

**Student Handbook
2019-2020**



The mission of New Manchester High School is to provide meaningful learning experiences that develop the character, academic ability, and talent of all students in order to prepare them for college and careers.

4925 Hwy 92/166
Douglasville, Ga. 30135
770-651-2700
<http://nmhs.dcssga.org>



Welcome NMHS Parents and Students,

I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children.

All signs point to another incredible and productive school year. Our skilled and devoted staff is already planning and preparing for your child(ren). Our enthusiastic office team is registering new families, ordering needed materials and updating student files. Our hard working and conscientious custodians have spent the entire summer thoroughly cleaning the facility. We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

We will accomplish these goals by setting high academic expectations for all students and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations and rigor, and engaging the community, it is our goal that all graduates will be college or career ready.

We will continue with our theme this year of **#JaguarSTRONG**. Where **S**cholarship, **T**alent, **R**espect, **O**pportunity, **N**oble intentions, and **G**ratITUDE are our focus. Freshmen will StartSTRONG, Sophomores will BeSTRONG, Juniors will StaySTRONG, and Seniors will FinishSTRONG.

We encourage you, the parents and community, to continue be FamilySTRONG! You will play an integral role in the success of your student. We believe that a positive education begins with a great partnership between parents, teachers/administrators, and students. As the year progresses, we hope you will assist us in making the partnership successful. If at any time throughout the year, you have questions or concerns, feel free to come to the school, call or email us. We encourage parental involvement and look forward to it.

We will communicate more effectively through automated calls, social media, the school website, and written communication to inform you of events, important information, and special opportunities at NMHS. We highly recommend you visit our website and register for Notify me and join our social media pages.

In order to start the school year off right, we want to inform you of the following:

- We will continue with our 4 x 4 schedule where the students will attend 4 classes each day. The 4 classes will change at the beginning of the 2nd semester in January.
- We will continue to enforce our dress code; therefore, it is important that students wear appropriate school clothing.

- Students can use their electronic devices before 8:35 am and during their lunch time. As a change this year, students may use cell phones during class change, but use of ear buds are not allowed (for safety). Students should put their cell phone away as they enter the classroom.
- Student ID badges will still be a requirement for access to buildings, lunch, and the media center. Students must have their ID with them at all times.
- Follow us on social media, Instagram and Twitter - @nmhsjagstrong , FaceBook - @nmhsjagstrong2018

We are glad that you chose NMHS for your student's education. We will do our best to provide a great academic and social experience. I look forward to a productive, successful year! Please do not hesitate to reach out to me if you have any questions, concerns, and ideas that you would like to discuss. We are **#JaguarStrong** and will see you on August 7, 2019!

Sincerely,

Tekmekia Gilchrist

Tekmekia Gilchrist
Principal, New Manchester High School

New Manchester High School Faculty and Staff 2019-20

Email is firstname.lastname@dcssga.org

Tekmekia Gilchrist---Principal Christopher Scott Long---Assistant Principal / Athletic Director Catherine Westbrook---Assistant Principal Michael Hopping---Assistant Principal Michael Moffett---Assistant Principal Francis Syverson, Kortnie Ruble---Media Specialist Officer Baitey ---SRO's			
CTAE	Math	Special Education	ISS
J. Bailey	A. Howard	B. Augard	C. Robinson
B. Nichols	K. Devine	E. Blacknall	
A. Benton	T. Robinson	J. Brady	Support Staff
A. Richards	J. Brooks	F. Wyatt	S. Chasten
C. Bonds	J. Ferguson	Phyllis Chunn	P. House
Sh. Robinson	M. Stephenson	B. Denovellis	T. Burnett
T. Leonard	J. Burch	C. Duncan	J. Flanigan
K. Thompson	M. Howard	L. Dutro	M. McCartney
W. Lester	A. Williams	A. Jackson	A. Meek
L. Thomas	T. Chandler	B. Antonovich	P. Morris
	J. Kight	S. Jordan	H. Garner
English	I. Chisholm	M. LaPointe	Technology
A. Buchanan	K. Render	V. Little	J. Coggin
A. Maoloud	D. Paris	K. McClendon	
C. Shivers		O. Smiley	Science
R. Clemente	Physical Education	L. Taylor-Teague	B. Arrington
A. Mulkey	S. Baker	Vacant	A. Petit
T. Conyers	M. Brooks	C. Walker	T. White
T. O'Malley	J. Flippin	S. Walker	F. Pope
M. Elliott	C. Jackson	L. Phillips	E. Kapitanov
M. Parks	V. Parks		N. Mayes
K. Lackey	J. Steele	Paraprofessionals	Z. Robinson
S. Robertson	K. Dunn	M. Greenwood	V. Russell
	U. Brown	J. Button	V. Shaw
Fine Arts		A. Schwan	Q. Worlds
A. Abdus-Salaam		G. Taylor	
M. Chester		K. Ziegler	Counselors
R. Connor		L. Cox	T. Brooks
T. Giddens		D. Dean	P. Cummings
A. Houlihan		D. Stanley	M. Saffo
P. White		T. Thompson	K. Richardson
L. Lavin		L. Jones	

