

DALTON JUNIOR HIGH SCHOOL

STUDENT HANDBOOK



DALTON

JUNIOR HIGH SCHOOL

Principal

Missie McKinney

Assistant Principals

BethAnn Browning

Rhett Parrott

Matt Phillips

Resource Officer

Sean Hudson

1250 Cross Plans Trail

Dalton, Georgia 30720

(706) 278-3903 Phone

(706) 428-7850 Fax

<https://www.daltonpublicschools.com/our-schools/dalton-junior-high-school>

TABLE OF CONTENTS

MISSION	4
GENERAL INFORMATION	5
SCHOOL CALENDAR.....	5
REPORT CARD SCHEDULE	5
BELL SCHEDULE (A/B DAYS).....	6
8 TH GRADE SCHEDULE	6
9 TH GRADE SCHEDULE	6
CAFETERIA SCHEDULE.....	6
IMPORTANT PHONE NUMBERS.....	7
WHERE TO GO FOR HELP	7
IMPORTANT WEBSITES.....	7
STUDENT INFORMATION	8
DRESS CODE.....	8
DISCIPLINE AND BEHAVIOR EXPECTATIONS	8
GIFTS AT SCHOOL	8
PARENT INFORMATION	9
QUALIFICATIONS OF TEACHING STAFF	9
VOLUNTEER OPPORTUNITIES	9
ATTENDANCE AND TUITION INFORMATION.....	9
ATTENDANCE POLICY	9
TUITION.....	11
GUIDANCE AND COUNSELING	11
CHANGING YOUR SCHEDULE	11
GRADING SCALE	11
EXAM EXEMPTION	12
NO EARLY EXAMS	12
TRANSCRIPTS	12
VALEDICTORIAN/SALUTATORIAN	12
HEALTH AND WELLNESS	14
ON-CAMPUS SCHOOL DAY PARKING.....	14

SCHOOL NUTRITION 15
 BREAKFAST/LUNCH COSTS 15
 LUNCHES AT SCHOOL (DELIVERIES) 16

SCHOOL SAFETY 16
 EMERGENCY SCHOOL CLOSINGS..... 16

SPORTS AND EXTRACURRICULAR ACTIVITIES..... 16
 ATHLETICS..... 16
 CLUBS AND ORGANIZATIONS 18
 DRUG TESTING PROGRAM 18

TECHNOLOGY AND INTERNET USES 21
 CELL PHONES/WIRELESS DEVICES 21
 DISTRICT AND SCHOOL WEBSITES/SOCIAL MEDIA/MOBILE APP 21
 INTERNET ACCESS POLICY 22

COLLECTING AND SHARING OF STUDENT INFORMATION 22
 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) 22
 MEDIA, PHOTOGRAPHY AND VIDEOTAPING ON SCHOOL PREMISES..... 22
 USE OF SOCIAL SECURITY NUMBERS 23

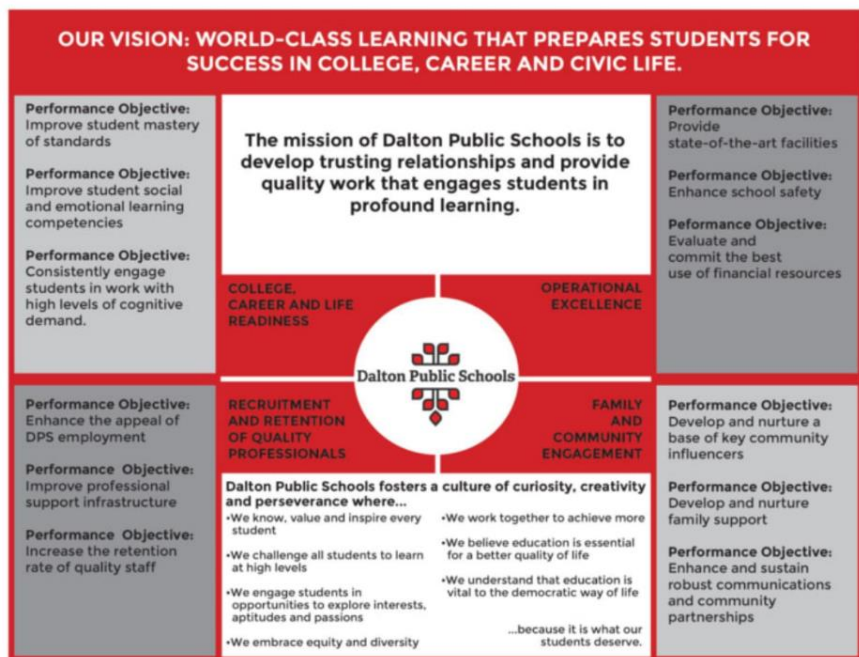
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)..... 23

SECTION 504 NOTIFICATION..... 26

USDA NON-DISCRIMINATION STATEMENT 26

MISSION

The mission of Dalton Public Schools is to develop trusting relationships and provide quality work that engages students in profound learning.



