Elementary	Mr. Chris Haymore	770-784-2948	haymore.chris@newton.k12.ga.us

Middle Ridge Elementary	Ms. Rhonda Battle	770-385-6463	battle.rhonda@newton.k12.ga.us
Newton County STEAM Academy	Dr. LaMoyne Brunson	770-784-2959	brunson.lamoyne@newton.k12.ga.us
Newton College and Career Academy	Mr. Chad Walker	678-625-6769	walker.chad@newton.k12.ga.us
Newton High	Dr. Shannon Buff	770-787-2250	buff.shannon@newton.k12.ga.us
Oak Hill Elementary	Dr. Brenda Gammans	770-385-6906	gammans.brenda@newton.k12.ga.us
Porterdale Elementary	Ms. Clydia Newell	770-784-2928	newell.clydia@newton.k12.ga.us
Rocky Plains Elementary	Dr. Ryan James	770-784-4987	james.ryan@newton.k12.ga.us
South Salem Elementary	Dr. Lenise Bostic	678-342-5907	bostic.lenise@newton.k12.ga.us
Veterans Memorial Middle	Dr. Takila Curry	770-385-6893	curry.takila@newton.k12.ga.us
West Newton Elementary	Ms. Leah Green	770-385-6472	green.leah@newton.k12.ga.us

PARENT 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. Additionally, two early-release parent conference days have been incorporated into the school calendar. Drop-in conferences are not permitted; conferences during the school day at instructional times are prohibited.

PARENT AND FAMILY ENGAGEMENT

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. Attend parent and family engagement workshops to learn fun and exciting ways to support your child at home.
3. Visit the parent resource room at your child's school to receive academic resources and materials to support learning at home.
4. Limit television viewing time and establish regular work/study times.
5. Listen to the child. Encourage the child to read, discuss, and tell stories.
6. Play educational games with the child.
7. Research suggests reading to and with all children each day for a minimum of 20 minutes.
8. Become familiar with school procedures and how to address concerns.
9. Volunteer time by tutoring at school, creating learning materials at home, assisting with school activities, joining the PTO/PTA, or becoming a room parent. The PTO/PTA 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/PTA activities.

10. Visit your school's parent resource room to check-out resources and materials to help your child at home.
11. Let the teacher know in writing if the child is to go to a different address in the afternoon.
12. Check-in at the office first before visiting anywhere in the school. When leaving, please sign out at the school office.
13. Return papers (medical authorization, pupil information, insurance forms, progress reports, notes, etc.) to the school in a prompt manner.
14. Be positive in communication to and about school and school personnel.

PEER MEDIATION

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

PROMOTION/RETENTION/PLACEMENT POLICY

ELEMENTARY-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.

In 3rd grade students earning a 1, Beginning Learners, in reading are below grade level and are candidates for retention pending the appeals process. In 5th students earning a 1, Beginning Learners, in either reading and/or math are below grade level and are candidates for retention pending the appeals process. Parents may appeal the decision to retain a student to the school's principal. The principal will consider the appeal, review the requested information, and render a decision. 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. The decision of the principal is final and is not subject to appeal to district office personnel or the Newton County Board of Education.

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

HIGH SCHOOL- Grade level determination and graduation eligibility at the high school level are guided by the number of units the student earns. Below is an outline of the requirements to achieve each grade level.

5 Units – 10th grade
11 Units – 11th grade
17 Units – 12th grade
23 Units to graduate

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

1. The administration of any survey containing one or more of the following items:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

2. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

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

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

REGISTRATION REQUIREMENTS FOR NEW AND RE-ENTRY STUDENTS

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

1. **Proof of Prior School Enrollment.** A withdrawal form and unofficial transcript or report card will provide proof of prior school enrollment.

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

RESPONSE TO INTERVENTION (RTI)

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

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.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 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-link. <https://www.newtoncountyschools.org/cms/one.aspx?portalId=72263&pageId=188607>
https://www.newtoncountyschools.org/UserFiles/Servers/Server_72179/File/Parents/Section%20504%20Rights/Procedural%20Safeguards.pdf

SEX EDUCATION

The Science/Health curriculum follows the objectives of the GPS and local objectives approved by the Board of Education. In compliance with GA Code 20-2-143, students will receive age-appropriate sexual abuse and assault prevention education. Parents who do not wish to have their children participate in class while these objectives are being covered should notify the teacher in writing at the beginning of the semester. If there are concerns or questions, please contact the school principal or assistant principal.

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.

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.

SPECIAL PROGRAMS

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

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 the Publicity Release Opt Out in the Infinite Campus Parent Portal to exclude a child from appearing in photographs for new media release or on the website or contact your child's school.**

TELEPHONE CONSUMER PROTECTION ACT

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.

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.