Foreign Language	Social Studies	T. Vasser	
M. Douglas	R. Arnold	M. Holloway	
J. Green	K. Cooper	M. Ledford	
A. Moore	S. Wilson	K. Lindsey	
C. Maharaj	C. Frazier	B. Sparks	
M. Donaldson	S.Jackson	K. Ellis	
	M. Jordan		
Clinic - Aid	N. Phelps	Special Programs	
Carol Davis	I. Carroll	R. Rogers	
	W. Swift	K. Taylor	
School Social Worker	F. Timbol	D. Head	
Grachelle Sherburne	T. Asher		



New Manchester High School

Bell Schedule 2019-2020

	Monday-Friday Schedule
1st Period	8:20: 1st Bell; 8:30 Transition 8:35 - 10:15
2nd Period	10:15 Transition 10:20 - 11:50
3rd Period	11:50 Transition 11:55 – 2:00 1st Lunch: 11:55 - 12:22 2nd Lunch: 12:28 – 12:54 3rd Lunch: 1:00 – 1:27 4th Lunch: 1:34 – 2:00
4th Period	2:00 Transition 2:05 - 3:40 Announcements 3:38



Non-Negotiables



1. Show respect for everyone (peers and authority figures).
2. Clean your area after you eat.
3. Be on time to every class.
4. Use appropriate language.
5. Contribute to instruction in a positive way.
6. Follow the Dress Code:
 - No Headgear (hoods, hats, doo-rags, scarves, bandanas, skull caps, etc.)
 - School appropriate dress from neck to knee.
 - Nothing hanging from the pockets (bandanas, chains, flags, etc.)
 - No beads.
 - No cellphones during instructional time.

***Please reference Douglas County Discipline Manual for further explanation of Douglas County Schools discipline policies.**

GENERAL INFORMATION

ARRIVAL TO SCHOOL

Students arriving to school prior to 8:10 a.m. must remain in the cafeteria, courtyard, or media center unless they are involved in a supervised school activity and have a pass. The Media Center will be open for those students who are working on a project or an assignment. Students will have from 8:20-8:35 to report to first period.

STUDENT PICK UP / DROP OFF AND BUS LOADING AREAS

There are very specific areas for bus and car rider students to load and unload. For student safety, there can be no exceptions to rules regulating these areas.

BUS LOADING AREA: The bus pick-up area is in the back of the school. Between the hours of 7:30 A.M. – 9:00 A.M. and 3:00 P.M.– 4:30 P.M., the driveway in the back of the school is off limits to car traffic. Cars parked or traveling in this area are subject to ticketing by the Sheriff’s Department. Students who drive in this area are also subject to revocation of their parking permit.

CAR RIDER AREA: The A.M. car drop off area will be in front of the school. Students should enter the main entry way to the school in the mornings and report directly to the cafeteria, if arriving prior to 8:20 a.m. Please do not enter the parking lots to drop off or pick up students. While in the loading area, do not park or leave your vehicle unattended. To do so will cause traffic flow problems. Please note that this area of the campus is available for drop off/pick up of students between the hours of 7:45 A.M – 8:30 A.M. The P.M. car rider line is in front of the gym. Cars should exit the campus through the traffic circle. This will allow our buses to exit through the opposite side of campus.

STUDENT PICK UP AFTER SCHOOL & EVENTS: When picking up students after practices, games, concerts, or other activities please do so in the area nearest that event. For example, pick up in front of the gym or band room for athletics or band, or in front of the theater for concerts and theatrical productions.

ALL STUDENTS SHOULD BE OFF CAMPUS WITHIN 30 MINUTES OF THE CONCLUSION OF THE SCHOOL DAY OR ACTIVITY.

FAILURE TO COMPLY MAY RESULT IN SUSPENSION OF ABILITY TO ATTEND ANY SUBSEQUENT ACTIVITIES.

LOST AND FOUND ARTICLES

Lost and found articles should be reported/taken to the Attendance Office. The school cannot assume responsibility for any personal loss. If an item is stolen, please report the theft to the office. If an item is stolen, however, that is not permitted in school, that theft will not be investigated by the administration.