GENERAL INFORMATION

SCHOOL CALENDAR

Tuesday, August 10	First Day of School for Students
Monday, September 6	Labor Day Holiday/Staff and Student Holiday
Wednesday, September 29	Early Dismissal for Students & Parent Conferences
Friday, October 8	Student Holiday/Staff Professional Learning Day
Monday, October 11	Staff and Student Holiday
Monday-Friday, November 22-26	Thanksgiving Holiday
Friday, December 17	Last Day of School Before Winter Holiday Begins for Staff & Students
	Early Dismissal for Students
	End of First Semester (86 days)
Tuesday, January 4	Classes Resume for Students after Winter Holidays
Monday, January 17	Staff and Student Holiday
Friday, February 18	Student Holiday/Staff Professional Learning Day
Monday & Tuesday, February 21-22	Mid-Winter Holiday
Wednesday, March 16	Early Dismissal for Students & Parent Conferences
Monday-Friday, April 4-8	Spring Holidays
Friday, April 15	Staff and Student Holiday
Friday, May 27	Last Student Day of School
	Early Dismissal for Students
	End Second Semester (94 days)
	High School Graduations (Friday, May 28)

REPORT CARD SCHEDULE

Six Weeks Periods Ends

Tuesday, September 21
Thursday, November 4
Thursday, February 24
Thursday, April 14

Semester Ends

Friday, December 17
Friday, May 27

Report Cards Scheduled

Friday, September 24
Tuesday, November 9
Tuesday, March 1
Wednesday, April 20

Report Cards Scheduled

Friday, January 7
Wednesday, June 1

BELL SCHEDULE (A/B DAYS)

		<u>A Day</u>	<u>B Day</u>
7:20-8:40	1 st Block	1 st period	2 nd period
8:45-10:05	2 nd Block	3 rd period	4 th period
10:10-12:35	3 rd Block/Lunch/FLT	5 th period	6 th period
12:40-2:00	4 th Block	7 th period	8 th period

8th Grade Schedule

		<u>A Day</u>	<u>B Day</u>
7:20-8:40	1 st Block	1 st period	2 nd period
8:45-10:05	2 nd Block	3 rd period	4 th period
10:10-11:00	3 rd Block	5 th period	6 th period
11:00-11:30	Lunch		
11:35-12:05	3 rd Block, cont'd		
12:05-12:35	FLT		
12:40-2:00	4 th Block	7 th period	8 th period

9th Grade Schedule

		<u>A Day</u>	<u>B Day</u>
7:20-8:40	1 st Block	1 st period	2 nd period
8:45-10:05	2 nd Block	3 rd period	4 th period
10:10-11:30	3 rd Block	5 th period	6 th period
11:30-12:00	Lunch		
12:05-12:35	FLT		
12:40-2:00	4 th Block	7 th period	8 th period

CAFETERIA SCHEDULE

11:00-11:30	8 th Grade
11:30-12:00	9 th Grade

IMPORTANT PHONE NUMBERS

Attendance	706-278-3909	
Business Office	706-876-4650	706-278-3909
Cafeteria	706-876-4678	
Counseling Office	706-876-4652	
Principal's Office	706-876-4650	706-278-3909

WHERE TO GO FOR HELP

Accident Reports	–	School Nurse
Announcements	–	Video Production
Athletics	–	Athletic Director
Technology/Media	–	Media Center
Bus Transportation	–	Business Office
Career/College/Transcripts	–	Counseling Office
Change of Address/Withdrawal	–	Counseling Office
Check-In/Check-Out/Tardy	–	Business Office
Discipline	–	Your Asst. Principal
Graduation/Scholarships/Transcripts	–	Counseling Office
Lost and Found	–	Business Office
Theft/Vandalism	–	School Resource Officer
Records/Credits/Grades	–	Counseling Office
Schedules/Testing	–	Counseling Office
Teacher/Parent Conferences	–	Counseling
Yearbook	–	Tiffany Thompson

IMPORTANT WEBSITES

Dalton Junior High School		daltonpublicschools.com/our-schools/dalton-junior-high-school
Dalton Junior High School Facebook		https://www.facebook.com/djhscats
Dalton Junior High School Instagram		instagram.com/daltonjuniorhigh
Dalton Public Schools		daltonpublicschools.com
Dalton Public Schools Facebook		https://www.facebook.com/dpsschools
Dalton Public Schools School Calendar		daltonpublicschools.com/calendar
Infinite Campus Parent Portal		https://ics.dalton.k12.ga.us/campus/portal/dalton.jsp

STUDENT INFORMATION

DRESS CODE

We follow the Dalton Public Schools Code of Conduct. Additional information regarding the student dress code can be referenced on the Dalton Public Schools website.

<https://www.daltonpublicschools.com/district-resources/handbooks>

DISCIPLINE AND BEHAVIOR EXPECTATIONS

DJHS Hands-Off Policy

In order to provide a safe learning environment, we ask that all students follow a hands-off policy. Infractions of this policy may include, but are not limited to, the following: pushing, kicking, pinching, slapping, hitting, and inappropriate displays of affection. Violations of this policy by students are at the discretion of the teachers and may result in counseling or disciplinary action.

DJHS Discipline Policy

All students will follow the code of conduct, which is required to be read and described to students. All staff will share a collective responsibility to create a safe and orderly environment at DJHS.