ELEMENTARY AND MIDDLE SCHOOL-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 eighth grades will take the Iowa Assessment. Students in grades three through eight will be given the state mandated Georgia Milestones End of Grade Assessments (EOG).

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

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

GEORGIA MILESTONES END OF COURSE ASSESSMENT

Students will be required to take an End-of-Course assessment in each of the following courses: Coordinate Algebra/Algebra I, Biology, American Literature, and United States History. In order for a student to earn unit credit for a course that is assessed by an EOC, the following weighted calculation must be used: a student's numeric score on the EOC assessment shall count for 20% of the student's final numeric grade (or 15% where applicable by State Board Rule 160-4-2-.13 Statewide Passing Score).

All testing information listed above is subject to change based upon guidelines set forth by the Georgia Department of Education.

ASSESSING COMPREHENSION AND COMMUNICATION IN ENGLISH STATE TO STATE FOR ENGLISH LANGUAGE LEARNERS (ACCESS FOR ELLS)

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

GEORGIA ALTERNATIVE ASSESSMENT (GAA)

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

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 to students in the core curriculum. There are two types of Title I programs offered: Targeted-Assistance and School-Wide. In a Title I Targeted-Assistance Program, students are selected for program services based on multiple criteria and a Title I teacher works with identified students to provide extra reading and/or mathematics instruction in each student's area of weakness. A Title I School-wide program provides an opportunity for all students to receive assistance in the areas of reading, language arts, mathematics, science, and social studies in order to improve academic achievement for all students at the school. The school carefully develops an instructional plan to provide an evidence-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 Title I (770-787 1330).

TRANSPORTATION

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

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

For safety reasons, transportation changes must be received in writing. 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.

USE OF COMPUTER/COMMUNICATION RESOURCES

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

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

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

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

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

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

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

ACCEPTABLE USE

Students and employees will receive the privilege of using the digital resources and the digital network in support of academic activities. If the student's parent/guardian chooses not to allow the student to access the digital resources of the Newton County School System, the student's parent/guardian must sign an opt out form and return this form to the school. Otherwise, every student will be given the privilege to use the digital resources as part of the educational mission of the school system. This privilege may be suspended or revoked, and the student may face disciplinary action if the student exhibits behavior that does not comply with acceptable use.

PROVISIONS OF ACCEPTABLE USE AND UNACCEPTABLE USE

1. **Network Security** – Every student and every employee are responsible for maintaining the security of the school system's digital network. In order to maintain the security of the digital network, a student or an employee may not access or attempt to gain access a computer or areas on the digital network that is not normally accessible to him/her through the individual's normal login. No generic logins are to be used unless they are specifically authorized by the Director of Technology. No student or employee will use a login of another student or another employee. An employee shall not allow a student or an employee or any other person to use this employee's login.
2. **Accessing unauthorized websites** – A student or an employee shall not access or attempt to access an unauthorized website.
3. **Vandalism** – A student or an employee shall not destroy, vandalize and/or threaten to destroy computer hardware or software that is the property of the Newton County School System. Employees and students will be held financially responsible for willful damage or destruction of digital equipment.

4. **Obscenity** – A student or an employee shall not use the digital network or the digital resources EN to access, distribute or store images, or files that are deemed harmful to minors.
5. **Bullying** – A student or an employee shall not use the digital network or the digital resources of the school system to bully or to threaten a student or an employee.
6. **Logins for non-employees** – Daily substitute teachers are not allowed to have a school system login. Daily substitutes may be provided temporary access to the digital network by the principal or his/her designee. The principal has the discretion to allow long-term substitute teachers/administrators, student-teachers or interns to have a school system login.
7. **Disclosure of Personal Information** – Employees shall not use the digital resources or the digital network to disclose personal information of students or staff unless the employee has obtained written permission from the student's parent or guardian.
8. **Commercial Uses** – Students and employees shall not use the network for commercial or for-profit purposes.
9. **List Servs** – Employees shall not post personal messages on the school system's list servs or on the Intranet unless prior approval is obtained from the director of public relations or the director of technology.
10. **Downloading and Uploading of Software** – Students and employees shall not use the digital resources and the digital network to disrupt the functioning of our schools or our digital network by downloading or uploading software.
11. **Streaming Radio** – Students and employees shall not stream radio signals.
12. **Email** – With the permission of the building principal, all students can be given access to a system owned email account. All email accounts are to be used for official school system business or for instructional purposes.
13. **Students Must Follow Teacher's Directions** – Students shall not use the school's digital resources and digital network, or Internet connection in a manner that is inconsistent with a teacher's directions and generally accepted network netiquette.
14. **Unauthorized Hardware** – Students and employees shall not connect to the wired network or install on the wired network any digital device which are not school system property
15. **Wireless Network** – The Newton County School System provides a wireless network for system-owned wireless computing devices. The school system also allows students, employees, and guests to access this wireless network with their personal-owned computing equipment.
16. **Photos of Employees** – No student may take a photo or a video of an employee without first obtaining permission from that employee.
17. **Pilot Projects** – Due to the ever-evolving nature of technology, the Deputy Superintendent of Schools or his/her designee is authorized to temporarily suspend any provision of this policy as part of a pilot project or a test of new technology equipment, new technology applications, and/or new technology uses of currently installed technology.
18. **Exemptions** – Technology Department personnel are exempt from certain provisions of this policy as long as their actions are in accordance with their professional responsibilities.

