



**THE ACADEMY OF LIBERAL ARTS**  
NEWTON HIGH SCHOOL

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**ALANHS STUDENT & PARENT AGREEMENT  
2022-2023**

The Academy of Liberal Arts at Newton High School attempts to form a community based on mutual care and respect for all members of the community. Therefore, this handbook identifies those responsibilities students and parents need to accept in order to fulfill the mission and vision of ALANHS and Newton High School.

### **ACADEMIC HONOR CODE and CODE OF CONDUCT**

Having read the ALANHS Academic Honor Code and Code of Conduct, I understand and accept the responsibilities as a member of the Academy of Liberal Arts & Newton County community to uphold at all times.

### **ALANHS PROGRAM REQUIREMENTS**

Having read the ALANHS Program Requirements, I understand and accept the responsibilities to remain academically eligible and complete yearly assigned tasks.

### **PARENTAL INVOLVEMENT**

As the parent/guardian of the above-named student, I read and understand the expectation of being an active member of ALANHS Parent Support Group. Active Parents/Guardians in the ALANHS PSG will assist with funding for ALANHS by paying annual dues per child and pay by the required deadline. Parents/Guardians will complete a minimum of 10 hours parental involvement service hours (which includes at least 4 parent meetings) per year throughout the school year. Parents/guardians are responsible to provide transportation to and from all ALANHS school activities at the specified time.

### **PHOTOGRAPH AUTHORIZATION**

I hereby give ALANHS permission to use photographs of my minor child with or without his/her name and for any lawful purpose, including educational and advertisement purposes, and in any medium including print and electronic.

*Students and Parents will complete the [Student Parent Agreement Form](#) attesting they agree with the statements above.*

### **PURPOSE STATEMENT**

The Academy of Liberal Arts at Newton High School (ALANHS) provides a structure to expose students to a variety of Humanities, World Languages, Fine Arts, and Social Science courses specifically designed to prepare them for the rigor demonstrated at the collegiate level.

The ALANHS program emphasizes the development of problem-solving skills, critical thinking, and the pursuit of both independent and collaborative research projects. Extensive reading and writing across the curriculum is a vital part of the program to enhance communication skills, interrelated learning, access to and stimulation of diverse reading, literary enrichment, and creative writing.

The ALANHS program serves as a model for effective collaboration and partnership between Newton High School and post-secondary institutions as well as partner with mentors from local and national businesses and research organizations.

### **MISSION STATEMENT**

In partnership with parents and our community, the sole function of The Academy of Liberal Arts at Newton High School (ALANHS) is to provide a globally competitive educational experience that is high quality, challenging and inspiring to all students to make positive contributions to society.

### **VISION STATEMENT**

The Academy of Liberal Arts at Newton High School (ALANHS) is a rigorous, comprehensive, student-centered program that prepares students to be successful in college, responsible citizens, and effective leaders in the 21st Century. Newton High School firmly believes ALANHS will be a premier program, regionally and nationally recognized for the quality of its teachers, care and support of its students, rigor and creativity of its programs, and community service efforts of its students.

### **NONDISCRIMINATION POLICY**

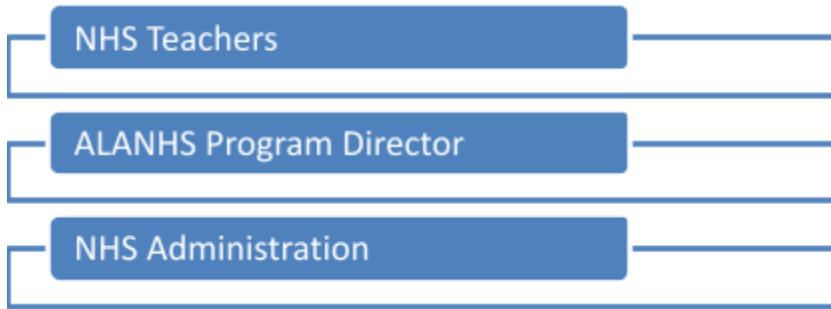
The Academy of Liberal Arts Newton High School (ALANHS) admits students of any race, color, national/ethnic origin or socioeconomic status to all rights, privileges, workshops, and activities generally accorded or made available at the school.