Dress Code:

- No Headgear (hoods, hats, doo-rags, scarves, bandanas, skull caps, etc.)
- School appropriate dress from neck to knee.
- Nothing hanging from the pockets (bandanas, chains, flags, etc.)
- No beads.

Consequences are as follows:

- Each morning a courtesy dress code check will be announced. Students in violation should be sent to the courtyard.
- Administrators will complete referral and send students to ISS until a change of clothes can be provided.
- 3rd violation will result in a full day of ISS, with or without change of clothing.

Cell Phone Usage:

- Students can have phones out before school, during class change, and during their lunches.
- No cellphones during instructional time. (Teacher discretion)
- No headphones.

Consequences are as follows:

- 1st Offense – Warning
- 2nd Offense – Referral and Parent Notification
- 3rd Offense – Call for Administration

TARDIES

TARDIES TO SCHOOL AND TO CLASS

•Students who arrive to school after 8:35 will report directly to the attendance office to receive a tardy pass to class. Students arriving to school late with an excuse must provide evidence (i.e. doctors note, appointment note, etc.) or be accompanied by an adult to the attendance office.

- Unexcused tardies directly affect grades.
- Tardies to school and tardies to class will be monitored the same.

Consequences are as follows:

- 1-2 Tardies = Warning
- 3-4 Tardies = Detention/Cafeteria Duty
- 5 Tardies = Saturday Work Detail
- 6 Tardies = 2 days ISS (In School Suspension)
- 7-10 Tardies = 1 day OSS (Out of School Suspension) and parent conference
- FAILURE TO SERVE CONSEQUENCES WILL RESULT IN FURTHER ADMINISTRATIVE ACTION.

SKIPPING

- If a student is caught out of area during any time of the day or without a valid and properly filled out pass they will be considered skipping and sent to ISS.
- **Consequences are as follows:**
- 1-2 Skipping Referrals = Administrative referral Day of ISS Parent contact
- 3+ Skipping Referrals = Administrative referral Day of OSS Parent contact

CHECKING OUT OF SCHOOL

1. Any student needing to check out of school must present a note written by the parent to the Attendance Office when he/she arrives at school. Notes must include a phone number where a parent can be contacted during the morning. The note must have a date, reason for checking out, and time to be released from school. The Attendance Office will call for the student to be released at the time listed on the note or when the parent comes in to the attendance office to check out the student.
2. If a student has a dental or medical appointment, a doctor's note must be brought back when he/she returns to school to show his/her teacher. Students who check out must remain in the attendance office until leaving campus.
3. If a student becomes sick at school, a parent or guardian will be contacted and requested to come in person to the Attendance Office to sign out the student. Individual cases will be handled on a one-to-one basis. Sick students will not be permitted to walk home, unless the parent gives permission.
4. Students cannot check themselves out of school; all checkouts must be done by a parent or guardian.

5. If a student is absent the day of a school activity, he/she may not participate. Any checkout must be excused or the student will not participate. Attendance in fewer than two classes constitutes an absence, and the student may not participate in the activity. NOTE: This regulation also applies to work-study programs.
6. Students cannot be checked out during mandated testing, pep rallies or special events unless the checkout has been approved in advance. The student must go to the Attendance Office before the program. Students will not be called out of any program.
7. If a parent or guardian cannot be reached, the student will not be permitted to check out.
8. Checkouts before holidays, special events, special days (for example, prom) are unexcused and will result in zeroes in classes missed. However, parents may write notes for doctor appointments, etc., which are excused absences. Students who anticipate checking out for special events must bring a note to the attendance office 24 hours prior to the scheduled event. Failure to bring a note 24 hours in advance will require a parent coming into the attendance office to check the student out.
9. Anyone coming into the office to check out a student should be prepared to show picture identification before the student can be released.

SR. COLLEGE/TECHNICAL SCHOOL VISIT DAYS

Students are allowed two college/technical school visits during their senior year that count as a school activity (SA), not as an absence. Students should obtain the proper form from their counselor before they visit. Failure to do this will constitute an unexcused absence. Students must bring from the college admissions office proof of their visit with proper documentation on the form they received from the counselor. This should be given to the attendance office the day of return to the school.

UNAUTHORIZED LEAVING CAMPUS

No student will leave campus during the school day for any reason without permission from the administration. All students leaving school must properly sign out in the attendance office. No student will leave the school campus during lunch period. Leaving campus without a proper checkout will result in disciplinary action (see Discipline Code)

Students who need to check out of school prior to dismissal must present their reason to the Attendance Office in writing before the beginning of the school day.