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

CONSEQUENCES OF POLICY VIOLATION

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

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

termination of network privileges, the user will be advised of the suspected violation and given an opportunity to respond as part of the discipline procedures.

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

STUDENT USE OF PERSONAL TECHNOLOGY DEVICES AT SCHOOL

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

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

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

A violation of the above requirements may result in additional dispositions at the discretion of the administrator as is detailed in Rule 76 of this handbook.

VISITORS TO SCHOOL

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 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.

WITHDRAWAL OR SCHOOL TRANSFER

Elementary and Middle School- 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.

High School- When a student desires to withdraw or transfer to another school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing as a drop out. Prior to accepting such permission, a school administrator will have a conference with the student and parent or legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma. All transfers and withdrawals are processed through the counseling office. A student who transfers from a secondary school will receive the grade earned at the time of withdrawal.

WORK PERMIT

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

NEWTON COUNTY STUDENT DISCIPLINE- CODE OF CONDUCT

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

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

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

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

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

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

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

A. ALTERNATIVE SCHOOL (SECONDARY STUDENTS)

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

Secondary student assignment to the RISE Program shall occur when the student placement is determined by a disciplinary hearing. Due to limited course offerings, placement in all matching courses (foreign language; CTAE courses, etc.) from the student's home school is not guaranteed at the RISE Program. A referral to the system-wide placement committee may be made for students enrolling from other alternative school settings, students who are not on track for graduation, overage middle school students, and/or for students who are enrolling with extensive disciplinary

infractions. Secondary students returning to their zoned school from an alternative setting or expulsion are returning on a probationary status and a behavior contract may be issued.

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

Placement in STOP/ISS is the removal of students from their regular classes for a period of time to a highly structured, supervised classroom environment. Parents will be notified by phone or letter when students are assigned to ISS. Students are counted present for school attendance and are provided individualized assignments from their regular classroom teachers. Students who fail to abide by the rules and regulations of STOP/ISS may receive additional STOP/ISS time/days, be suspended from school, or be terminated from the program. This suspension will be separate from, and in addition to, any days already served in STOP/ISS. Any absences during a 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), will do assigned work quietly in their seats or wherever appropriate, will show respect for themselves and others, and will obey all school rules and regulations.

Students assigned to ISS will be suspended from any game or event scheduled during the time of assignment to ISS. Students may be allowed to practice with their team or organization when assigned to ISS. Once a student is assigned to ISS, the assignment will be completed before the student returns to the regular classroom.

C. OUT-OF-SCHOOL SUSPENSION (OSS)

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

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

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.

EXPULSION - Removal of student from school and all school-sponsored activities including classroom attendance beyond the current school semester.

SUSPENSION TO A FORMAL HEARING - The hearing of all charges and evidence against a student for discipline offenses by a disciplinary hearing panel appointed by the Superintendent of Newton County Schools. Parents are sent written notification through the mail of the charges, witnesses, and date/time of the hearing. Disciplinary action taken by the hearing panel may include, but is not limited to, short-term suspension, long-term suspension or expulsion. If a student is referred to a disciplinary hearing or accepts the waiver option, the student is under probationary status for one calendar year from the date of the hearing/waiver. If a second disciplinary hearing is necessary for the student under probation, the administrative recommendation regarding disciplinary action will be for expulsion for a minimum of one school year.

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

MAKE-UP WORK FOR SUSPENDED STUDENTS

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

D. SUSPENSION FOR PARENT CONFERENCE

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

E. DETENTION

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

F. SATURDAY WORK DETAIL PROGRAM (SECONDARY STUDENTS)

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

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

G. ADDITIONAL INFORMATION ON SCHOOL RULES AND PROCEDURES

1. SCHOOL OFFICES/MAJOR OFFENSES

Students involved in major offenses such as alcohol and/or drugs or in repeated violations of other offenses will not be allowed to participate in any **elected and/or appointed** position representing the student body.

2. SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, student belongings, vehicle, digital content of electronic devices and seize any illegal, unauthorized, or contraband materials discovered in the search.

