



# HAND *Student and Parent* BOOK

*2022-2023*

ROAN SCHOOL

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[WWW.DALTONPUBLICSCHOOLS.COM](http://WWW.DALTONPUBLICSCHOOLS.COM)



# MISSION

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

• • •

# VISION

**World-class learning that prepares students for success in college, career and civic life.**

• • •

# BELIEFS

**Dalton Public Schools fosters a culture of curiosity, creativity and perseverance where...**

- We know, value and inspire every student
- We challenge all students to learn at high levels
- We engage students in opportunities to explore interests, aptitudes and passions
- We embrace equity and diversity
- We work together to achieve more
- We believe education is essential to the well-being of every individual
- We understand that education is vital to the democratic way of life

**....because it is what our students deserve.**

## School Contacts

Principal	Anne Fetzer
Assistant Principal	Alesa Smith
Secretary	Graciela Arevalo
Data and Student Records	Janeth Casillas
Counselors	Jennifer Kluttz
Social Worker	Clemencia Ixcoy
Homeless Assistance	Jackie Taylor: 706-278-8859
Title III Parent Involvement Coordinator	Raquel Cardona
Pre-K Resource Coordinator	Saira Laruy: 706-281-5878 (cell): 706-463-7631

# WELCOME!

Dear Roan Families,

Welcome Back! For many, it is a greeting extended to old friends and family; to others, it is an introduction and an invitation to be part of the Roan School Family. To all, it establishes a pledge of continued efforts to provide the best year of learning and excellence in education for our students.

I truly believe that you as parents play an important role in the learning process of your child. The relationship you have with your child's school is imperative. Roan School's doors are always open to parents and community members for, "It takes a village to raise a child." I ask for your support and participation in this effort by sending your child to school every day, encouraging him/her to read at least 30 minutes every night, and asking your child to share what they learned at school each day. Teachers, students, and parents/guardians working together make a strong Roan family. We appreciate your support as your child enters the classroom, learns, and grows through the year to become a lifelong learner. Let us all commit to have an excellent school year, setting everyone up for success.

I continue my goal to work diligently in supporting the outstanding Roan staff in our core business-designing and redesigning engaging work for your children. While providing an environment where all children feel safe and happy, our extraordinary staff comes prepared to give their best to our students, their families and their school. In addition, we spend a tremendous amount of effort building relationships with students, families and community. It is our mission to:

- Prepare students opportunities to be leaders and learners
- Recognize and embrace the diversity of each learner
- Instill mutual respect, accountability, ethics, and compassion for others through the Honor Code
- Design student work that promotes critical thinking and authentic learning
- Engage students through ever changing technologies that foster creativity and innovation

There will be lots of resourceful and important information available to you throughout the year. We want to stay in touch with you. So, check us out...like Roan Elementary School on Facebook and download the DPS app! In addition, you will find our webpage very helpful and informative.

Once again, we are looking forward to a new school year. Please do not hesitate to contact me if you have any questions or concerns. Let us make this the best year ever!

Sincerely,

*Anne Fetzner*

Anne Fetzner  
Principal, Roan School

# DPS CONTACT INFORMATION

## CENTRAL OFFICE

*Administrative  
Services Building*  
300 W. Waugh St.  
Dalton, GA 30720  
Dr. Tim Scott, Superintendent  
Office: 706-876-4003  
Fax: 706-226-4583

## OPERATIONS BUILDING

412 S. Hamilton St.  
Dalton, GA 30720  
Fax: 706-226-8348  
Maintenance: 706-876-4075  
School Nutrition Services:  
706-876-4076  
Security: 706-876-4083  
Bus Transportation  
First Student:  
706-428-9489

## ANNEX BUILDING

105 N. Thornton Ave.  
Dalton, GA 30720  
Fax: 706-370-5788  
C3: 706-876-4586

## 101 BUILDING

101 N. Thornton Ave.  
Dalton, GA 30720  
Enrollment: 706-876-4000  
Fax: 706-876-4027  
Exceptional Student Services:  
706-876-4023  
Fax: 706-272-2107

