

# THE DALTON ACADEMY

## STUDENT HANDBOOK

2021-2022



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Mederios

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## **OUR VISION**

**Rigorous, relevant, and engaging learning environment that prepares students for postsecondary success in college and career pursuits**

## **OUR MISSION**

**The mission of The Dalton Academy is to provide a safe and nurturing learning environment focused on maximizing every student’s potential through a comprehensive and integrated curriculum that encourages collaborative problem-solving**

## **TDA ALMA MATER**

We'll Ever Keep Our Standards High  
 And Sing TDA's Praises To The Sky  
 Our Friends We've Made With Ties That Bind  
 A Union Of Our Spirit, Heart And Mind  
 Together We'll Continue Life's Journey  
 O' may TDA forever be

### **Refrain:**

TDA All Hail To Thee  
 Proud And Strong Is Our Creed  
 To Red And White Pledge Loyalty  
 Singing I Will Always Remember Thee  
 So Forward Ever Be Our Aim

Our Alma Mater, **Hail To Thee!**

## **FIGHT SONG**

Pounce, Pumas, Pounce  
On the Road to Victory  
Fight, Pumas, Fight  
Let's Win The Game, 1-2-3  
With Pride We Announce  
Pumas We Will Pounce  
Pounce, Pumas, Pounce  
On The Road To Victory  
P-U-M-A-S, PUMAS!

## **PUMAS SCHOLARS CREED**

MY EDUCATION WILL DETERMINE MY FUTURE

MY CHOICES WILL SHAPE MY LIFE

I WILL DO MY BEST TO MAXIMIZE MY POTENTIAL

I WILL NOT QUIT WHEN THINGS GET TOUGH

I RESPECT MYSELF, MY FAMILY, MY TEACHERS, AND MY SCHOOL

I WILL SUPPORT AND STAND UP FOR MY PEERS

THROUGH MY ACTIONS, I WILL MAKE A DIFFERENCE IN THIS WORLD

WHO AM I?

***I AM A PUMAS SCHOLAR***

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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.

## **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](mailto:mendy.woods@dalton.k12.ga.us)

## **NON-DISCRIMINATION NOTICE**

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](http://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](http://www.eeoc.gov).

## **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. Pam 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) 876-4023. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at [www.daltonpublicschools.com](http://www.daltonpublicschools.com) or may be picked up at the central office or at any of the school offices.

## **Professional Qualifications**

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.

## **HEALTH CONCERNS AND MEDICATION**

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. 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.

## **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, co-curricular activities and driving to school and parking in a district parking area.

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 semesters.

## **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 child(ren) 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

**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.

## **MEDIA, PHOTOGRAPHY AND VIDEOTAPING ON SCHOOL PREMISES**

Throughout the school year, your child 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 child 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 child 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, 706-876-4022.

## **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 law:**

- 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**

If you miss school and want the absence to be excused, you 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. You must turn in an excuse which meets the standard, as defined by state & local school board policy, on the previous page to be an excused absence.

## **MAKING UP WORK**

If your absence is excused, you may make up missed work after consulting with your 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.

### Progressive Discipline for Tardies to School:

1 – 5	Verbal Warning
6 – 10	Detention
11+	ISS/Loss of On-Campus Parking Privileges

## **TARDIES TO CLASS**

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

### Progressive Discipline for Tardies to Class:

1 – 5	Verbal Warning
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6 – 10	Detention
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.

### **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.

## **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, the Pumas sports website, other extracurricular websites, or social media sites managed by the district or the school. If you do not want your child'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 child's information/image to be included on sites as described in this section. If you have questions, contact district's communications office at 706-876-4022.

## **PERSONAL ELECTRONIC DEVICES**

Student personal electronic devices, such as cell phones, should not distract from the learning environment. Failure to comply with school or classroom rules regarding their use will result in the device being taken up and taken to the front office. On the first offense, the student may recover the device after school. On the second offense, the parent of the student must come to the front office to retrieve the device. The third offense will result in ISS for the student and a parent conference must be had with an administrator before the device is released.

## **GIFTS AT SCHOOL**

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

## TUITION

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

## THE DALTON ACADEMY REPORT CARD AND PROGRESS REPORT SCHEDULE

First 6 Week Ends	Tuesday, September 21
Progress Reports Issued	Friday, September 24
Second 6 Week Ends	Thursday, November 1
Progress Reports Issued	Tuesday, November 9
First Semester Ends	Friday, December 17
Report Cards Issued	Friday, January 7
First 6 Week Ends	Thursday, February 24
Progress Reports Issued	Tuesday, March 1
Second 6 Week Ends	Thursday, April 14
Progress Reports Issued	Wednesday, April 20
Second Semester Ends	Friday, May 27
Report Cards Issued	Wednesday, June 1