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

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

3. SELLING

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

4. DELIVERIES TO SCHOOL

Parents are discouraged from bringing items such as lunches, gym bags, and books to school to be delivered to students. Interruption of classes to deliver notes for these items interferes with instruction. We do not deliver flowers, gifts, or fast-food lunches to students.

5. FOOD AND DRINKS

Students may not leave campus to buy lunch and then return with that lunch. Students may bring lunches from home. Beverages must be in an appropriate container. **Federal lunch program prohibits delivery of commercially prepared food during the school day.**

6. TARDINESS

Tardiness is defined as a student not being in the designated area for instruction to begin at the time specified or when the tardy bell rings.

7. HALL PASSES

Students are not to be in the halls during class without an official hall pass provided by the teacher.

8. ELECTRONIC COMMUNICATION DEVICES

The Newton County Board of Education permits the use of personal technology for instruction purposes as designated by the administrator or teacher. Use of personal technology during non- instructional time will be determined by the school administrators so as to preserve a safe and orderly learning environment. Other than as necessary to enforce the rules of the school and at the discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.

9. DISTURBANCES

Students are not to bring items such as electronic gaming devices, cameras (unless part of a cell phone as referenced in Rule 24), noise makers, pets, water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray, speakers, or any nuisance devices to school except as a part of a planned activity. Any item or piece of equipment that may create a disturbance on school property is prohibited and such items will be confiscated. Teachers and administrators have the authority to determine whether items are a nuisance or may cause a disturbance.

Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/presentation in a specific class are permitted only after teacher/administrator approval. A teacher's classroom instruction shall not be audio/video taped without the teacher/administrator's permission. The school assumes no responsibility for items confiscated or stolen but will return such confiscated item(s) to the parent/guardian on request. Other than as necessary to enforce the rules of the school and at the discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.

10. PRANKS

Students who participate in pranks/vandalism subject themselves to disciplinary action. Additionally, seniors at AHS, EHS and NHS will possibly jeopardize their participation in graduation exercises.

11. MEDICATIONS

No internal medicines will be given to students from the clinic without written, parental/guardian permission and appropriate directions for administration. All prescription drugs must be in the original container and properly

labeled with the student's name, doctor's name, contents, and instructions. All prescription medication must have a completed Authorization to Give Medications Form with Parent/Guardian and Doctor's signatures. Students may carry and self-administer as needed prescription Inhaler, EpiPen, and/or Insulin after the Authorization to carry the prescription is completed by the parent/guardian, student, and physician. The medication to be self-administered must have the pharmacy label in the student's name attached. Students meeting the above criteria may self-medicate without prior clinic approval. The school accepts no liability for self-administered medication. All prescription medication other than self-administered medication must be kept in the school clinic.

12. VALUABLES

Students are requested not to bring items of large value to school and no more than \$50 in cash. The school assumes no responsibility for items lost or stolen. Other than as necessary to enforce the rules of the school and at the discretion of the administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.

13. STUDENT IDENTIFICATION BADGE

Identification badges help to ensure student safety. A student identification badge may be supplied for each student. A \$5.00 fee will be charged for replacing an ID that is lost. \$5.00 will be charged to replace a damaged card.

H. DRESS CODE

ALL STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING TO ASSIST WITH SCHOOL SAFETY

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

No chains, chain link or studded belts 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.

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

1. Clothing which advertises, suggests, or displays any insignia of alcohol, illegal drugs, or tobacco
2. Clothing with obscene, vulgar, or suggestive language or design
3. Clothing with words or symbols, such as pictures and emblems, which advocate violence and or terrorism
4. Clothing with signs, symbols, drawings, or writings which show allegiance, affiliation, or reference to any non-sanctioned group
5. Colors, bandannas, articles of clothing or paraphernalia which promote or identify with a non-sanctioned group
6. Sunglasses, caps, hats, and other head coverings such as bandannas and hoods worn inside the school building
7. Clothing that exposes or accentuates the upper or lower body, such as spandex pants, uncovered leggings, see-through garments, halter tops, tank tops, spaghetti straps, backless dresses, tube tops, muscle shirts, or shirts or blouses that are tied at, or may rise above, the waist
8. Garments with holes that expose undergarments or significant amounts of flesh above the knee
9. Shorts, dresses, and skirts which stop less than fingertip length when worn properly around the waist and when standing upright. This includes splits in skirts
10. Clothes that expose underclothing or impedes walking
11. Shoes that are unsafe for transition or school activities, including shoes with wheels
12. Sleepwear including, but not limited to: pajama sets (that do not follow the dress code policy for shirts and pants), gowns, bathrobes, slippers, blankets, etc.

The following is appropriate school attire:

1. Crop tops worn over another shirt which covers midsection
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
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

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. Rule violations for middle and high school students and/or criminal acts, not listed for elementary students, but when committed by an elementary student, shall be punishable by the administration according to age appropriate and legal dispositions.