### **GOING GREEN INITIATIVE**

The Academy of Liberal Arts Newton High School (ALANHS) will continue with the “Go Green” Initiative as an effort to effectively use environmental friendly, cost effective and responsible practices. As a result, ALANHS will be utilizing electronic technology for the majority of communication sent from school. The ALANHS Program Director will send important announcements and upcoming events through weekly emails, a monthly newsletter, and/or text messages. Contact Dr. V. Lockhart at [lockhart.victoria@newton.k12.ga.us](mailto:lockhart.victoria@newton.k12.ga.us) if you have any changes to your email or phone number.

### **ORGANIZATIONAL STRUCTURE**

We all must work together to ensure students are academically and personally successful. The chart below displays the order of command if an academic or behavior situation arises with a student.



## COMPLETION REQUIREMENTS FROM ALANHS

### Each year students must:

- Be enrolled in Advanced or Quest or Advanced Placement level academic courses.
- Maintain a GPA of 85 or higher.
- Attend at least 4 ALANHS sponsored workshops/ activities.
- Complete a Liberal Arts pathway.
  - Performing Arts (Band, Chorus, Drama), Visual Arts, World Language, English Language Arts, or Social Sciences
- Complete a World Language pathway.
  - Latin, Spanish, or French
- Complete Community Service hours.
  - ISP hours will be completed Junior year.
- Submit portfolio requirements after completing a grade level.

\*Advanced Placement courses are rigorous and prepare students for college. Students are encouraged to take the AP exam for AP courses in order to earn college credit.

\*Rising 9<sup>th</sup> grade students who are accepted into ALANHS will be grouped as a cohort of students.



# ALANHS 4 year Graduation Plan



		<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
1	English	9 <sup>th</sup> Grade Lit Comp/Adv	World Lit Comp Adv	AP Eng Lang	AP Eng Lit Comp
2	Math	Acc. Alg I / Geo A	Acc. Geo B / Alg II	Acc. Pre-Calculus	(choose one) • AP Calculus • AP Statistics
3	Science	Biology I Adv	Physical Sci. Adv	Chemistry I Adv	(choose one) • AP Biology • AP Chemistry • AP Physics
4	Social Studies	Amer Govt/Civics Adv	AP World History	AP US History	You <b>MUST</b> take both • AP Microeconomics (Fall) • AP Macroeconomics (Spring)
5	Foreign Language	***Latin I	Latin II	Latin III	Work- Based Learning Internship
6	Liberal Arts Elective	Course I (*PE/Health)	Course II	Course III	Work- Based Learning Internship
7	Elective	AP Human Geo	Course I	Course II	Work- Based Learning Internship

\* Personal Health & Fitness must be taken in 9<sup>th</sup> grade if student do not earn the credit in 8<sup>th</sup> grade.

\*\* If a student have earned Spanish I and/or Spanish II credit(s) during his/her 8<sup>th</sup> grade year, and it fits in the cohort schedule, the student may continue to complete the pathway.

	SAT	ACT
Registration Website	SAT.org	ACT.org
Free Online Test Prep	KhanAcademy.org/SAT	Academy.ACT.org

Students register themselves for the SAT & ACT

- For help registering you can schedule an appointment with Mr. Woodall (room H-6) by using the link below  
• <https://counselingsuite.weebly.com/counselors.html>

## USG College Entrance Requirements

- 4 English
- 4 Math
- 4 Science
- 4 Social Studies
- 2 Foreign Language

## \*\*\*USG SAT / ACT Requirements

- ACT: 17
- SAT: Reading/Writing – 480  
Math – 440
- Freshman Index

*\*\*\*Visit the college's admissions homepage for a complete list of requirements*