## TECHNOLOGY

### SERVICES CENTER

201 E. Franklin St.  
Dalton, GA 30720  
Fax: 706-271-2218  
Technology: 706-876-4050

## ELEMENTARY SCHOOLS

*Pre-Kindergarten - Grade 5*

### BLUE RIDGE

Ali Finley,  
Principal  
100 S. Bogle St.  
Dalton, GA 30721  
706-876-4100  
Fax: 706-260-2848

### BROOKWOOD

Meleia Bridenstine,  
Principal  
501 Central Ave.  
Dalton, GA 30720  
706-876-4200  
Fax: 706-278-8224

### CITY PARK

Kim Rhyne,  
Principal  
405 School St.  
Dalton, GA 30720  
706-876-4500  
Fax: 706-226-5457

### PARK CREEK

Will Esters,  
Principal  
1500 Hale Bowen Dr.  
Dalton, GA 30721  
706-428-7700  
Fax: 706-428-7725

### ROAN

Anne Fetzer,  
Principal  
1116 Roan St.  
Dalton, GA 30721  
706-876-4350  
Fax: 706-278-0979

### WESTWOOD

Scott Ehlers,  
Principal  
708 Trammell St.  
Dalton, GA 30720  
706-876-4425  
Fax: 706-278-1379

## SECONDARY SCHOOLS

*Grades 6 - 7*

### HAMMOND CREEK MIDDLE SCHOOL

Lauri Johnson,  
Principal  
330 Pleasant Grove Drive  
Dalton, GA 30721  
706-876-4660  
Fax: 706-876-4661

*Grades 8 - 9*

### DALTON JUNIOR HIGH SCHOOL

Missie McKinney,  
Principal  
1250 Cross Plains Trail  
Dalton, GA 30721  
706-876-4650  
Fax: 706-428-7850

*Grades 10 - 12*

### DALTON HIGH SCHOOL

Stephanie Hungerpillar,  
Principal  
1500 Manly St.  
Dalton, GA 30720  
706-876-4800  
Fax: 706-226-2430

### THE DALTON ACADEMY

Matt Mederios,  
Principal  
1250 Cross Plains Trail  
Dalton, GA 30721  
706-876-4700  
Fax: 706-876-4701

## ONLINE

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

Facebook:  
Dalton Public Schools GA

Instagram & Twitter:  
@dpsschools





# 2022-2023 SCHOOL CALENDAR

Beginning June 1, 2022

Tuesday, Monday, August 2-8

Monday, August 8

Tuesday, August 9

Monday, September 5

Tuesday, September 6

Wednesday, September 28

Monday, October 10

Tuesday, October 11

Friday, October 28

Monday-Friday, November  
21-25

Friday, December 16

Tuesday, January 3

Wednesday, January 4

Monday, January 16

Tuesday, January 17

Friday, February 17

Monday & Tuesday, February  
20 & 21

Wednesday, March 15

Friday, March 24

Monday-Friday, April 3-7

Friday, May 26

## Pre-registration for all new students

DPS Enrollment Center 101 N. Thornton Ave  
(706) 876-4000

Professional Learning

## School Orientations

## First Day of School

Labor Day Holiday - Staff & Student Holiday

Student Virtual Learning Day

Early Dismissal for Students

Staff & Student Holiday

Student Holiday/Staff Professional Learning Day

Student Virtual Learning Day

Thanksgiving Holidays

Last Day of School Before Winter Holiday

Early Dismissal for Students

## End of First Semester

Student Holiday/Staff Work Day

Classes Resume for Students After Winter Holidays

Staff & Student Holiday

Student Virtual Learning Day

Student Holiday/Staff Professional Learning Day

Mid-Winter Holiday

Early Dismissal for Students

Student Virtual Learning Day

Spring Holidays

## End of Second Semester

Last Day of School\*\*

Early Dismissal for Students

High School Graduations (May 26 and 27) \*\*

\*School Make-Up Days will be used as school days in the event days are missed due to weather/emergencies. Otherwise, these days will be student/staff holidays.

\*\*Graduation date and the last day of school can be affected by make-up days.