An administrator has the discretion to determine the offense and the appropriateness of the disposition assigned. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

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

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

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

01. ALCOHOL

OFFENSE: Selling of or attempting to sell, purchase of, 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 (ALL LEVELS): Minimum ten-day suspension. The student will be referred to a formal hearing. **The principal or designee shall notify law enforcement officials.**

04. FAILURE TO REPORT MEDICATION

OFFENSE: Possession of medication (prescription or over the counter) without distribution or abuse. All prescription and/or over the counter medication must be reported to the main office and kept in the clinic (except as required for self-administering asthma medication as detailed in Health Services- Prescription Medicine, Health Services, Over the Counter or Non-Prescription Medications, and DISCIPLINE—CODE OF CONDUCT, Section G.11.). Students found in possession of medications which have not been reported to the school staff are in violation of this policy.

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

05. DRUGS*

OFFENSE: Selling of or attempting to sell, purchase, distribution of, possession of, use of drugs (except as required for self-administering asthma medication as detailed in the DISCIPLINE—CODE OF CONDUCT, Section G.11.) or under the influence of drugs or any mind-altering substance on school property or at a school function

*The following are examples of items that violate this policy: illegal drugs, prescriptions, or over-the-counter medication, and/or substances represented to be illegal drugs (including synthetic or semi-synthetic substances), 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 (ALL LEVELS): Minimum ten-day suspension. The student will be referred to a formal hearing.

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

10. VAPING (ELECTRONIC) DEVICES

OFFENSE: Using and/or possessing any device (and/or related paraphernalia) designed to convert liquids or solids into vapor for the purposes of inhalation is prohibited. Other charges related to the substance(s) in the device may be administered.

DISPOSITION (ALL LEVELS):

1ST OFFENSE: One day suspension

2ND OFFENSE: Three days suspension

3RD OFFENSE: Five days suspension

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

11. NICOTINE/TOBACCO DELIVERING PRODUCTS

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

DISPOSITION (ELEMENTARY SCHOOL): At the discretion of the administrator which may include- conference, detention, ISS/STOP, or suspension

DISPOSITION (MIDDLE SCHOOL AND HIGH SCHOOL):

1ST OFFENSE: One day suspension

2ND OFFENSE: Three days suspension

3RD OFFENSE: Five days suspension

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

13. POSSESSION OF BANNED OBJECTS

OFFENSE: Using and/or possessing banned objects on school property or at a school function. The following objects are banned unless required to be brought to school as part of a planned activity and approved by a teacher and/or a school administrator: all electronic gaming items, cameras, noise makers, pets, collectibles, toy/water guns, dice, stink bombs, laser pointers, yo-yos, lighters, pepper spray or any nuisance devices. Any recording, broadcasting or playback equipment/materials brought for use for student instructional purposes/ presentation in a specific class are permitted only after teacher/administrator approval. Any item or piece of equipment that may create a disturbance in the school is prohibited and such items will be confiscated. The school assumes no responsibility for items confiscated or stolen but will return such confiscated item(s) at times designated by the school. Other than as necessary to enforce the rules of the school and in discretion of the school administrator, school system employees will not search for or conduct an investigation to locate lost or stolen items.

DISPOSITION (ALL LEVELS): At the discretion of the administrator which may include conference, detention, ISS/STOP, Saturday work detail (secondary), or suspension.

15. FIGHTING

OFFENSE: Participation, regardless of initiation, in a fight involving physical violence where there is no one main

offender and no major injury. Does not include verbal confrontation or other minor confrontation.

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

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

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

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

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

DISPOSITION (HIGH SCHOOL):

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

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

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

20. NON-SANCTIONED GROUP ACTIVITIES

OFFENSE: Participating in activity related to non-sanctioned groups while on school premises or at a school function The Newton County School System does not tolerate non-sanctioned group activities.

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

1. No colors, bandannas, articles of clothing, or paraphernalia which promotes or identifies with a non-sanctioned group is acceptable. No extremes in dress and/or grooming will be permitted.
2. No recruiting, intimidating, initiating, or hazing will be permitted on school property and/or at school related functions.
3. No signs, symbols, gestures, songs, drawings, or writings which show allegiance or affiliation with non-sanctioned groups will be permitted. Tattoos and/or body carvings showing allegiance or affiliation with non-sanctioned groups must be covered at all times.
4. Any items found on school property which display signs, symbols, gestures, songs, drawings or writings which show allegiance or affiliation with a non-sanctioned group will be confiscated by school officials and turned over to law enforcement agencies.
5. No student shall threaten to commit, or actually commit, any crime of violence or damage property with the purpose of terrorizing another; cause the evacuation of a building, place of assembly, school bus, or other school facility; or otherwise disrupt the orderly operation of any activity on any school campus or school property in reckless disregard of the risk of causing such terror or disruption.
6. Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student or students to violate any section or paragraph of this policy shall be deemed to have violated this policy.