EXCUSED CHECKOUTS

- Doctor/Dentist appointments with note.
- Illness verified by parent through attendance clerk.
- Court appearance with subpoena.
- Death in the family.
- Notes must include a phone number where a parent may be contacted during the morning. No student may be checked out by anyone other than the parent or guardian. No student may check out without phone verification with the parent or doctor's office. When a student is ill, the attendance clerk will contact the parent.

CLUBS & ACTIVITIES

Students are encouraged to participate in school activities. The variety of activities offered provides opportunities for all students to learn new skills, learn to participate in team activities, build self-confidence, and enjoy the full high school experience. Postsecondary institutions and employers prefer students who participate in school activities because they know that these students are more likely to possess a broader range of skills and interests than students who only attend classes. The following clubs and organizations are expected to be offered at New Manchester High School and specific club requirements will be provided to members as they join:

ACADEMIC BOWL TEAM-The Academic Bowl Team is open to students of all grade levels. It is a team that competes against other schools in "quiz bowl" type competition. Listen for announcement about when practice begins.

ART CLUB-The Art Club gives students an opportunity to develop their creative abilities while serving their school and community. You do not have to be in art classes to join. Sophomores who are committed to serving their school and community through the visual arts may apply to join the National Art Honor Society (NAHS). NAHS members may earn an Honor cord to wear at graduation upon serving the school/community for a minimum of 25 hours. Dues information will be announced.

BETA-Beta is a chapter of the National Beta Club, which recognizes scholarship, leadership, and service. Entering members must have a 3.0 average and be recommended by three teachers.

CHORUS- Students who participate in Chorus are afforded the opportunity to sing and perform in an environment that will promote student success.

JAGWIRE YEARBOOK-The yearbook staff is determined in the spring prior to the school year through a workshop and application process. Its function is to produce the school yearbook, which is issued near the end of the school year. Contact the sponsor for more information.

DRAMA CLUB / GEORGIA THESPIAN SOCIETY- "Since ancient times, the stage has been a place for communal storytelling, a place where groups of people come to seek truth, to celebrate and mourn, to bring history and literature to life." Learning to see through that window and understand what is in that mirror should be a fundamental part of every student's preparation to participate in our society. The purpose of this organization is the promotion of cultural knowledge of the arts and to broaden each student's acting interest. The membership of the organization is made up of 9th through 12th grade students of worthy character, good mentality, and academic eligibility. Many activities of the Drama Club include field trips, homecoming activities, thespian conventions, serving as ushers in Atlanta theaters, and participation in all NMHS activities throughout the school year.

FBLA- (Future Business Leaders of America) is open to all high school students. Throughout the year we have a variety of speakers from the business community. We provide opportunities to develop skills and competencies in office occupations, and strive to develop aggressive business leadership.

FCA – (Fellowship of Christian Athletes) presents athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

FCCLA-(Family, Careers and Community Leaders of America) is an organization open to students who are presently enrolled or who have been previously enrolled in Home Economics or Home Arts. The goal is to help youth assume their roles in society through Home Economics education in areas of personal growth, family life, and vocational preparation and community involvement.

FRENCH NATIONAL HONOR SOCIETY-The aim is to stimulate interest in the study of French to promote higher standards of scholarship, to create enthusiasm for understanding of francophone cultures and civilization, and to promote and perpetuate international friendship.

FUTURE EDUCATORS OF AMERICA- This organization provides students who aspire to pursue a career in education the opportunity to experience the educational environment from various points of reference.

HOSA (Health Occupations Students of America)- is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.

INTERNATIONAL CLUB-The International Club promotes an understanding of different languages and cultures. The members enjoy much cultural enrichment during the year in Atlanta.

KEY CLUB-The Key Club is a service organization for high school students, which operates under school regulations and draws its membership from the student body. Key Club differs from other organizations in many ways. Key Club is unique because it is sponsored by a local Kiwanis club, composed of the leading business and professional people of the community. Key Club's objective is the development of initiative, leadership ability, and good citizenship practices. Key Club is different because it functions not only on the local level, but also on a district and international level. This highly developed structure provides programs, literature, and the opportunity to relate the teenagers from countries all around the world. Key Club is the largest service organization of its kind.

MARCHING BAND, CONCERT ENSEMBLES, AND AUXILIARY-These groups perform at football games and festivals. Workshops and tryouts are required for participation.

MATH TEAM-The Math Team welcomes all students who are in Euclidean Geometry or above and who enjoy working math problems. Tournaments are held within the county and around the Atlanta area. See your math teacher for details.

MOCK TRIAL TEAM-If you are interested in the legal profession or some related area, this is for you. Open to all students, the Mock Trial Team competes against other schools from across the state. Actual lawyers and judges work with our students in preparation for the competition.