"Except as otherwise provided in this Code section, public elementary and secondary schools of this state receiving state aid under this article may provide each eligible student with access to no less than 180 days of education each fiscal year, or the equivalent thereof as determined in accordance with State Board of Education guidelines. The State Board of Education shall define a school year, which shall be no less than 180 days of instruction in accordance with the provisions of the subsection, or the equivalent thereof; shall define the length of the school day, based on a 180-day school year, and equivalent lengths;.."

# 2022-23 School Calendar (cont.)

## Elementary Schools & Hammond Creek Middle

*Nine Weeks Grading Periods End*

Friday, October 7

Friday, December 16

Wednesday, March 15

Friday, May 26

*Report Card Dates*

Friday, October 14

Friday, January 6

Wednesday, March 22

Friday, May 26

## Dalton Junior High School, Dalton High School, & The Dalton Academy

*Semester Ends*

Friday, December 16

Friday, May 26

*Semester Report Cards*

Friday, January 6

Wednesday, May 31

## Dalton Junior High School, Dalton High School, & The Dalton Academy

*Six Week Periods End*

Friday, September 16

Monday, October 31

Thursday, February 16

Friday, April 14

*Progress Reports Issued*

Friday, September 23

Friday, November 4

Friday, February 24

Friday, April 21

## Early Dismissal for ALL Students & Parent Conferences

Wednesday, September 28

Wednesday, March 15

## Early Dismissal for ALL Students & Professional Learning

Friday, December 16

Friday, May 26

## 2022-23 School Day Schedule



### Elementary

Start Time: 8:00 a.m.  
Dismissal: 2:45 p.m.

### Dalton High & The Dalton Academy

Start Time: 7:35 a.m.  
Dismissal: 2:00 p.m.

### Hammond Creek Middle

Start Time: 8:35 a.m.  
Dismissal: 3:35 p.m.

### Dalton Junior High School

Start Time: 7:35 a.m.  
Dismissal: 2:00 p.m.

# Helpful Links

## Dalton Public Schools

<http://www.daltonpublicschools.com>

## Dalton Public Schools on Facebook

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

## Dalton Public Schools on Twitter

<http://www.twitter.com/dpsschools>

## Dalton Public Schools Parent Portal

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

## Georgia Curriculum Standards

<https://www.georgiastandards.org>

## Georgia Department of Education

<http://www.gadoe.org>

## College and Career Readiness Performance Index

<https://www.gadoe.org/CCRPI/Pages/default.aspx>

## Georgia Schools Report Card

<https://gosa.georgia.gov/report-card>

## Georgia Professional Standards

<https://www.gapsc.com>

## US Department of Education

<http://www.ed.gov>

## Every Student Succeeds Act

<http://www.ed.gov/essa>

## Parent Teacher Association

<http://www.pta.org>

## Weather News

<http://achieve.weatherbug.com>

## Discovery Education

<http://streaming.discoveryeducation.com>

# Did You Know?

Title I Part A is part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with greater than 40 percent of their children qualifying for free or reduced-price meals. All DPS schools are designated Title I schools. These funds are designed to ensure that all children learn challenging academic content and meet high academic achievement goals. Recognizing that parents are important partners in their child's learning, some Title I funds are designated to provide parents with information and opportunities for parent involvement.

To view your school's parent involvement policy and school improvement plan, check with the school's office. To learn more about how to give input to schools and the system about Title I programs and expenditures, please visit the district website at [www.daltonpublicschools.com](http://www.daltonpublicschools.com)



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# **Instruction**

## **Content and Engagement**

Dalton Public Schools is committed to the vision of “World-class learning that prepares students for success in college, career, and civic life.” Curriculum and instructional practices are designed to support four goal areas of the district’s Strategic Plan:

1. Improve student mastery of standards
2. Improve student social emotional learning competencies
3. Consistently engage student in work with high levels of cognitive demand
4. Develop and nurture family support

The Georgia Department of Education provides the Georgia Standards of Excellence to all school districts which clarifies what Georgia’s students need to know and be able to do at each grade level, in each subject. These performance standards provide clear expectations for instruction, assessment, and student work in the areas of English Language Arts, Fine Arts, Mathematics, Science, Social Studies, Literacy in Social Studies, Science, CTAE, and Physical Education. For a listing of the standards by grade level and content area, visit [www.georgiastandards.org](http://www.georgiastandards.org).