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

22. CAMPUS/CLASSROOM DISTURBANCES

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include ISS/STOP, Saturday Work Detail (secondary), suspension, or suspension to a formal hearing.

23. ACTS OF BIGOTRY

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but is not limited to detention, counseling and mediation, ISS/STOP, removal from the premises, or suspension.

24. ELECTRONIC AND OTHER COMMUNICATION DEVICES

OFFENSE: Use of electronic/communication devices in a manner that causes a disruption or impedes student learning. **(This includes using a device for unauthorized audio or video recordings.)** Personal electronic devices are only to be used for educational purposes at the direction of and under the supervision of a classroom teacher. The use of electronic devices during the school day is at the discretion of teachers and administrators. This includes the use of personal devices to make phone calls in common areas before, during, and after school hours.

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

DISPOSITION (MIDDLE SCHOOL):

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

2ND OFFENSE: At the discretion of the administrator which may include a conference with the student and/or parent and/or ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.

3RD OFFENSE: At the discretion of the administrator which may include a one-day suspension or two days ISS. The device will be confiscated, and the parent must come to the school to regain possession of the device.

4TH OFFENSE: Denial of possession of such devices and out of school suspension at the discretion of the administrator. The device will be confiscated, and the parent must come to the school to regain possession of the device

DISPOSITION (HIGH SCHOOL):

1ST OFFENSE: At the discretion of the administrator which may include one- day suspension or two days ISS. The device will be confiscated and returned to parent, if possible, at the parent's request.

2ND OFFENSE: Two-day suspension or three- days ISS. The device will be confiscated (Ga Code 20-2-1183) and returned to parent, if possible, at the parent's request.

3RD OFFENSE: Three- day suspension or four days ISS and the denial of possession of such devices. The device will be confiscated and returned to parent, if possible, at the parent's request.

4TH OFFENSE: Any further violations will result in 5 to 10 days suspension. The device will be confiscated and returned to parent, if possible, at the parent's request.

At all levels, device may 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 (ALL LEVELS): At the discretion of the administrator which may include but is not limited to conference, detention, ISS/STOP, suspension, or suspension to a formal hearing.

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

26. INAPPROPRIATE BEHAVIOR (ELEMENTARY SCHOOL)

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

DISPOSITION (MIDDLE SCHOOL AND HIGH SCHOOL):

1ST OFFENSE: Warning/Parent Notification

2ND OFFENSE: One day ISS

3RD OFFENSE: One day OSS

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

30. FLEEING/EVADING SCHOOL OFFICIALS

OFFENSE: Fleeing or evading school officials (Fleeing or evading school officials may lead to unsafe conditions for the student and/or others.)

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

33. FAILURE TO ATTEND SATURDAY WORK DETAIL (MIDDLE SCHOOL AND HIGH SCHOOL)

OFFENSE: Failing to stay for Saturday work detail

DISPOSITION (MIDDLE SCHOOL AND HIGH SCHOOL): One day suspension from school

34. INAPPROPRIATE STRIKING, KICKING, OR TOUCHING

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

DISPOSITION (ALL LEVELS): At the discretion of the administrator which may include parent contact, after school detention, ISS/STOP, Saturday Work Detail (secondary), 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 (ELEMENTARY SCHOOL): At the discretion of the administrator which may include but is not limited to conference, detention, ISS/STOP, suspension, or suspension to a formal hearing.

DISPOSITION (MIDDLE SCHOOL):

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

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

DISPOSITION (HIGH SCHOOL):

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

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

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

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

36. BEING IN AN UNAUTHORIZED AREA

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

DISPOSITION (ALL LEVELS): At the discretion of the administrator which may include but is not limited to conference, detention, ISS/STOP, suspension, or suspension for a formal hearing, and/or notification of law enforcement officials.

37. TRESPASSING

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

DISPOSITION (ALL LEVELS): At the discretion of the administrator which may include ISS/STOP, Saturday work detail (secondary), suspension, or suspension to a formal hearing, and/or notification of law enforcement officials.

38. RECKLESS/DISORDERLY CONDUCT

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include ISS/SOP, Saturday work detail (secondary), suspension, or suspension to a formal hearing. A complaint may be filed with law enforcement officials.

39. PHYSICAL VIOLENCE AGAINST A SCHOOL SYSTEM EMPLOYEE

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

40. ASSAULT AND/OR BATTERY AGAINST STUDENTS

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

DISPOSITION (ELEMENTARY SCHOOL): Minimum five-day suspension. **The principal shall notify law enforcement authorities.**

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

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

41. OBSCENITY

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

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

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

42. INAPPROPRIATE DISPLAY OF AFFECTION

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of administrator which may include but is not limited to notification of parent, conference, counseling, detention, ISS/STOP, 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

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

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

NOTE: See rule 29.