NATIONAL HONOR SOCIETY-NHS is the highest high school honor society in the United States. Open to juniors and seniors, membership requirements are strict and are based on four categories: scholarship, character, leadership, and service. National Honor Society provides service to the school such as sponsoring a tutorial program and assisting with orientation programs.

PHOTOGRAPHY CLUB-The Photography Club gives students the opportunity to improve and develop their creative skills in photography so that they may seek a lifetime hobby or a professional career in this area. The club will develop activities that will be a service to the community and school.

READING BOWL TEAM- The reading bowl team offers students the opportunity to read and explore various books that are chosen from the Georgia Peach Award Nominee list and writings in an individual and group setting books.

SOCIEDAD HONORARIA HISPANICA (SHH) is an honor society for high school students enrolled in Spanish and is sponsored by the American Association of Teachers of Spanish and Portuguese. Formally organized as the Spanish National Honor Society in 1953, the name was changed in 1959. The purpose of the society is to recognize high achievement of high school students in the Spanish language and to promote a continuing interest in Hispanic studies. Members participate in many cultural events and holidays.

STUDENT GOVERNMENT-The Student Government Association (SGA) works to forge a partnership between students and the faculty. SGA works closely with the school administration in planning the student activities program. The SGA officers are part of the Principal's Student Advisory Committee. The Student Government Association is representative of each class as well as all clubs. Election of members is held at the beginning of the school year and officer elections take place in the spring.

J CREW- NEW!! Will begin the 2019-2020 school year. This spirit club will enhance your high-school experience by providing opportunities to establish traditions and participate in many extra-curricular activities to promote school spirit.

See website for complete club list. Club Rush will be in the courtyard before school to sign up! Stay tuned for date.

COLLEGE AND CAREER CENTER

Open Daily at 8:20 a.m.

PURPOSE

The College and Career Center is overseen by the counseling staff. A career specialist is employed in the College and Career Center to assist students in exploring careers, career interests, scholarships, and other activities related to college and career choice.

USE OF THE COLLEGE AND CAREER CENTER

Appointments may be scheduled with the career specialist by teachers, students, parents, or others to use the College and Career Center. All students in the College and Career Center will be expected to:

1. have a pass or previously scheduled appointment **AND/OR**
2. have an academic or career related purpose

SCHEDULED GROUP APPOINTMENTS

No other students will be allowed in the College and Career Center when a pre-scheduled class or group is working. A sign will be posted on the door during scheduled appointments. Please be courteous of others in the College and Career Center during your visit.

CAFETERIA

Current Prices for breakfast and lunch are as follows:

STUDENT MEALS	High School	School Staff	Guests
Regular Price Lunch	2.50	3.25	3.50
Reduced Price Lunch	.40		
Regular Price Breakfast	1.25	1.65	1.65
Reduced Price Breakfast	.30		

NO CHARGES ARE ALLOWED TO STUDENTS.

Students must have their school ID badges to purchase breakfast or lunch.

Students and parents may add money on their lunch accounts by visiting www.parentonline.net which is a secure, online system that allows parent to make cafeteria meal payments to their child(ren)'s account via credit card or debit card.

NMHS cannot cash checks for students, staff, or parents. Checks will be accepted by the school as payment for obligations. A students must have his/her name and grade level on the check. If a check is returned by the bank, there will be a \$30.00 service charge and the school will not accept any more checks from that student. If a school check has had a stop payment issued, a \$30.00 charge will be placed against the check in order for it to be reissued. Checks cannot be accepted from seniors after May 10th.

LOCKERS

Lockers may be rented for \$7.00 per school year. The student renting a locker will not be permitted to allow another student to use his/her locker at any time. **THE STUDENT RENTING A LOCKER WILL BE RESPONSIBLE FOR THE LOCKER AND ITS CONTENTS.** All students are strongly urged to rent a locker. Lockers are subject to search and inspection at any time. Lockers are rented at the beginning of school each year. Do not allow other people to know your locker combination. If you have problems with your locker, please report the problem to the Main Office.

PARKING

Any student who wishes to buy a parking permit may do so in the main office beginning the first week of school. Seniors will be given first choice, then juniors, sophomores, etc. The cost of the space is \$50 for a year. When registering please fill out an application, bring a copy of your driver's license, insurance card, and tag registration. A student may purchase a day pass for \$3 each day he/she wishes to park. Please read board policy on parking at the back of the student handbook. If student does not have a parking permit – he/she is subject to being towed and/or disciplinary actions. You must have a Douglas County Tag Receipt to park on campus.