## SAT/ACT Fee Waiver Request

- Must have Free/Reduced Lunch
- You can request a waiver on the NHS website under "What's Happening"
- Juniors might get an SAT fee waiver, but SAT fee waivers are limited and typically reserved for Seniors.
- You can only receive 2 SAT waivers and 2 ACT waivers during your entire time in high school

## College Visits

Seniors are allowed 2 days for college visits. Just remember to get a letter from the college's admissions department stating that you missed school because you were out on a college visit

## **COMMUNITY SERVICE**

Community service is fundamental to the ALANHS mission and philosophy. Students giving back to the community is a key component in the development of becoming productive citizens. Through community service, students will develop a greater knowledge and understanding of local and global issues which will lead to practical actions and a stronger community. ALANHS aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. It is strongly encouraged for students to obtain the majority of the community service hours within the student's single-themed community service project.

ALANHS students are required to complete community service hours. **Community service hours will begin June 1 and end May 30 of that school year.** *Students can use hours from other clubs and organizations. If there are any questions, do not hesitate to discuss with the ALANHS Program Director.*

**Freshman:** Students will complete a minimum of 30 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Sophomore:** Students will complete a minimum of 40 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Junior:** Students will complete a minimum of 40 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Senior:** Students will complete a minimum of 30 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page cumulative reflection of your four years of service.

See Appendix A *STUDENT COMMUNITY SERVICE RECORD SHEET*



## ALANHS PORTFOLIO

An important aspect of the liberal arts experience is getting students to learn how to reflect on their schoolwork, extracurricular activities, and life experiences in a way that demonstrates their knowledge, skills, and abilities. A portfolio provides an alternative method of assessing a student's performance and provides reliable and valid information on the student's accomplishments. As a student completes new course work and becomes involved in new activities, these accomplishments are added to the portfolio and are used to identify connections between high school course plans, extracurricular activities, post-high school plans, and college and career readiness activities. Every student is responsible for completing yearly portfolio requirements and submitting by set deadlines. At the end year of Senior year, students will submit and present a Capstone Presentation; which is necessary to complete the ALANHS program. Students will be notified if they PASSED or FAILED during a conference.

**\*\*Review the *PORTFOLIO RUBRIC EXPECTATIONS* sheet for appropriate grade level specifics.\*\***

## INDEPENDENT SERVICE PROJECT

The ALANHS program emphasizes the development of problem-solving skills, critical thinking, and the pursuit of both independent and collaborative research projects. Students will have unique opportunities to partner with mentors from local and national businesses and research organizations.

Independent Service Projects (ISP) are aimed at promoting personal construction of new ideas, direct the student to appropriate resources, help students clarify the problem or investigation to plan the research, and give assistance when needed. The timeline for ISP development and implementation is listed below. Over the course of four years, students will engage in extensive reading and writing across the curriculum is a vital part of the program to enhance communication skills, interrelated learning, access to and stimulation of diverse reading, literary enrichment, and creative writing. The Program Director will work closely with students and provide detailed handouts accordingly.

Freshman	Sophomore	Junior	Senior
- Research and explore ISP ideas	- Develop ISP plan - Gather resources - Submit plan at the end of the year	- Implement ISP - Present findings and compose a detailed reflection	- Continue implementing ISP -Mentorship with a community partner

If a student does not complete and submit proper documentation at appointed deadlines, he/she will receive an *Acknowledge of ISP Missing Docs*. This form can have a student withdrawn from the program if not completed.

## **ALANHS ACTIVITIES & SCHOOL CLUBS/ ORGANIZATIONS**

ALANHS provides college and career readiness workshops to develop and nurture skills (i.e. critical thinking, communication, problem solving, interpersonal, and leadership). Each student is required to participate in at least 4 ALANHS sponsored activities during the school year. In addition, it is important for students to be an active member of a club, organization or sport. Their participation helps to develop them as well-rounded individuals who exhibit good sportsmanship, the ability to work as a team member, and contribute their ideas and talents to make the community better. Refer to the NHS Student Handbook for the current list of clubs and activities.