## **How We Teach**

In recent years, Dalton Public Schools has invested heavily in professional learning opportunities for teachers. For teachers to design engaging, quality work for each child so that all children learn what they need to know, the school district must provide learning opportunities and resources for teachers. At Dalton Public Schools, you may hear the phrase, “framework versus program” from our teachers who are participating in these professional learning opportunities. Simply, instructional programs prescribe how teachers should teach and what resources they should use no matter the children in their classrooms; frameworks free teachers to pull from multiple resources and strategies to design lessons specific for the children in their classrooms, making “differentiation of instruction” a reality. Here are a few of the “frameworks” you might hear mentioned by our teachers:

## **Balanced Literacy**

Dalton Public Schools has implemented a balanced literacy framework in all elementary schools. Balanced literacy is a philosophical orientation that assumes that reading and writing achievement are developed through

instruction and support in multiple environments using various approaches that differ by level of teacher support and child control (Fountas & Pinnell, 1966). There are five different components of balanced literacy: The read aloud, guided reading, shared reading, independent reading, and word study. Within these components, the five pillars of reading are taught: phonemic awareness, phonics, fluency vocabulary and comprehension. Sustained, job-embedded professional development for teachers supports the balanced literacy implementation. School-based academic coaches are trained in research-based methods and provided with ongoing professional development that is then redelivered to classroom teachers. The goal of this effort is to raise the level of literacy achievement for all students.

## **Engaging Work**

The district’s mission is “to develop trusting relationships and provide quality work that engages students in profound learning.” When students are authentically engaged in meaningful, quality work, the likelihood for them to learn something new and to remember what was learned increases (Hancock & Betts, 2002). Phillip Schlechty (2002) wrote that, “When teachers work on the quality of work they give students, the work will engage more students more of the time. Improved student academic performance will result from increased student engagement because students work harder to achieve desired results.” This approach provides the foundation for the design of instruction and much of the professional learning that takes place in the district. Use of Schlechty’s ten design qualities and measures of student engagement continue to serve as resources for teachers as they design work for students in their classrooms.

## **Grading and Homework**

### **Pre-K**

During the school year, parents will receive progress reports of their student’s progress.

### **K-5 — Standards Based Grading/Reporting**

Recognizing that literacy is essential to all learning, Dalton Public Schools has set goals in reading, writing and listening for every elementary child. Simultaneously, the district has researched and developed standards based reporting for literacy and numeracy in grades K-5.

When parents think about grading, they often ask, “What grade did he or she get?” In standards-based systems, the questions parents are encouraged to ask are: “What has he or she learned about?” or “How well can he or she reason,

write, communicate, work with others or problem-solve?” Each of these questions arises from the shared knowledge of what constitutes achievement or mastery of a standard or set of standards.

It will be important for parents to work closely with their child’s teacher as the teacher articulates the standards and expectations as they appear on the district’s rubrics. The rubrics will be distributed to each K-5 parent at the beginning of the year and full explanations will be given explaining the standards based reporting process. It is also important that the parent understand that their child will have multiple opportunities to perform at his/her highest level through the school year. The child will have until the end of the year to meet grade-level standards. The district pledges to communicate with students and parents as to a student’s progress towards meeting identified standards and benchmarks. The standards based report card is the primary tool that will be used to communicate to students and parents regarding student academic progress. Ideally, report cards will be used in an ongoing conversation between teachers, students and parents about what is expected of students and how to help them be successful in a rigorous academic program.

## **Fifth Grade Only**

Students in fifth grade will receive both a standards-based and a numerical grade in Reading, Language Arts and Math each reporting term.

## **Report Card Dates**

See the calendar on previous pages. Elementary grading periods are nine weeks.

## **Homework**

The assignment of homework is encouraged when it enriches the school program. The amount of homework shall be reasonable to the extent that it benefits the child and does not interfere with the student’s health, the student’s assuming responsibilities in the home or take so much of the student’s time as to deny opportunities to engage in activities of the student’s own choosing.