Example of Minor Behavioral Conduct Offense:

Ex. Cell Phone Violation

Example of Major Behavioral Conduct Offense:

Ex. Fighting

Major Offenses should be immediately referred to an administrator

Progression of Discipline:

1. Warning
2. Parent phone call
3. Referral to office

Consequences from Behavior:

1. Administrative conference – this is for less severe behaviors and involves administrator and student calling home.
2. Detention – this is in stages of time as determined by administrator. Detention will be served at the school where the student takes ends the instructional day.
3. ISS – parent conference required and student will serve ISS at DJHS.
4. Behavior Contract should be started after multiple ISS placements.

GIFTS AT SCHOOL

Delivery of flowers and gifts are not accepted for students during school.

PARENT INFORMATION

QUALIFICATIONS OF TEACHING STAFF

In compliance with the requirements of the 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.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

VOLUNTEER OPPORTUNITIES

If you are interested in volunteering at Dalton Junior High School, please contact our Family Engagement Coordinator Cindy Pellecer. If you are interested in volunteering in the Dalton community, please contact the United Way Volunteer Center at 706-876-1580.

ATTENDANCE AND TUITION INFORMATION

ATTENDANCE POLICY

Dalton Public Schools is dedicated to providing quality knowledge work to students every day so that students can learn what they need to learn. Students must be present to learn. The attendance policy is as follows:

A student absent from school must present to school authorities a letter written by his/her parent or guardian, or medical provider explaining the reasons for the absence from school. In some cases, parents will be requested to provide written medical excuses or documentation. Students who become ill or injured while at school shall be dismissed from school only after parents or guardians have been notified. Exceptions are made only in cases of emergency. A student shall be dismissed before the end of the official school day only when a parent or guardian sends a written request explaining the reason for early dismissal, or appears in person requesting the student's dismissal. Students shall not leave school grounds during school hours without permission from the principal. Principals may require verification of right of custody of the student from anyone requesting early dismissal of the student.

As defined by the State or Local Board Policy, reasons for lawfully absent:

1. Personal illness that endangers the student's health or that of others.
2. Serious illness or death in the student's immediate family.
3. Special and recognized religious holidays observed by the student's faith.
4. Mandated absence by order of governmental agencies, e.g. court order or pre-induction physical for the armed forces.
5. Conditions rendering attendance impossible/hazardous to health/safety.

6. Registration as an elector or to vote in an election at age 18-one day only.
7. Approved college visitation in accordance with high school regulations.
8. Up to 5 days visitation with parents preparing to ship out for military duty or on leave from such duty.

Students are counted present when serving as pages for General Assembly and/or representing the school in an activity approved by the school and/ or Board of Education. Individual students who are absent from school for a portion of the school day must have been present for one half of the instructional day in order to be included in attendance counts. An unlawful absence is one not permitted under the Compulsory School Attendance Law (20-2-690) and policies of the School Board. A combination of five (5) unexcused tardies or unexcused early checkouts will be considered one unexcused absence. These reasons also apply to late check-ins and early checkouts.

If a student has excessive absences or tardies, the social worker may refer the student and or parent(s) to the Department of Family and Children's Service or to the courts if sufficient legal causes for these absences or tardies do not exist. Punitive measures may be taken against the student and/or parent(s).

EXCUSED ABSENCES

According to the Georgia Compulsory Attendance Law, your absence is excused under the conditions listed above.

UNEXCUSED ABSENCES

Absences for any other reason than those indicated above.

SCHOOL ATTENDANCE

Consequences for violating compulsory attendance:

- Fine not less than \$25.00 & not greater than \$100.00 per unexcused absence.
- Imprisonment not to exceed 30 days.
- Community Service
- Any combination of the above consequences

GENERAL REMARKS

Any student who misses school and wants the absence to be excused, he/she must bring a signed excuse from a parent within two school days of return to school. No absence will be excused if a note is brought after this two day grace period per school board policy. A phone call will not be sufficient. The student must turn in an excuse that meets the standard, as defined by state & local school board policy, on the previous page to be an excused absence.

MAKING UP WORK

A student who has an excused absence may make up missed work after consulting with his/her teacher. Teachers are not obligated to permit make-up work and/or tests for students who miss school with an unexcused absence. This does not include OSS per School Board policy.

EXCESSIVE ABSENCES

For excessive absences and/or tardies, the social worker may refer the student and parent(s) to the Dept. of Family and Children Service or to the court when sufficient legal causes for these absences or tardies do not exist.

TARDIES TO SCHOOL

Unexcused tardies will result in disciplinary action. Tardies to school are handled through the Attendance Office and/or a school administrator.

<u>Progressive Discipline for Tardies to School:</u>	1-5	Verbal Warning
	6-10	After School Detention (2:00-2:45)
	11+	ISS

TARDIES TO CLASS

Students have sufficient time between classes for restroom breaks. If a student is tardy to class, detention or ISS will be assigned.

<u>Progressive Discipline for Tardies to Class:</u>	1-5	Verbal Warning
	6-10	After School Detention (2:00-2:45)
	11+	ISS

CHECK-OUTS FROM SCHOOL

In order to check out a student necessary documentation must be on file in the Business Office. Prior permission can be given by the parent/legal guardian in a written note or through an email to our attendance clerk. Only then will a student be allowed to leave campus.