## **EDUCATIONAL TOURS**

Educational tours are unique opportunities for students. The trips planned will offer a wide variety of both domestic and international travel. Each trip will provide great opportunities for expanding knowledge and allow the student to gain much more than would be possible inside the classroom setting. The Program Director will coordinate the trips and share the itinerary and pricing information one year in advance. The school district and the school do NOT sponsor or endorse the trip. They assume no responsibility or liability in conjunction with the trips.

## **ACADEMIC HONOR CODE**

The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, responsibility, and recognize the importance of being accountable for one's behavior. The ALANHS Honor Code is in conjunction with Newton High School's Student Handbook Rules and Regulation.

### **Purpose of the Honor Code**

The members of the ALANHS community believe that the fundamental objective of the Institute is to provide the students with a high quality of education, while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire community. It is with this in mind that we have set forth a Student Honor Code at the Academy of Liberal Arts.

### **Objectives of the Honor Code**

- Clarify what constitutes academic misconduct among students within ALANHS and what the school, the faculty, and their peers expect of them.
- Prevent any students from gaining an unfair advantage over other students through academic misconduct.
- Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community.
- Cultivate an environment within ALANHS where academic dishonesty is not tolerated among the students.
- Prepare students for college, where academic dishonesty could lead to loss of admission, enrollment, and/or scholarships.

### **Definition of Academic Misconduct**

Academic Misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include, but not limited to the following:

- Possessing, using, or exchanging improperly acquired electronic, written, or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements.
- Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship.
- False claims of performance or work submitted by the claimant.
- Alteration or insertion of any academic grade or rating to obtain unearned academic credit.
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty to obtain unearned academic credit.
- Forgery, alteration or misuse of any institute document relating to the academic status of the student.

Specific examples of academic dishonesty are listed below and could be grounds for dismissal from ALANHS. The activities listed below are examples:

- Bringing in or using any unauthorized information or technology for tests, quizzes, labs, etc. (stored formulas in calculator, cheat sheets, etc.).
- Looking at another student's paper, turning around in your seat so that you are facing another student, making eye contact, or talking with another student before all tests, quizzes, etc. have been turned in to the teacher.
- Writing down answers to a test, quiz, etc. after completing the assessment.
- Accepting and/or using information provided by another student for tests, quizzes, and/or projects.
- Plagiarizing works from the Internet, books, or other sources.
- Providing graded work to other students for future use.
- Writing and/or using answers on a calculator.
- Stealing an answer key, a copy of a test, quiz, lab, or other assignment from the teacher.

## ACADEMIC PROBATION

At the end of the semester and/or school year, the ALANHS Program Director will review grades to see if ALANHS students are maintaining an 80 or higher grade in their classes. When students are not successful, they are placed on Academic Probation during the following semester. Every effort will be made to help the student maintain or improve his/her grade(s). The following procedures take place:

- o If a student has ONE OR MORE GRADES below 80% at any point in the semester, he/she needs to attend tutorial sessions or other forms of remediation.
- o If a SEMESTER GRADE is a C (70-79%) in any ACADEMIC course, a student will be placed on Academic Probation for that semester. For example, after reviewing Fall semester grades, if a student receives a 75 in Algebra A, he/she will be placed on Academic Probation during the Spring semester. Students and parents will be notified of the details on how to fulfill their Academic Probation requirements.
- o If a FINAL GRADE is a C (70-79%) in any ACADEMIC course after being on Academic Probation for that particular course, it is grounds for dismissal.

At the end of the school year, if a student has not maintained a GPA 85 or higher, he/she will be withdrawn from ALANHS and will be reassigned to the appropriate curriculum and high school in his/her residential attendance zone.