## **Web-based Student Reports**

### **Infinite Campus Parent Portal**

All DPS students and parents are assigned accounts on Infinite Campus, the district’s online grade reporting and messenger system. Activated accounts allow you to access password-protected, customized web pages with links to online grade report and attendance reports for your child

as well as district /school messages.

There are two types of activation codes—one for students and one for parents. Students may request their codes from homeroom teachers. To obtain a parent activation code, please email your request to [parentportal@dalton.k12.ga.us](mailto:parentportal@dalton.k12.ga.us).

## **Promotion and Retention**

The DPS guidelines for promotion and retention, approved by the Dalton Board of Education, comply with Georgia law. This law directly impacts all Georgia third-graders, fifth-graders, and eighth-graders. If students do not meet reading and math standards as measured by the state’s Georgia Milestone End-of-Grade (EOG) test as well as district requirements, the student will not receive automatic promotion to the next grade. To view a copy of these guidelines, visit the district’s website at [www.daltonpublicschools.com](http://www.daltonpublicschools.com).



## **Assessing Student Progress**

### **Kindergarten**

The Georgia Kindergarten Inventory of Developing Skills Readiness Check and the Georgia Kindergarten Inventory of Developing Skills (GKIDS) is used by teachers so they may learn what level of instructional support your child needs as (s)he enters kindergarten and progresses throughout the year.

## Grades 1-8

Dalton Public Schools complies with the Georgia Department of Education's requirements for administering both state and national standardized tests. In addition to testing students in grades 3-8 with the state-mandated Georgia Milestone End-of-Grade (EOG) tests and NWEA's MAP Growth Assessment (grades K-8) will be used to formatively assess student progress throughout the year, providing a district bridge of classroom performance to state annual assessments. A testing schedule is available online at [www.daltonpublicschools.com](http://www.daltonpublicschools.com). (Note: The testing schedule is subject to revisions based on changes made by the Georgia DOE during the school year.)

Parents may view the results of all tests administered to their child. Standardized test results will be shared with parents through parent conferences and/or report cards. School-wide results are available online at [gosa.georgia.gov/report-card](http://gosa.georgia.gov/report-card).

# Sampling of DPS Services Designed to Determine/Meet Individual Student Needs

## Challenge/Gifted

Dalton Public Schools serves approximately 900 identified gifted students in grades 1-12. Eligibility for gifted services is based on the state gifted eligibility rule and includes qualifying scores in mental abilities, achievement, creativity, and motivation. The curriculum is aligned to both Georgia's content standards and the state and national gifted standards. The structure of the classes allow for differentiation, acceleration, and greater depth of knowledge. In addition to classes at their home schools, fifth grade students spend one school day each week at the C3 center in Dalton High School at 1500 Manly Street, extending and enriching the curriculum taught at the home schools.

## Early Intervention

The Early Intervention Program (EIP) for elementary schools is a state-funded model designed to serve

students who are at risk of not reaching or maintaining academic grade level. EIP teachers work with classroom teachers to provide additional instructional resources to help students who are performing below grade level to obtain the necessary academic skills to reach grade-level performance in the shortest possible time.

## English Learners (EL)

English for Speakers of Other Languages (ESOL) is a state-funded model designed for student success in language acquisition and academic development, while learning to function successfully in the American culture. Students are evaluated and provided support based on their native-language literacy, English literacy, and academic level.

Dalton Public Schools offers a unique, comprehensive continuum of services for English Learners (ELs). At all levels, the focus is on a push-in model that is offered at all DPS schools. Certified ESOL teachers push into classrooms to provide extra academic language support for students as required by the state. Very limited English speaking students who require additional support receive it through pull-out services provided by ESOL teachers in small groups. Dalton Public Schools employs more than 200 teachers with this certification.