## SCHOOL CALENDAR

<b>Tuesday – Monday, August 3 – 9</b>	Preplanning
<b>Tuesday, August 10</b>	First Day of School for Students Begin First Semester
<b>Monday, September 6</b>	Labor Day Holiday/Staff and Student Holiday
<b>Wednesday, September 29</b>	Early Dismissal for Students
<b>Friday, October 8</b>	Student Holiday/Staff Professional Learning Day
<b>Monday, October 11</b>	Staff and Student Holiday
<b>Monday – Friday, November 22 – 26</b>	Thanksgiving Holidays
<b>Friday, December 17</b>	Last Day of School Before Winter Holiday Early Dismissal for Students End First Semester (86 Days)
<b>Monday, January 3</b>	Student Holiday/Staff Work Day
<b>Tuesday, January 4</b>	Classes Resume for Students after Winter Holidays Begin Second Semester
<b>Monday, January 17</b>	Staff and Student Holiday
<b>Friday, February 18</b>	Student Holiday/Staff Professional Learning Day

<b>Monday &amp; Tuesday, February 21 – 22</b>	Mid-Winter Holidays
<b>Wednesday, March 16</b>	Early Dismissal for Students
<b>Monday – Friday, April 4 – 8</b>	Spring Holidays
<b>Friday, April 15</b>	Staff and Student Holiday
<b>Friday, May 27</b>	Last Day of School*
	Early Dismissal for Students
	End Second Semester** (94 days)
	High School Graduation**
<b>Tuesday &amp; Wednesday, May 31 – June 1</b>	Staff Professional Learning Days

## **BREAKFAST/LUNCH COSTS**

- Breakfast prices are \$1.50 for students & \$2.00 for staff/visitors
- Lunch prices are \$2.40 for students & \$3.50 for staff/visitors

*\*\* For the 21-22 school year, students will not be charged for breakfast or lunch. \*\**

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.

## **PARKING PERMITS**

- A parking permit is required for students who park on campus. Students must park in unmarked spaces.
- All students who receive a parking permit must consent to random drug test and complete appropriate form per board policy.

**Requirements to maintain parking privileges are as follows:**

1. Passing **all** classes end of 1<sup>st</sup> semester.
2. 10 or Less Unexcused Tardies to School **EACH** Semester
3. 10 or Less Unexcused Absences **EACH** Semester

**\*Note: Parking at TDA is a privilege that can be revoked due to disciplinary, academic or attendance/tardy related issues. Failure to meet these requirements will result in a loss of parking privileges.**

Vehicles without a parking permit are subject to being cited or towed.

## **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, social media, or view online at [www.daltonpublicschools.com](http://www.daltonpublicschools.com)

## **LUNCHES AT SCHOOL**

**Students are not allowed to have food delivered to school for any reason.** Students may bring food with them to school or receive a free meal from the cafeteria. Students are not to leave the building to get lunches. Parents may not join students for lunch. No outside delivery is accepted.

## **GUEST ATTENDANCE AT TDA DANCES**

Any person attending a dance at TDA who is not a student is considered a guest and must be approved by the principal. For approval, you must submit a Guest Information Form by the due date noted on the form. Guest Information Forms are available in the Front Office. Age limitations are:

- Elementary and Middle School students are prohibited.
- Guests must be under the age of 21 years.
- Guests must be a current high school student or high school graduate

## **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 the student's assigned school counselor. Parents are encouraged to schedule meetings with their child's counselor in the counseling office. Counseling Office hours 7:15 a.m. to 3 p.m. Monday - Friday. Call for an appointment.

TDA Counselors

- Jay Ashlock: serving all students with last name beginning A – L
- Dolores Carrillo: serving all students with last name beginning M - Z

## **GRADUATION CEREMONY**

Information regarding graduation will be determined and communicated at a later date.

## **CHANGING YOUR SCHEDULE**

You may request a schedule change for the following reasons only:

- 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

### **Unweighted G.P.A.**

The Dalton Academy posts final grades for all attempted (passed and failed) courses on the transcript. A raw, unweighted grade point average (gpa) on a 4.0 scale is calculated and posted to the transcript.

Letter Grade Numerical Range Quality Point

A 90 - 100 (4)

B 80-89 (3)

C 70-79 (2)

F 69 and below (0)

### **Hope Scholarship G.P.A.**

Dalton High School does not calculate the HOPE Scholarship grade point average. The transcripts are sent to the Georgia Student Finance Commission (GSFC) for HOPE purposes. GSFC calculates the Hope Scholarship G.P.A, using their own formula and only uses academic courses (English, Math, Science, Social Studies and Foreign Language). They have their own system of adding weight to advanced, AP, IB and Dual Enrollment courses. Final calculation and determination of eligibility for HOPE Scholarship lies solely with GSFC. Further information about HOPE and the Zell Miller Scholarship can be found at [www.gafutures.org](http://www.gafutures.org) under the HOPE and State Aid Programs tab. Students can also view their HOPE G.P.A. on this website.

### **Dalton Quality Point G.P.A.**

Dalton High School uses the Dalton Quality Point G.P.A. to determine class rank including Valedictorian and Salutatorian. The Dalton Quality Point G.P.A. is on a weighted 5.0 scale. Accelerated and advanced academic courses and Dual Enrollment courses are given a 0.5 quality point weight. A 1.0 quality point weight is added to AP and IB courses.

## **SALUTORIAN/VALEDICTORIAN**

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 75% of their coursework at a Dalton Public Schools high school campus 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 schools 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 graduating 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.