*\*SENIORS- At the end of Fall semester grades are finalized to be submitted to colleges, for scholarships and eligibility purposes. Therefore, if a Seniors' grades are not satisfactory upon the 3<sup>rd</sup> Nine Week Report Card, the student will not be able to complete the ALANHS program.*

## CODE OF CONDUCT

All ALANHS students are to adhere to the Newton County Student Handbook. At the beginning of each school year, students and parents must sign and agree they will follow the Code of Conduct. If ALANHS students commit an offense, consequences are assigned by NHS administration. A few examples of inappropriate conduct are listed below:

- Personal Misrepresentation: representing oneself as another or giving false information to any faculty member or office, with intent to obtain a benefit, or to injure or defraud.
- Forgery, alteration or misuse of any document, record, electronic file, form, or instrument of identification.
- Physical abuse, includes physical contact, or which by its nature, provokes or endangers the health or safety of any person. This contact can be either through direct physical contact or through using any object.
- Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.
- Conduct performed in such an unreasonable manner to ALANHS members or disturbs another.
- Deliberate attempts to use gang representation, signing, and recruitment.
- Sexual harassment or misconduct, which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature.

- Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others.
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits.
- Theft or attempted theft, possession of stolen items or the sale of stolen items from any source.
- Use of computing facilities and resources to send or receive obscene or abusive material; unethical/unlawful or irresponsible use of the Internet.
- Failure to comply with the sanction(s) imposed under the Newton County student handbook.

### **ENFORCING THE PROGRAM REQUIREMENTS AND BEHAVIOR POLICIES**

In order to ensure students are performing their best academically and demonstrating positive behavior, members of the ALANHS will follow the procedures below:

#### **ALANHS PROGRAM REQUIREMENTS**

ALANHS is a rigorous liberal arts program and requires students to complete yearly assigned tasks. It is difficult for students to complete the program with fidelity if he/she fails to complete the yearly assigned tasks.

- If a student fails to attend student conferences/ workshops, submit yearly portfolio items and/or complete yearly community service hours, they will be given a Non- Compliance Letter.
- All students will be given a deadline when to submit documentation or complete tasks. Failure to meet the deadline is grounds for dismissal from the program.
- If a student receives two Non- Compliance Letters while being in the program it will be grounds for dismissal from the program.

#### **ALANHS DISCIPLINE PROCEDURES**

If a student or teacher reports an act of academic dishonesty or inappropriate behavior to the ALANHS Program Director, an investigation will result. Upon determining the guilt of the student, the following consequences will be enforced. A record of all infractions will be maintained in the student's ALANHS file and will be referred to when assigning consequences.

- If a student receives a disciplinary referral, the ALANHS Program Director will conference with the student and parent (i.e. phone or in person). The conference serves as a warning.
- If a student is given In School Suspension twice while in the ALANHS program, he/she will be dismissed.
- If a student is given Out of School Suspension or expelled from Newton County School, he/she will be dismissed from the ALANHS program.

\*The ALANHS Program Director reserves the right to take into consideration the individual's circumstance and place a student on behavior probation. \*

## **ALANHS ADVISORY COUNCIL & APPEAL PROCESS**

Parents and/or students will be given the opportunity to appeal the decision of the ALANHS Program Director to the ALANHS Advisory Council. Note that some decisions made by the principal and ALANHS Program Director are final. The ALANHS Advisory Council will consist of the following individuals:

- ALANHS Program Director
- ALANHS Counselor
- NHS Administrator

### **Steps of the Appeal Process:**

1. The student will type a letter of reconsideration explaining why he/she should remain in the program. This is an opportunity for the student to provide their perspective of the situation and share a resolution.
2. The student must submit his/her typed letter by deadline stated in the official *ALANHS Dismissal Letter*.
3. The ALANHS Advisory Council will meet and review the letter. A decision will be made.
4. The ALANHS Program Director will render the decision via conference to the student within five days of the meeting.

**\*\*Students are only allowed to appeal one time while in the ALANHS program.\*\***

## **ALANHS PARENT SUPPORT GROUP**

It is the belief of ALANHS, that parental involvement is a critical component of school success. The most direct benefit of this initiative will be higher levels of student achievement and improved school/community relations. The ALANHS PSG is dedicated to establishing and acquiring funding and resources for the Academy of Liberal Arts beyond the standard financial resources provided by Newton County School System. The current ALANHS PSG Treasurer will notify parents/guardians of the amount and due date for annual dues of the upcoming school year.