TUITION

This is arranged through Dalton Public Schools Central Office. Call (706) 876-4000 for information.

GUIDANCE AND COUNSELING

Students should seek assistance for personal or academic problems in the Counseling Office. Specialized assistance to help in planning for college admission criteria or monitoring to ensure that graduation requirements are satisfied is available with their assigned guidance counselor. Parents are encouraged to schedule meetings with their child's counselor in the counseling office. You may call the school to make an appointment Monday-Friday between the hours of 7:00-3:00 or visit the Dalton Junior High School website to schedule an appointment.

CHANGING YOUR SCHEDULE

Schedule changes for the school year will be done online on the school website and will be available until the end of the first week of school.

You may request a schedule change for the following reasons:

- You do not meet the course prerequisites
- You have already earned credit for the course
- You are improperly placed in the course as determined after consultation with your counselor

GRADING SCALE

The following quality points are awarded for each letter grade and numerical range. The cumulative average of quality points determines a student's reported grade point average.

<u>Letter Grade</u>	<u>Numerical Range</u>
A	90-100
B	80-89
C	70-79
F	Below 70

NO EARLY EXAMS

No one will be allowed to take a final exam early. Each final exam must be taken on the day the exam is scheduled.

TRANSCRIPTS

Transcript requests are to be made through the Counseling Office. All transcripts are \$3.00. Once a student graduates or is withdrawn, the cost is \$10.00 per transcript.

VALEDICTORIAN/SALUTATORIAN

Applies to 9th Graders only

The student with the highest class ranking as determined by the weighted cumulative grade point average shall be recognized as Valedictorian. The student with the second highest class ranking as determined by the weighted cumulative grade point average shall be recognized as Salutatorian.

In order to be named either Valedictorian or Salutatorian, as a minimum, students must have attended and completed at a Dalton Public Schools high school campus 75% of their coursework for graduation. Transfer credit used for calculation of highest grade point average for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted only from high school accredited by the AdvancED Accreditation agency (or other agencies recognized as regional accrediting agency by AdvancED). Transferring grades from school districts or from colleges or universities through the Post -Secondary Option which are reported only by letter grade without numerical averages shall be awarded at the mid-point for the letter grade, i.e. A = 95.

Grade Point Average and Class Ranking

Class ranking shall be determined by the weighted cumulative grade point average of graduation seniors at the completion of four years of high school. The grade point average for class ranking shall be determined by using the weighted 100 point ranking system.

Grade weighting:

International Baccalaureate (IB)	+1
Advanced Placement (AP)	+1
Advanced (Adv)	+5
Dual Enrollment	+5
All other class	+0

College Prep/Tech Prep/All Other Non-weighted Classes

A = 4 points x numerical grade awarded

B = 3 points x numerical grade awarded

C = 2 points x numerical grade awarded

F = 0 points

Advanced*/Dual Enrollment

A = 4.5 points x numerical grade awarded for advanced placement class

B = 3.5 points x numerical grade awarded for advanced placement class

C = 2.5 points x numerical grade awarded for advanced placement class

F = 0 points

Advanced*/Advanced Placement*/International Baccalaureate*

A = 5 points x numerical grade awarded for advanced placement class

B = 4 points x numerical grade awarded for advanced placement class

C = 3 points x numerical grade awarded for advanced placement class

F = 0 points

* As designated in the course catalog (weighted grades will only appear on the high school transcript and be used to determine high school weighted grade point average).

Tie Breaking

If, after using the following guide, a tie exists for Valedictorian, then there shall be declared two or more Valedictorians and no Salutatorian shall be named.

1. Grade point average to the 4th decimal place. If a tie still exists, then
2. Number of weighted courses taken. If a tie still exists, then
3. Scholastic Aptitude Test Scores-The highest verbal score and the highest math score earned on the SAT taken during high school shall be used.

Reporting Grade Point Average and Class Ranking on Transcripts

High school transcripts shall record the non-weighted numerical average for each course completed, as well as the non-weighted cumulative GPA for all courses completed at the conclusion of each semester. The reporting of grade point average on transcripts shall be determined by using the non-weighted cumulative average of quality points awarded for all courses completed. The reporting of class ranking shall be determined by the weighted cumulative grade point average for all courses completed.

HEALTH AND WELLNESS

It is the responsibility of the parent or guardian to notify the school, in writing of any health problems of the student, i.e. allergies, asthma, epilepsy. Written permission to administer medication must be on file in the Nurse's Office. Medications include those prescribed by a physician and over the counter medications purchased at the store. Students are not allowed to have any type of medication on their person or in their on-campus vehicle unless approved by administration. Medication must be kept in the Nurse's Office and administered by designated staff, unless otherwise authorized by a physician. Medications must be in the original container (no baggies, foil, etc.). Parent/guardian must provide specific instructions, as well as the medication and related equipment to the nurse. It is the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed. It is the responsibility of the parent/guardian to ensure necessary medications are provided to each school the student attends. Due to federal laws, students are not allowed to bring medical marijuana (Low THC Oil) on campus, and the school nurse is not allowed to keep or administer such. Parents choosing to administer medical marijuana must bring it to the school and administer it directly to the student.