## Exceptional Student Services (ESS)

Dalton Public Schools' ESS department supports the programming of supports and services to more than 1100 students with disabilities, ranging in age from 3-21 years. A continuum of services, from general education curriculum to an alternate curriculum, is provided for students with disabilities within the school district. The district provides supports and services as determined by student needs and Individualized Education Programs (IEPs), which could include services within the region's Georgia Network for Educational and Therapeutic Support (GNETS) center at the North Star location in Dalton. For more information about Exceptional Student Services, call the ESS office at 706-876-4023.

## Child Find

Do you know a child who has or may have a disability and is not receiving therapy or services? Children ages birth through 21 who have a disability may be eligible to receive special services at no cost to their parents.

For more information or to make a referral call:

- Babies Can't Wait 706-529-5763  
(Serving children with disabilities ages birth –3)
- Dalton Public Schools 706-876-4023  
(Serving Dalton City children with disabilities ages 3-21)

- Whitfield County Schools 706-876-3921  
(Serving Whitfield County children with disabilities ages 3-21)

## **Technology/Internet**

The Dalton Board of Education is committed to providing access to advanced technology and increased opportunities for learning (e-learning) by providing students with Internet access through our district's computer network. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community.

Parents and students should consider that a student's education will be enhanced through the use of the Dalton Public Schools' online network. Some of the academic information needed by students will be available through this network, yet, an industrious student may discover inappropriate material. Dalton Public Schools uses aggressive filters and does everything within its capacity to monitor material available through the network. Students and teachers will participate in digital citizenship curriculum throughout their school career. Digital citizenship helps build the capacity of students, teachers and parents on the self-monitored habits that sustain and improve the digital communities that you enjoy or depend on.

**If you do not want your child to have access to the DPS online network, including email, you must notify the school in writing within 10 days of enrollment in DPS. If this is your preference, you assume responsibility for acquiring your child's academic information that would otherwise be provided by Dalton Public Schools' network.**

### **Dalton Public Schools 1:1 Device Program**

Technology in the classroom has become a necessity and not a luxury. Beginning in the 16-17 year, all Dalton Public Schools students in grades 3-12 were equipped with a device that became an integrated part of their classroom experience. The district has been expanding the use and availability of technology in many of its classrooms over the last few years. Using E-SPLOST (Educational Special Purpose Local Option Sales Tax) revenues and allocating local funds, the district was able to ensure devices would be available for students. Dalton Public Schools will provide new devices to 3rd, 6th and 9th grade students. All other students in grades pre-k through 12 will get devices

to complete the one-to-one ratio. Once a student reaches 3rd, 6th or 9th grade, he or she will get a new device to keep until he or she reaches the next transitioned grade, graduation or leaves the district. Students in pre-k and kindergarten will receive iPads while 1st and 2nd will receive laptops for classroom use.

### **Device Damage & Repairs**

All new devices in 3rd, 6th and 9th grades were purchased with full accidental warranty coverage. Only loss or theft of the device and the charger are not covered by the warranty. As the district continues to make device refresh purchases, the accidental warranty will also be included. This school year, repair costs for accidental damage to a device will not be charged to the student. Families will not need to purchase any insurance this year to cover accidental damage to devices.

The district reserves the right to charge any student for a damaged device based upon school administration's review of any particular incident. Any student found to willfully damage a device could face disciplinary action in addition to the cost for the repair of the device.

### **Chargers**

Each student will be provided one charger for his or her device at the beginning of the school year. Students should verify the functionality of their charger within the first week of receiving their device. If a charger is found to be defective or damaged within the first week of a student having the device, then the district will replace the charger at no cost to the student. At the end of the school year the charger should be turned in with the device. If a student's charger is lost or damaged throughout the school year, then the student may purchase another charger in the media center for \$15.

### **Web Filtering**

All devices have a web filter that will safeguard your student both on and off campus. If you suspect an inappropriate website is accessible on your child's device, please report the content to your school administration team. The district technology team will review the website and take any necessary steps to block content where appropriate.

### **Taking Devices Home**

Your student's device is a vital part of instruction at Dalton Public Schools. Students will be able to take their device home throughout the school year. Each school and grade level will have different start dates for taking devices home. Please contact your school administration for more information. Taking a device home is a privilege and may

be revoked by school administration due to disciplinary issues, an attempt to access inappropriate content or circumvent district filtering, or issues with intentionally damaging a device.