## **HONORS**

### **The Dalton Academy Honor Graduates**

- Students with a numerical overall average of 90 or above, or a GPA of 3.5 at the end of the first semester of the senior year, are honor graduates.
- Students who wish to be re-evaluated for honor graduate status must request, in writing, to the school counselor no later than ten days prior to graduation.

## **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.

## **SPORTS**

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](mailto:mendy.woods@dalton.k12.ga.us)

If your communication is related to discrimination based on disability or impairment, contact: Pam Wiles Bowers, Director of Exceptional Student Services, Dalton Public Schools, PO Box 1408, 300 W. Waugh St., Dalton, GA 30722-1408 / 706/876-4014 / [Pam.wiles@dalton.k12.ga.us](mailto: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 2<sup>nd</sup> 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 The Dalton Academy 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 TDA 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//horseplay/seating, etc...
- Dress appropriately and in good taste.
- Any above rule deviations 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 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.

## **VOLUNTEER OPPORTUNITIES**

If you are interested in volunteering in the Dalton community, please contact the United Way Volunteer Center at 706-876-1580.

If you are interested in volunteering at The Dalton Academy, please contact Cindy Pellecer at 706-876-4700.

## **TDA CLUBS AND ORGANIZATIONS**

**All TDA 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 TDA clubs and organizations. All participants must consent to random drug testing and must turn in a completed form per board policy.**

**DECA:** mission—to enhance the co-curricular education of students with interest in marketing and entrepreneurship; activities include monthly meetings, school-based Enterprise Operation, community service and regional/state competitions.

**FBLA:**— Future Business Leaders of America: mission – to bring education and business together through leadership and career programs; activities include meetings, fund raisers and career exploration and business-related field trips; business related competitions at local, regional, state, and national levels.

**FCCLA:** mission – national student organization that develops leaders through family and consumer sciences education; activities include monthly meetings. Open only to students taking either Early Childhood Education or Culinary Arts classes.

**FCA:** mission – interdenominational, school based, Christian sports organization; purpose – to present to athletes and coaches and all whom they influence the challenge of integrating Christian principles into their personal lives; activities include weekly meetings, guest speakers, and live music.

**Interact Club:** mission – Rotary-sponsored organization dedicated to service and international understanding. Activities include Make a Difference Day, Rotary Track Meet, and Blood Assurance Drive.

**Key Club:** mission – community service; activities include food drives, coat drives, Heart Walk, Kiwanis Pancake Breakfast, collect money for Muscular Dystrophy and Valentine's Day cards to hospital patients.

**National Beta Club:** mission – to promote character, to develop leadership skills, to encourage service involvement and to recognize achievement. For grades 10 – 12. Requires a GPA of 3.0 in core classes.

**National Honor Society:** mission – to recognize scholarship, to encourage service, to promote leadership and to develop character; activities – community service and tutoring.

**Pep Club:** mission – to promote school spirit; activities include decorating lockers, school hallways and competition areas and providing treats and goodie bags to athletic teams.

**Skills USA:** mission – to promote leadership, community service, and job skills; activities include service projects, industry related field trips, seminars and regional/state/national competitions.

**Student Council:** mission - to provide a voice of students' opinion through elected representatives, to promote the exchange of ideas at TDA and to act as a liaison with the administration; activities include

organizing school activities and elections.

## **IMPORTANT PHONE NUMBERS**

Athletic Office	–	706-428-7508
Attendance	–	706-876-4700
Business Office	–	706-876-4700
Counseling Office	–	706-876-4698 or 706-876-4710
Principal's Office	–	706-876-4716
Assistant Principal's Office	-	706-876-4714

## **WHERE TO GO FOR HELP**

Accident Reports	–	School Nurse
Announcements	–	Front Office
Athletics	–	Athletic Director
Automobile Accident	-	Front Office/School Resource Officer
Bus Transportation	–	Front Office
Career/College/Transcripts	–	Counseling Office
Change of Address/Withdrawal	–	Counseling Office
Check-In/Check-Out/Tardy	–	Front Office
Custodial Assistance	–	Front Office or closest teacher
Discipline	–	Asst. Principal
Graduation/Scholarships/Transcripts	–	Counseling
Lost and Found	–	Front Office
Parking/Theft/Vandalism	–	School Resource Officer
Records/Credits/Grades	–	Counseling Office
Schedules/Testing	–	Counseling Office
Teacher/Parent Conferences	–	Counseling
Technology/Media	–	Media Center
Yearbook	–	Dr. Cindy Wiggins

## IMPORTANT WEB SITES

The Dalton Academy

TDA.Daltonpublicschools.com

The Dalton Academy Facebook:



<https://www.facebook.com/TDA>

The Dalton Academy Twitter



@TDAPumas

Dalton Public Schools Facebook



<https://www.facebook.com/dpsschools>

Dalton Public Schools School Calendar

[daltonpublicschools.com/calendar](http://daltonpublicschools.com/calendar)

Infinite Campus Parent Portal

<https://ics.dalton.k12.ga.us/campus/portal/dalton.jsp>