ON-CAMPUS SCHOOL DAY PARKING

21-22 PROCEDURES AND GUIDELINES FOR OBTAINING AND KEEPING PARKING DECAL

Student must complete a student parking application form. (Must be signed by parent/guardian)

Student must submit the parking application and \$30 fee to the Business Office at TDA.

Student and parent/guardian must complete and sign a random drug test consent form. ***All students who are issued a parking decal must consent to random drug testing.***

Student must present the following:

- 1) Valid Driver's License (driver's permit is not accepted)
- 2) Proof of Insurance for all cars registered
- 3) Current Registration
- 4) \$30 Decal Fee
- 5) Signed Random drug test consent form

Please note...

1. Parking permit must hang from the rear view mirror with permit number visible from the outside.
2. Lost Permits must be reported immediately. Replacement decals will cost \$30.

3. Permits are NOT transferable between other students.
4. Only park in designated student parking locations.
5. Students loitering in the parking area is **prohibited!**
6. The speed limit on campus is 5 MPH.
7. Should an accident occur on campus, you must inform a school resource officer (SRO) or an administrator before the vehicles are moved.
8. Student vehicles may be searched if there are reasonable grounds to believe that alcohol, drugs, stolen property, weapons or other contraband might be present in the vehicle.
9. **Dalton Public Schools** is NOT responsible for any vehicle or its contents while on campus.
10. Vehicles parked on campus without a current parking decal can be ticketed and/or towed at the owner's expense.

NOTE: Students may lose the privilege to park on campus based on the guidelines below:

- **Students must maintain 10 or fewer unexcused absences during the current semester.**
- **Students cannot have more than 10 tardies to school and/or class during the current semester.**
- **Students are caught transporting students between campuses without permission.**

Students are expected to follow all parking procedures and guidelines. It is important to remember that parking on campus is a PRIVILEGE! This privilege may be revoked if the parking procedures and guidelines are not followed. In addition, all students who violate the school's code of conduct may have their parking privilege revoked. Failure to abide by parking procedures and guidelines can result in citation, suspension, and/or revocation of parking privileges. **Revoked decals WILL NOT be refunded.** Violators will be ticketed at \$25 per occurrence.

SCHOOL NUTRITION

BREAKFAST/LUNCH COSTS

- Breakfast prices are \$2.00 for staff/visitors
- Lunch prices are \$3.50 for staff/visitors

Students eating breakfast and/or lunch must take their reimbursable meal at the point of service. If students have money on their account they are allowed to choose a la carte items.

Students are not allowed to charge a la carte items, however they may charge reimbursable meals up to \$10.00. If a student has a balance in excess of \$10.00, they are served an alternate reimbursable meal of a ham or turkey and cheese sandwich, fruit/vegetable, and a milk. This alternate meal will be charged to their account.

Free/Reduced Meal Application is available through DPS website. To view balances or prepay meals, you may go to www.myschoolbucks.com and register.

LUNCHES AT SCHOOL (DELIVERIES)

Delivery of food to school is prohibited during the school year. No outside delivery is accepted.

SCHOOL SAFETY

EMERGENCY SCHOOL CLOSINGS

When attendance is questionable due to weather conditions or other concerns, listen for school closing announcements on area radio and TV stations, Dalton Junior High School Facebook or Instagram pages, or view online at www.daltonpublicschools.com

SPORTS AND EXTRACURRICULAR ACTIVITIES

ATHLETICS

Dalton Public Schools follows the guidelines established by the Georgia High School Association.

SPORTS EQUITY NOTICES

Equity in Sports

By law, Dalton Public Schools is required to comply with and inform you about OCGA 20-2-315 *Equity in Sports Act* and Dalton Board of Education Policy IDFA. Inclusion of this notice in this handbook serves as Dalton Public Schools' notification to your family.

If your communication is related to discrimination based on gender or equity in sports programs provided by Dalton Public Schools, contact: Mendy Woods, Equal Opportunity Employment Coordinator, Dalton Public Schools, PO Box 1408, 300 W. Waugh St., Dalton, GA 30722-1408 / (706) 876-4073 / mendy.woods@dalton.k12.ga.us

If your communication is related to discrimination based on disability or impairment, contact: Pam Wiles, Director of Exceptional Student Services, Dalton Public Schools, 101 N. Thorton Avenue, Dalton, GA 30720 / (706) 876-4023 / pam.wiles@dalton.k12.ga.us.

Requirements for Participation

The following criteria must be met for eligibility:

- A physical exam form must be completed and on file in athletic office yearly.
- All athletes must consent to random drug testing and must turn in completed consent form.
- Pass 5 classes the semester prior to participation in a sport and on track to graduate.
- To be eligible, the student must be on track as follows: end of 1st year: 5 units; end of 2nd year: 11 units; end of 3rd year: 17 units.
- Students who lose eligibility for not meeting requirements mid-year may regain eligibility during the school year by successfully completing their coursework the following semester. Eligibility is lost/regained on the first day of the new semester. Every student who represents Dalton Junior

High School in interscholastic or extracurricular activities will be expected to comply with the Extracurricular Code of Conduct and Behavior Expectations. The Code of Conduct will be reviewed with each participant.

- Each student and a parent must sign an agreement of compliance with this code as a condition of participation. Each student will receive a copy the code of conduct.