SOLICITATION AND ADVERTISING

No items will be sold by organizations or by individuals unless approved by the administration. The administration cannot permit the sale of items by non-school organizations. No form of advertising can be displayed on campus that has not been approved by the administration. The administration will not approve advertising by profit-making organizations, except those having contracts with the school (class rings, school pictures, and etcetera). With administrative approval, advertising for recognized community service groups will be permissible. **All displays must be in designated areas only.**

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks and other materials are supplied by the county school system and are paid for by tax dollars. They are issued to students as borrowed property; consequently, students will be held responsible for damage and/or loss of books issued to them. All textbooks are barcoded and housed in the Media Center until checked out by a student. Lost textbooks will be returned to the Media Center. Collection of funds for lost or damaged books is handled by the bookkeeper in the main office. If a lost book is found during the current school year, a refund will be made to the parent.

Other school property such as uniforms and athletic equipment must be turned in at the end of a season to the appropriate coach or sponsor. Charges for damages or loss will be assessed in the same manner as for textbooks. No senior may practice for graduation unless **all** financial obligations have been satisfied.

MEDIA CENTER & TECHNOLOGY

All students are encouraged to use the Media Center. The primary function of the Media Center is to serve as a reference area for study and research. The Media Center will be open for use to students and faculty each school day from 7:45 a.m. to 4:00 p.m.

If they are in good standing, students may check out up to 5 items at a time from the Media Center. Students may check out up to 5 times from the Media Center. The normal checkout period is two weeks. Back issues of periodicals, material from the information file, and some reference/reserve material may be checked out, but these types of materials may be checked out for overnight use only. Students should make every effort to return the materials on time and in good condition. Fees for lost or damaged materials will be assigned in proportion to the damage or as determined by the replacement cost.

Fines for overdue materials will be assessed as follows:

- Two Week Checkout \$.10 per item per day; Overnight Checkout (periodicals, information file material, reference and/or reserve material) \$1.00 per item per day.
- Overnight materials cannot be checked out before 3:15 p.m. each day (unless student has early release) and must be returned by 8:30 a.m. the following day.
- Students may have copies made for \$.10 each page. Students may also print in the media center. The cost is \$.10 per page for black and white and \$.25 to \$.50 per page for color.
- Student replacement ID's can be purchased in media center for \$5.00.
- Students, who wish to visit the library during the school day (8:30 to 3:30), at times other than that scheduled by one of their teachers, will need the Media passbook signed by their teacher.
- Any behavior which interferes with the learning process is not appropriate and will not be permitted. In order to maintain an academic atmosphere, the following regulations will be enforced.
- Students will respect the rights of others at all times. Any disturbance (loud talking, unnecessary noise, inappropriate language, etc.) will result in the student(s) involved being dismissed from the Media Center and/or receiving disciplinary action.
- Students will refrain from eating and/or drinking while in the Media Center. Violators will be dismissed from the Media Center.
- In order to best serve all students at New Manchester High School, no material must leave the Media Center unless properly checked out. The media staff reserves the right, if necessary, to check all books, book bags, coats, and other possessions to determine if any materials have been taken without permission.

INTERNET USE POLICY

The administration, faculty, and staff believe that the Internet is a powerful educational tool when used appropriately. Further, we believe that this technology's vast scope and worldwide nature are consistent with educational goals related to making students aware of the larger environment in which they live. Finally, we believe that the appropriate use of the Internet is this shared responsibility of the school and home. The following policy is designed with these beliefs in mind.

1. The policy for appropriate use of the Internet developed and approved by the Douglas County Board of Education is adopted in its entirety.
2. Every student and his/her guardian must read and sign the Internet policy statement prior to using the technology.
3. Students will not use the internet, new-groups, file transfer protocol (FTP), search engines, chat rooms, or other Internet methodologies to access sex, drug, alcohol, or similar sites inappropriate for a typical high school class-room. Accessing inappropriate sites and/or transferring inappropriate files are zero tolerance offenses. Students violating this section of the policy will be suspended from further Internet use.
4. No student shall attempt to order goods or services, enter any pay-for-service area of the Internet or in any way attempt to encumber school funds through sources available on the Internet. Any action taken by a student that results in a cost (loss) to the school will result in his/her being suspended from further Internet use. Further, the student and his family are liable for any charges incurred by New Manchester High School.

Students must fully acknowledge and document all materials used from Internet sources.

Failure to assign credit to the source and supply the address where the quoted source can be verified is plagiarism.