44. THREATENING AND/OR ENDANGERING A SCHOOL SYSTEM EMPLOYEE

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

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

45. POSSESSION AND/OR USE OF EXPLOSIVE COMPOUNDS

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, Saturday Work Detail (secondary), ISS/STOP, 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.GA. 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 (ALL LEVELS): Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, ISS/STOP, 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 (ALL LEVELS): Suspension to 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 (ALL LEVELS): Suspension to a formal hearing. **The principal or designee shall notify law enforcement officials and the Superintendent's office.**

52, 53, 54. WEAPONS

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

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

A student shall not supply, possess, handle, use, threaten to use, or transmit any weapon, destructive device, or any other tool or instrument capable of influencing bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is capable of causing bodily harm or property damage. A "weapon," "tool" or "instrument" means and includes by way of illustration but is not limited to the following items: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, taser gun, pellet or BB gun, look-alike firearms, or any weapon designed or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain, spring stick, night stick, pipe, or studded or pointed bracelets; metal brass

or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any "martial arts" device, including any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, nun chahak, nun chuck, non chaku, dart, schuriken, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

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

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

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

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

DISPOSITION (ALL LEVELS): Minimum ten-day suspension. The student will be referred to a formal hearing.

52 = Weapon-Firearm/destructive device;

53 = Weapon-Knife;

54 = Weapon-Other

55. SKIPPING CLASS OR LEAVING CLASS WITHOUT PERMISSION

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

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

DISPOSITION (MIDDLE SCHOOL AND HIGH SCHOOL):

1ST OFFENSE: Parents will be notified, loss of exam exemption (high school) and a minimum three days ISS. Additional dispositions may be imposed at the discretion of the administrator.

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

3RD OFFENSE: Three days suspension

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

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

56. SKIPPING SCHOOL OR LEAVING CAMPUS WITHOUT PERMISSION

OFFENSE: Skipping school or leaving campus without permission.

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

DISPOSITION (MIDDLE SCHOOL AND HIGH SCHOOL):

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

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

ALL OTHERS: Penalty at the discretion of the administrator which may include Saturday Work Detail, suspension, loss of driving privileges for the remainder of the school year, and/or a suspension to a formal hearing Referral and/or social worker referral.

NOTE: In all cases the student will receive a zero on graded class exercises, wherever applicable, driving privileges will be suspended for secondary students.)

57. TARDINESS TO CLASS/SCHOOL

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

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

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

DISPOSITION (HIGH SCHOOL):

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

59. ROBBERY

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

DISPOSITION (ALL LEVELS): 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 (ELEMENTARY SCHOOL): Penalty at the discretion of the administrator, which may include ISS/STOP, suspension, or suspension to a formal hearing. **The principal or designee shall notify law enforcement officials.** Immediate restitution for any damages is required.

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

61. VANDALISM

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but is not limited to conference, counseling, detention, ISS/STOP, 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 (ALL LEVELS): Must pay for damages or losses. Other actions at the discretion of the administrator may include but are not limited to ISS/STOP, suspension, or suspension to 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 (ALL LEVELS): Penalty at the discretion of the administrator which may include suspension, and/or suspension to a formal hearing. **The principal or designee shall notify law enforcement officials.** Immediate restitution for damages is required.

66. PROVIDING FALSE INFORMATION

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but not limited to ISS/STOP, suspension, suspension to 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) and/or falsifying documents

DISPOSITION (ALL LEVELS): 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, and the students' parents will be contacted.

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

OFFENSE: Possessing/chewing/eating/selling/buying of identified food items. No food is allowed in the classroom unless approved by an administrator. All food must be eaten in the cafeteria or designated area(s).

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but not limited to teacher warning, parent contact, detention, ISS/STOP, 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 (ALL LEVELS): Suspension from school for ten (10) school days. Student will be referred to a formal hearing. **The principal or designee shall notify law enforcement officials and the Superintendent's office of the offense.**

71. SEXUAL HARASSMENT

OFFENSE: Engaging in sexual harassment

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

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

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

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

72. THREATENING AND/OR INTIMIDATING ANOTHER STUDENT

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

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

73. BULLYING

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

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

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

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

DISPOSITION (ALL LEVELS):

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

3RD OFFENSE: Suspension to a formal hearing. If the hearing officer finds that a student, in grades 6-12, has committed three offenses of bullying (as defined above) during the same school year, the student will be assigned to the alternative school.

74. INCITING, ADVISING, CONSPIRING, OR COUNSELING

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but is not limited to ISS/STOP, suspension, suspension to a formal hearing.