INTERSCHOLASTIC ELIGIBILITY AGE

To be eligible to participate in interscholastic activities, a student must not have attained their 19th birthday prior to May 1st of the preceding year of participation.

TRAVEL

- All athletes must travel to/from out-of-town athletic contests in transportation provided by the Athletic Department. Any deviation requires written parent request.
- Athletes will remain with their team and under coach supervision while away.
- All regular bus rules apply including food/drink/noise/seating, etc.
- Dress appropriately and in good taste.
- Any above rules deviation must be previously approved by the coach.
- All school rules apply to students at sporting events, whether participating in the event or not.
- Dalton Public Schools Code of Conduct applies at sporting events for participants & spectators

Student Certification of Eligibility

- Students gain eligibility to compete for a school after they are certified by the principal of the school and processed by the state office that they meet GHSA requirements for scholastics, age, residence, enrollment, participation limits, and other by-laws governing eligibility.
- If a student is ineligible according to GHSA rules, but permitted to participate in interscholastic competition contrary to such rules in accordance with the terms of a court restraining order or injunction against the school or the GHSA, and said injunction is subsequently voluntarily vacated, stayed, reversed or it is finally determined by the courts that injunctive relief is not or was not justified, the Executive Director shall take any one or more of the following actions against such school in the interest of restitution and fairness to the competing schools: a.)Require that individual or team records and performances achieved during participation by such ineligible student shall be vacated or stricken; b) Require that team victories shall be forfeited to opponent; c) Require that team awards earned by the school or individual awards earned by such ineligible student be returned to the Association.

Scholar Athlete Award

A Scholar Athlete Luncheon is held each year to honor athletes that have excelled not only in sports but also in the classroom and have met the following criteria:

- Participate in 2 or more GHSA high school sport seasons during the current school year.
- Must have a 3.5 or above weighted GPA.
- Adhere to the Interscholastic/Extracurricular Activities Student Behavior and Conduct Expectations.

CLUBS AND ORGANIZATIONS

All DJHS clubs and organizations must follow the policies and guidelines established by the Dalton Public Schools Board of Education. Please talk with an administrator if you have questions about DJHS clubs and organizations. All participants must consent to random drug testing and must turn in completed form per board policy.

DRUG TESTING PROGRAM

The Dalton Board of Education believes that the use of prohibited substances by students who participate in extracurricular activities presents a particular hazard to the health and welfare of students and those who compete or interact with them. While the Board recognizes the intrinsic values associated with participation in extracurricular activities and encourage students to participate, these concerns have prompted the Board to authorize the Superintendent to develop and implement drug screening procedures for all students (grades 6-12) who wish to participate in any extracurricular or interscholastic activity or any student who applies for a parking permit and intends to park a vehicle on school grounds at any Dalton school.

Statement of Purpose

The Dalton Board of Education recognizes the importance of protecting the health and safety of students from the use of illegal drugs, synthetic drugs and prescription drugs without a valid prescription. The purpose of this regulation is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The purposes of this regulation are:

- To educate students about the serious physical, mental and emotional harm caused by illegal drug use.
- To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental and emotional well-being.
- To prevent injury, illness and harm to students that may arise as a result of substance abuse.
- To offer all students school activities free of the effects of illegal drug use.
- To offer students the privilege of competition and participation in extracurricular activities as an incentive to stop using such substances.

Random Drug Testing

Participation in extracurricular activities is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, synthetic drugs and prescription drugs without a valid prescription. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 6-12 as a condition of participation in privileged activities. Privileged activities include all extracurricular activities and co-curricular activities.

Certain extracurricular activities have an academic component during the school day as well as an extracurricular component outside of school hours. This regulation applies only to the participation opportunities afforded students during the extracurricular component of the activity. Therefore, if a student violates this regulation, the consequences described below will apply only to the extracurricular component of the activity. The student's grade will not be lowered because of the student's suspension

from participation in extracurricular activities. The student may be expected to complete alternative assignments during the suspension in order to maintain his or her grade.

Privileged activities include, but are not limited to, the following:

- All school-sanctioned athletics, including cheerleading
- Band, choir and drama
- All co-curricular and extra-curricular academic teams
- National Honor Society, Student Council, Class Officers
- Any other clubs not listed above
- Parking by permit on school property

Consequences

The consequences provided as part of this regulation are for positive tests from the random drug testing program. A student who uses or possesses illegal drugs or alcohol on school grounds or at a school-sponsored activity will be subject to the consequences of the Student Code of Conduct and the Student Code of Conduct for Interscholastic/Extracurricular Activities.

First Positive Test

Parent/Guardian notification and conference with school administration and mandatory referral to the district's Student Assistance Program (SAP). The student must submit to follow-up drug testing for a minimum of 90 days and minimum of three drug tests and until a negative drug test result. All costs for follow-up testing must be paid by parent/guardian. Failure to complete follow-up drug testing will result in suspension from all privileged activities until required testing is complete. Additionally, the SAP provider must confirm that the student has met counseling requirements.

Second Positive Test

The consequences include those for a first positive test in this regulation as well as those listed in the Student Code of Conduct for Interscholastic/Extracurricular Activities for a first alcohol/illegal drug offense and loss of permitted parking privileges for the semester in which the second positive test occurs plus one more semester.