INTERNET USE GUIDELINES

The NMHS staff recognizes the value of Internet use in an educational setting and acknowledges its tremendous potential to enhance the total learning experience. The staff also believes the thirteen conditions for Internet access established by the Board and set forth in the Internet Use Authorization Form appropriately reflect acceptable and non-acceptable use. With these conditions in mind, we encourage participation in activities that utilize Internet access, and we offer the following three guidelines to assist students in determining what acceptable use is:

1. ***BE SELECTIVE*** – Remember, the Internet is a reference tool for accessing information, but it may not always be the most appropriate tool for the situation. Often, as students, you will participate in supervised, structured activities designed for a specific purpose. But at other times, you will be asked to determine the appropriateness of Internet use in your particular situation and then, if Internet proves to be the best choice for information, you must determine the most appropriate site for your particular assignment.
2. ***BE CONSIDERATE*** – You should respect your equipment, your teachers, your classmates and other Internet users. When using information acquired from the Internet, remember to give credit where credit is due. Observe the copyright laws. They apply to Internet use just as they do to other types of reference sources. Remember, too, that this is a school setting, and you are expected to conduct yourself accordingly.
3. ***BE CAREFUL*** – Always keep in mind that there is no such thing as privacy on the Internet. Do not divulge any personal information about yourself or others. Security is a top priority. Do not give your password to anyone and report any possible breach of security to a teacher or an administrator immediately.

EMERGENCY DRILLS

FIRE DRILLS are necessary for the safety of the students and faculty. One drill per month will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room. Misconduct can endanger lives.

TORNADO DRILLS will be conducted in order to be prepared to seek shelter during severe weather. Follow instructions given by teachers to assume safe positions during drills.

LOCK DOWN DRILLS will be conducted in order to be prepared for situations which would warrant a lockdown. Follow instructions given by teachers.

MEDICAL TRANSPORTATION

It is the responsibility of the parents to provide transportation and further care for the student if the

student becomes ill or injured on school property. Emergency personnel will be called in emergency situations.

Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The parent or guardian is responsible for payment of emergency transportation costs.

SCHOOL HEALTH SERVICES

Each school will be provided with a designated employee (who is not a licensed nurse) to serve as School Health Monitor. School Health Monitors will report to the school principal and will be provided training, guidance, and supervision by the Registered Nurse who serves as the Health Services Coordinator for that school.

EMERGENCY CONTACT INFORMATION

In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contact information occurs. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency. It is the parent/guardian(s) responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

ILLNESS/INJURY TREATMENT INFORMATION

In case of illness/injury, the designated School Health Monitor or other appropriate school personnel will render care as directed by the School Health Resource Manual while attempting to contact the parent. If neither the parent nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility. Whenever possible, the parent's hospital preference will be observed.

Fees for transportation and medical services will be the responsibility of the parent/guardian.

In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted. In the event, no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay any

medical or hospital bill incurred as a result of accident to the student at school. The parent or guardian is responsible for the payment of such bills.

We urge you to make use of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. Athletes are urged to make sure adequate insurance is obtained.

In case of accident, no matter how minor, the student should report the accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

SCHOOL HEALTH RECORDS

Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes:

- All emergency contact information
- Pertinent health history
- Primary care providers and insurance information
- Medications taken at home and school
- Allergies
- To whom child may be released

When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is NOT intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact your School Health Monitor to arrange an appointment with the appropriate Health Services Coordinator/Registered Nurse. Please remember a Registered Nurse is not always immediately available in the school.

MEDICATION

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also insure compliance. If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

1. An Authorization for Assistance with Medication form must be filled out for each medication.
2. ALL medication, including over the counter drugs and emergency medications, must be provided by the parent/guardian and brought to the office upon arrival at school.
3. All prescription medication must be in an appropriately labeled container and OTC medication must be in the original container.
4. All medications will be administered in the presence of an adult.
5. The Authorization to Carry Medication Form must be completed and signed by all parties before a student will be allowed to carry any medication with them at school.

- Any medication (labeled or unlabeled) found in the possession of a student without the appropriate form will result in serious consequences for that student.

INSURANCE

The Douglas County Board of Education offers parents the opportunity to purchase accident insurance. Information on the plans available and the premiums will be provided at the beginning of the school year.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or receive additional disciplinary action. Legal action will be taken if necessary.

PHYSICAL EXAMINATIONS

All students who wish to participate in interscholastic athletics and cheerleading are required to have a yearly physical examination signed and dated by a licensed medical doctor. Copies of the required physical examination forms are available at the school and on the school system website, along with other required permission and consent forms.

EXTRA CURRICULAR ACTIVITIES

An updated list of all extracurricular activities available at each school can be found on the school website.