75. HAZING (MIDDLE SCHOOL AND HIGH SCHOOL)

OFFENSE: Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment, or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

DISPOSITION (MIDDLE AND HIGH SCHOOL): Penalty at the discretion of the administrator which may include but is not limited to ISS, suspension, suspension to a formal hearing, and/or referral to law enforcement officials.

76. COMPUTER TRESPASS

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

DISPOSITION (ALL LEVELS): Penalty at the discretion of the administrator which may include but not limited to ISS/STOP, 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.

77. WORK STUDY (HIGH SCHOOL-WHERE APPLICABLE)

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

DISPOSITION (HIGH SCHOOL):

1ST OFFENSE: Three days ISS.

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

80. MOTOR VEHICLE THEFT (MIDDLE SCHOOL AND HIGH SCHOOL)

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

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

81. PARKING AND TRAFFIC VIOLATIONS ON CAMPUS (HIGH SCHOOL)

OFFENSE: Violating parking and/or traffic rules

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

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

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

DISPOSITION (HIGH SCHOOL):

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

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

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

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

83. PARKING WITHOUT A PERMIT (HIGH SCHOOL)

OFFENSE: Parking on school property without a permit

DISPOSITION (HIGH SCHOOL): May include ISS, Saturday Work Detail, suspension, and vehicle may be booted or towed at owner's expense.

84. CONDUCT OUTSIDE OF SCHOOL HOURS OR SCHOOL ACTIVITIES

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

DISPOSITION (ALL LEVELS): Suspension to a formal hearing.

85. MISBEHAVIOR ON SCHOOL BUS

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

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

SCHOOL BUS RULES

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

9. Students will refrain from using loud voices, profanity, and obscene gestures, and respect the rights and safety of others. Students are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus.

10. Students will be silent at all railroad crossings.

11. Students must provide an official school bus pass or a written note, signed by a parent/guardian and approved by a school official, to ride a different school bus or exit at a different school bus stop location.

12. Students shall not use any electronic device that interferes with the driver's safe operation of the school bus. Students shall not use any electronic device to video, photograph, or audio record while on the school bus. Electronic devices that emit sound can be used on a school bus only with headphones or ear buds. Note: electronics and headphones or ear buds shall not be used while exiting or boarding the school bus.

13. Bullying, name calling, harassment, fighting, pretend fighting, roughhousing, or horseplay is not permitted.

14. Students shall identify themselves when requested to do so by any Newton County School System employee.

15. Destruction or defacing any part of the school bus is prohibited.

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

DISPOSITION: The following graduated school bus discipline plan shall be applicable to all violations of school bus rules (page 17) unless expressly addressed elsewhere in this document.

Graduated School Bus Discipline Plan (ELEMENTARY SCHOOL)

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.

Graduated Discipline Plan (MIDDLE SCHOOL AND HIGH SCHOOL)

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

Second Offense: The school bus driver and zone supervisor (or designee) will speak privately with the student on school property. The parent will be contacted both by phone and by mail. The student will be reassigned to a seat near the

front of the school bus for 2 weeks.

Third Offense: A referral will be submitted for a 3-day school bus suspension. Upon return, the student will be reassigned to a seat near the front of the school bus for 1 week.

Fourth Offense: The school bus driver and zone supervisor (or designee) will speak privately with the student on school property. The parent will be contacted both by phone and by mail. The student will be reassigned to a seat near the front of the school bus for 2 weeks.

Fifth Offense: A referral will be submitted for a 5-day school bus suspension. Upon return, the student will be reassigned to a seat near the front of the school bus for 2 weeks.

Sixth Offense: A referral will be submitted for suspension from the school bus for the remainder of the school year.

DISPOSITIONS FOR FIGHTING AND/OR ASSAULT/BATTERY ON THE BUS (ELEMENTARY SCHOOL):

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 ISS/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.

DISPOSITIONS FOR FIGHTING AND/OR ASSAULT/BATTERY ON THE BUS (MIDDLE SCHOOL AND HIGH SCHOOL):

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

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

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

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

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

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

Students fighting on the bus who have been assigned to an alternative placement will not be provided transportation to or from the alternative placement.

86. CUTTING, DEFACING, OR OTHERWISE DAMAGING BUS

OFFENSE: Cutting, defacing or otherwise damaging a school bus

DISPOSITION (ALL LEVELS): ISS/STOP, suspension, or possible removal by the administrator from the bus for one to ten days. Immediate restitution for damages or suspension to a 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

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

DISPOSITION (ALL LEVELS):

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).
4. Further disposition may be assigned at the discretion of the administrator.

PARENT AND STUDENT ACKNOWLEDGEMENT

Parents/Guardians should visit the Infinite Campus Parent Portal

(<https://campus.newton.k12.ga.us/campus/portal/parents/newton.jsp>) to acknowledge understanding and receipt of this Parent Information Guide and Student Code of Conduct.