Third Positive Test

The consequences include those for a first positive test in this regulation as well as those listed in the Student Code of Conduct for Interscholastic/Extracurricular Activities for a second alcohol/illegal drug offense and loss of permitted parking privileges for the semester in which the third positive test occurs plus two additional semesters. Attendance at any school-sponsored activity (e.g. athletic events, dances, etc.) only by permission of school administration.

Additional Positive Test(s)

The consequences include those for a first positive test in this regulation, loss of participation in any privileged activities and ineligibility to attend any school-sponsored activity. These consequences may be revisited at the school administration's discretion after the semester in which the positive test occurs and two additional semester.

Return to Random Pool

A student will return to the random pool for the remainder of the school year after mandatory follow-up drug testing requirements are met.

Notice and Consent for Random Selection Process

Each student who has signed a consent form will be assigned to the random pool for a 12-month period July 1 to June 30. Random drug testing may occur at any time during the school day or at a school-sponsored activity, including summer camps, clinics and activities. The schedule and number of tests administered shall be at the discretion of the district and school administration. The district student information services administrator will provide the drug screening company an updated list of all eligible students by GTID number each month to create the random pool. The drug screening company will randomly select and present to the student information system administrator the list of student GTIDs selected for testing and a list of student names will be prepared for the drug screening company for use on the day of testing. Students will be called for testing according to the list. District employees shall not have the authority to waive the testing of any student selected using the random selection process nor can it assign a student for inclusion on the list.

Testing Process

The testing method to be administered will be urinalysis and shall use a 10-panel screen. Testing will be conducted by a certified drug screening company contracted by the school district.

Sample Collection

Sample collection will be conducted and supervised by the drug testing company following its secure testing protocols. The schools will provide an adequate space that ensures a secure environment that also ensures the privacy of the students participating in the test.

Verification of Sample

All non-negative initial drug screenings will be secured and submitted to a certified laboratory for verification of a positive result and the substance levels present in the sample.

Disclosure of Other Medications/Final Determination

A student with a non-negative result will attend a conference with school administration and parent/guardian to discuss the drug screening and to determine whether the student or parent/guardian can provide a verifiable, legitimate reason for the presence of the detected substance. If no such reason is determined, the school administration will review the student's drug-testing history and make the appropriate determination for consequences pending the verification of a positive result.

The decision of the school administration is final and is not subject to appeal.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes deliberate action to falsify results may still be disciplined under the district's Student Code of Conduct and Student Code of Conduct for Interscholastic/Extracurricular Activities for being under the influence of illegal drugs, synthetic drugs

or prescription medication without a valid prescription. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

Parent/Guardian-Requested Drug Testing

A parent/guardian whose student(s) would not otherwise qualify for inclusion in the pool of students eligible for random selection may opt-in to the drug-testing program at the beginning of each academic year or upon initial enrollment. The student's test results and any consequences will be administered in the same manner as all other students subject to the random drug testing program.

A parent/guardian must pre-pay the school for drug-screenings. The student will be tested no more than three times during an academic year at parent/guardian request at the next available drug screening following each request. A student tested at parent/guardian request will not be included in the random drug pool.

Student Assistance Program (SAP)

Hamilton Student Assistance Program will provide services for DPS students in grades 6-12 who test positive in a random drug screening. The Student Assistance Program (SAP) is a free, confidential counseling service for all DPS students. The assistance program helps individuals with guidance on how to best deal with personal issues that interfere with school and the ability to cope with relationships, anxiety about school performance, health and safety issues or adequate resources for daily life. The SAP is a contracted service through Hamilton EAP, which is part of Hamilton Medical Center and the counselors are independent of Dalton Public Schools. SAP counselors maintain confidentiality between the student and parent/guardian. SAP services can be accessed by calling (706) 272-6558. Students may contact the office directly or be referred by a custodial parent, teacher or administrative personnel with Dalton Public Schools.

TECHNOLOGY AND INTERNET USES

CELL PHONES/WIRELESS DEVICES

Students will be allowed to use the telephone during the day ONLY in the event of an emergency. Teachers will not release students from class to make a call unless an emergency exists. Calls for homework or other items left at home are not considered emergencies. **CELL PHONES AND OTHER NON-ISSUED DPS WIRELESS DEVICES WILL NOT BE PERMITTED TO BE USED DURING THE INSTRUCTIONAL DAY.** Students using these items inappropriately will have them confiscated for the remainder of the day. A second offense will require a parent to pick up the device.

DISTRICT AND SCHOOL WEBSITES/SOCIAL MEDIA/MOBILE APP

Dalton Public Schools may place names, photographs and/or video of our students on the Dalton Public Schools' district website, school websites, other extracurricular websites, or social media sites managed by the district or the school. If you do not want your student's information/image posted on these websites, please notify the school in writing within ten days after enrolling as a student in Dalton Public Schools. If you do not notify the school office in writing, we will assume that you give permission for your student's information/image to be included on sites as described in this section. If you have questions, contact district's communications office at 706 -876-4040.