INTERSCHOLASTIC ATHLETICS

All regulations (including eligibility requirements) of the Georgia High School Association (GHSAA), the Georgia Board of Education, and the Douglas County Board of Education will be followed. Participants must pass physical exams prior to tryouts and complete all forms accurately. Information on tryouts for each group will be announced. Coaches make selections for participation based on the criteria for each activity. Participation is a privileged activity not a property right.

It is the policy of the Douglas County Board of Education to prohibit discrimination based on gender in its secondary school athletic programs.

The equity in sports grievance procedure provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action, which would be a violation of the pertinent state law.

Complaints should be directed to the Assistant Director - Student Support and Athletics P. O. Box 1077, Douglasville, Georgia 30133 (770) 651-2000.

The grievance procedure shall be as follows:

1. The Assistant Director - Student Support and Athletics shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in Code section 20-2-1160.

FIELD TRIPS

The regular instructional programs of the school are enriched by occasional field trips during the regularly scheduled school day. Other field trips may be after school hours and on weekends (class field trips, athletic teams, band groups, and clubs traveling to and from competitions, etc.). Parent permission is required for participation. The school system must approve all field trips.

Code of Conduct for Field Trips: Students who are on a field trip as designated above must adhere to the Douglas County Code of Conduct.

The number of days/classes that a student may be out for student activities such as field trips is limited to

5. Students and individual teachers are responsible for checking with the Attendance Clerk to make sure a student does not exceed the limit.

Other trips sometimes use names that might be associated by some with the school. The school and school system does not sponsor any tours or cruises. Students who participate in these activities are dealing with private companies.

TELEPHONES

Any arrangements or preparation for after-school activities should be made prior to leaving home each morning. The office telephone is for school business and may be used by students only in cases of emergency with the permission of the administration.

Messages and deliveries from home should be left in the office. Students will not be called out of class for messages.

HALL PASSES

When going anywhere in the building or on the grounds during the time classes are in session, students must have a pass. All passes are to be returned to the teacher. Hall passes are to be issued only for emergencies or for students to go to the media center, counselors' office, or administrative offices.

CLOSED CAMPUS

Students must stay on the school grounds from the time they arrive, even if the daily schedule has not yet begun, until dismissed. A student violating this policy will be subject to disciplinary action (see Discipline Code). Except when special circumstances occur, students are not to return to campus after leaving for the day.

VISITORS

Students may not bring or have visitors come to any Douglas County school campus. No exceptions will be made. People who have business at the school must go to the office to conduct that business. Trespassers will be prosecuted.

PARENT CONFERENCES

We welcome the opportunity to discuss school matters with parents. Please feel free to call your child's teacher, the counselor, or an administrator to set up a conference. We encourage parents to be involved in the educational process of their children.

OBSERVATIONS/VISITATION GUIDELINES

HIGH SCHOOLS

- A. Douglas County high schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.
- B. Parents and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Examples are: musical and dramatic presentations, art displays, athletic events, and awards ceremonies. Parents participate directly in the instructional program through PTSA, volunteer work, field trips, school advisory committees, and individual parent/teacher conferences.
- C. Classroom Observation – Parents may wish to set up individual classroom or school visitations. Requests must be made 24 hours prior to the proposed visit with Principal approval.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students who are not enrolled in the school are not allowed to visit during the school day due to unnecessary classroom interruptions.

STUDENT SERVICES

Student Services consists of counselors, school psychologists, and school social workers. Their services provide opportunities to:

- > Help students recognize their aptitudes and potential through the use of test results, school performance and extracurricular activities.
- > Help students plan and select careers and secondary training wisely by making available a variety of career and scholarship information.
- > Help students understand themselves and others, adjust to school and learn how to solve problems by providing opportunities for group and individual guidance.
- > Help students select courses that meet their needs for graduation, further education, and/or future careers.
- > Assist teachers and parents in helping students work through learning difficulties and personal or social concerns.

The high school counseling program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of test results, consultation with parents and teachers, group work, and classroom guidance. Counselors may also prepare newsletters to keep students informed of pertinent information.

A student advisory system has been implemented at the high school level that accents the individual-personal relationship of the advisor and student. Students interact with at least one significant adult in the school and are being guided in course selections and involved in discussions concerning school programs.

Counselors coordinate and/or facilitate the testing programs, STAR student program, individual advisement system, scholarship and financial aid programs, the homebound program, and posting of grades.

The high school counseling program assists teachers in understanding students and provides students with information on available school and community resources. The counseling department strives to help each student assess his/her ability and achievement and make decisions suitable to his/her life style.

See Board Policy link below for all student policies:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=4058&Sch=4058&C=C=Y