Every parent/guardian is expected to be a member of the ALANHS Parent Support Group (PSG) and fulfill the following responsibilities:

- Pay ALANHS annual dues per child.
- Complete a minimum of 10 parental involvement hours by participating in ALANHS PSG related activities. For example, each of the following activities count as 1 service hour: attending an ALANHS PSG meeting, chaperoning an ALANHS field trip, or volunteering at an ALANHS activity.
- Submit a copy of the *Parental Involvement Record Sheet* at the end of the school year to the ALANHS Program Director.
- Attend at least 4 parent meetings.
- Ensure that their child has access to resources to complete class assignments and projects outside of the school day (i.e. electronic device(s), the Internet, reading materials).
- Check their child's grades on Infinite Campus on a weekly basis and communicate with faculty and staff effectively and professionally about their child's academic progress.
- Attend grade level meetings that occur at least once per semester to learn about high school advising topics and the college admissions process.
- Coordinate transportation to and from school as well as ALANHS events (i.e. Family Fun,
- SAT/ACT workshop).

If parent(s) do not fulfill their yearly parental involvement commitment, it will impact the status of the student in ALANHS. It is imperative to read and review the *ALANHS PSG Bylaws* for detailed information on membership, annual dues, and parental involvement information.

See Appendix B *PARENT INVOLVEMENT RECORD SHEET*

### **TRANSFERRING IN AND OUT OF ALANHS**

*If a student decides to withdraw and return to his/her zoned high school in Newton County, this may only occur at the beginning or end of the school year.*

*A student may request to return to the program if he/she was not withdrawn due to academic or behavior reasons. The student's transcript, community service, and resume must be reviewed by the Advisory Board to determine if he/she is eligible to return. The student must be able to complete ALL ALANHS requirements. The student and parent will be notified if he/she will be placed on a Probationary period.*

*\*\* Statements in this program guide are subject to amendment with or without notice. ALANHS will attempt to communicate any changes as soon as possible. However, some changes might be made immediately due to unforeseen and developmental circumstances. \*\**

*\*The ALANHS Program Director has the discretion to revise the ALANHS handbook requirements accordingly after meeting with the principal and the ALANHS Advisory Council.\**

APPENDIX A

STUDENT COMMUNITY SERVICE RECORD SHEET



ACADEMY OF LIBERAL ARTS AT NEWTON HIGH SCHOOL  
(ALANHS)  
COMMUNITY SERVICE RECORD SHEET



This record sheet will be submitted with your student's yearly portfolio documents. After participating in a COMMUNITY SERVICE project/event, students are responsible for documenting their participation. Community service can be obtained on your own, through a student organization, or with an outside organization (i.e. church, neighborhood). A reflection will be written at the conclusion of obtaining yearly community service hours.

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_ Total Hours: \_\_\_\_\_

DATE	HOURS	Project/ Organization Name (Include Organization Information)	Supervisor Name & Contact Information	Supervisor Signature
<b>TOTAL</b>				

\*I agree that I have completed the above noted *Community Service* hours for the 20\_\_ - 20\_\_ school year.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix B

*PARENT INVOLVEMENT RECORD SHEET*



**ACADEMY OF LIBERAL ARTS AT NEWTON HIGH SCHOOL  
(ALANHS)  
PARENT INVOLVEMENT RECORD SHEET**



This record sheet will be used to document PARENTAL INVOLVEMENT hours. These hours can be obtained through attending ALANHS parent meetings, chaperoning or volunteering at ALANHS related events, volunteering with a school club, or assisting with an athletic event, etc. This form will be submitted with your student's yearly portfolio documents.

Parent/ Guardian Name: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade Level \_\_\_\_\_

DATE	HOURS	Activity/ Event (Include Organization Information)	Supervisor Name & Contact Information	Supervisor Signature
<b>TOTAL</b>				

\*I agree that I have completed the above noted Parent Involvement hours for the 20\_\_ - 20\_\_ school year.

\*Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_