INTERNET ACCESS POLICY

The internet has become a rapidly growing resource of information available to everyone. Students at Dalton Junior High School will have issued to them their own individual student laptop. Dalton Junior High School has Internet access available at all computers in the labs and in each classroom. Many classes use the Internet as components of the classroom instruction (Technology), as well as for resources and as a teaching tool. Students at Dalton Junior High School will have access to the Internet unless the student, parent, and sponsor have completed a Parent Objection to the Internet Use Form. These forms are available from the counseling office. Any student or staff found to be accessing materials not appropriate for the classroom will forfeit his/her access privileges and disciplinary actions can be taken.

COLLECTING AND SHARING OF STUDENT INFORMATION

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Dalton Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dalton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Dalton Public Schools to include information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; for sports activities like wrestling, showing weight and height of team members.

Directory information, which is information generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Dalton Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of enrolling in Dalton Public Schools). Dalton Public Schools has designated the following information as directory information: student's name; participation in officially recognized activities and sports; address; telephone listing; weight and height of members of athletic teams; electronic mail address; photograph; degrees, honors, and awards received; date and place of birth; dates of attendance; grade level.

MEDIA, PHOTOGRAPHY AND VIDEOTAPING ON SCHOOL PREMISES

Throughout the school year, your student may be photographed and/or videotaped by Dalton Public Schools' personnel, media outlets (paper, television, etc.), and/or other organizations approved by the school. Your student may also be selected to participate in interviews for stories in the media in which

he/she would be identified by name; however, no student will be interviewed without a DPS employee being present. If you do not want your student to participate in these activities during the school year, please notify the school in writing within 10 days of enrolling in Dalton Public Schools. If you do not notify the school office, we will assume that you give permission for your child to be photographed, videotaped and/or interviewed as described in this section. If you have questions, contact the Dalton Public Schools' Community Relations Department, (706) 876-4040.

USE OF SOCIAL SECURITY NUMBERS

We use technology in our School District to assist us in many areas such as student records and attendance. Our Data System is based on the use of an assigned nine digit number. We prefer to use a child's Social Security Number on student records for a number of reasons—nearly every student has a Social Security Number that is unique and does not change, technical schools, colleges, and other educational institutions use Social Security Numbers for numeric ID purposes and it helps identify students who may have the same name or date of birth.

For these reasons, we request that you supply us with your child's Social Security Number. Georgia Law (O.C.G.A. 20-20150 (d) permits us to request your child's Social Security Number. Providing a Social Security Number is voluntary.

We recognize and respect your concern about the confidentiality of your child's Social Security Number and of your child's school records. We, too, have these same concerns. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, we assure you that your child's Social Security Number will not be shared without YOUR permission. We will use your child's Social Security Number for the following purposes:

- Keeping track of attendance and reporting same to you
- Keeping track of grades and reporting same to you
- As the Numeric ID number to locate your child's records

If we do not receive your child's Social Security Number, a permanent nine digit numeric ID number will be assigned to be used for the above purposes. This number will be used on records and computer screens as FTE/SSN Number as would a Social Security Number. You have the right to review ALL school records available in our system about your child. If you would like to do this, just contact your child's Principal or Counselor. If you wish additional information, please phone your child's school or DPS Enrollment Center at (706) 876-4054.

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

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Personal Information” - Individually identifiable information including: (1) a student or parent’s first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- 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.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a Condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of 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). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

Student Data Privacy Complaints

It is the policy of the Dalton Board of Education that Dalton Public Schools ("District") shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student ("Complainant") may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District. Mendy Woods, Director of Human Resources, has been designated to address any complaint. She may be contacted at (706) 876-4073 or mendy.woods@dalton.k12.ga.us.

SECTION 504 NOTIFICATION

If a parent has a student who has an active 504 plan, then they must contact the counseling office within the first 10 days of school. Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Request for an impartial hearing must be in writing to Pam Wiles, Dalton Public Schools' Section Coordinator, PO Box 1408, Dalton GA 30722-1408; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the district's Section 504 Coordinator. Mrs. Wiles will assist the grievant in completing the written request for hearing. She may be contacted through the district's central office at 101 S. Thornton Avenue, Dalton, GA 30720 or by telephone at (706) 876-4014. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at www.daltonpublicschools.com or may be picked up at the central office or at any of the school offices.

USDA NON-DISCRIMINATION STATEMENT

Federal law prohibits discrimination on the basis of race, color or national origin (Title VII of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972, Title II of the Carl D. Perkins Vocational Education Act of 1984, Title VII of the Civil Rights Act of 1964 and Equal Pay Act of 1963); age (Age Discrimination in Employment Act of 1967); handicap (Section 504 of the Rehabilitation Act of 1973); disability (Title I and Title V of the Americans with Disabilities Act of 1990); genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008); or retaliation in educational programs, employment or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Dalton Board of Education does not discriminate in any educational programs, including career technical and agricultural education programs, or activities or in its employment policies. The Director of Human Resources has been designated as the employee responsible for coordinating the effort to implement this nondiscriminatory policy. Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, or ADA to the policies and practices of the Dalton Board of Education may be addressed to Mendy Woods, Equal Opportunity Employment Coordinator, Dalton Public Schools, P.O. Box 1408, Dalton, GA 30722; or to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201; or to the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669- 6820 (toll -free TTY number for individuals with hearing

impairments) . EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.