## Device Take Up

During May, devices will be collected in order to prepare them for the next school year. In addition, students who transfer to another district or withdraw from Dalton Public Schools should turn in their device before leaving the district. Any student who does not turn in their device or charger will be charged for the full replacement cost of the device and/or \$15 for the charger.



## Electronic Communication Device Usage in Dalton Public Schools 2022-23 Memorandum of Understanding

We recognize that electronic communication devices (ECDs) are an important part of our everyday world and are increasingly being used to enhance teaching and learning. The use of ECDs in schools increases student productivity in and outside the classroom, encourages individual leadership in learning, expands access to learning resources, and helps develop digital citizenship within a structured environment. However, we do not want devices to interfere with the students' learning

environment. Unless otherwise noted, the following information applies to both school-owned and family-owned ECDs. Use of ECDs is subject to the provisions in the District Acceptable Use and Internet Policy.

1. Electronic communication devices (ECDs) include computers (laptops), pagers, cell phones, smart phones, portable game units, graphing calculators, and similar electronic equipment that may enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Instagram and Twitter.
2. School rules, including the Student Code of Conduct, apply when students are at school, attending a school-related activity off-campus, after-hours activities on campus, and in online school activities. They apply when students are:
  - Attending class
  - Socializing in hallways and elsewhere on school grounds
  - Using school media centers, restrooms, locker rooms, gyms and other school facilities
  - Going to and from school
  - Having lunch
  - Attending school-sponsored activities off-campus, such as field trips and dances
  - Attending school-related activities off-campus, such as away games
3. The following will result in discipline at any of the above activities:
  - Refusal to turn off, close the screen or silence an ECD when told by a teacher, administrator, coach, counselor or other school official
  - Damaging an ECD not owned by the student
  - Causing disruption or the likelihood of disruption
  - Using an ECD to cheat, including getting and giving answers to tests and copying from the internet
  - Using an ECD to bully, threaten, harass or attack another student or school personnel, whether or not communicated directly to that person
  - Sending (or asking to receive) pictures or videos of people who are partially or completely undressed
  - Bypassing or attempting to bypass school Internet filtering while using the school network
  - Using credentials other than a student's

- own (ex: another student or staff member's credentials) or attempt to impersonate another student or staff member
- 4. Additionally, the school may discipline students who misuse ECDs away from school on their own time if both of the following are true:
  - The student's use of the ECD causes significant disruption at school or serious harm to the school, other students, or school personnel
  - The student knew, or should have known, that the harm would happen
- 5. When a student misuses an ECD and/or student account, the school may do the following, as long as the severity of the school's action matches the seriousness of the student's misuse of the ECD:
  - Search the ECD and/or student account within the context of the alleged misuse
  - Warn the student verbally or in writing, and/or contact the student's parents, school security or police
  - Depending upon the offense, take and keep the ECD for the rest of the school day or longer
  - Deny the student the privilege of participating in co-curricular, extracurricular and athletic activities in accord with the student discipline procedure
  - Suspend or expel the student from school in accordance with student discipline procedures
  - Depending on the offense, a student may have limited privilege and access to their student account

## Student Account Availability and Usage:

- All Dalton Public Schools Students have free access to the following accounts:
  - Office 365, G Suite, Canvas.
- Additionally, students may have access to other district and school specific accounts. Parents and guardians may contact their child's school media specialist for a comprehensive list of accounts their student has access to.
- Password reset will occur at a minimum of two times within a school year.
- It is recommended that school passwords do not match any non-DPS accounts.
- Students should never share their username and

password.

- If a student feels that their credentials have been compromised or if they have forgotten their password, they should contact their school's media specialist.

## Information Specific to Family-Owned ECDs:

- Students assume all risk of theft or damage and should exercise responsible behavior in the use and protection (protective cases) of any ECD. Dalton Public Schools will not be responsible for family-owned ECDs. You are encouraged to keep a record of your ECD's serial number, and you may wish to install tracking software (ex. Absolute Software) to assist you in finding lost or stolen property.
- Students should consult their ECD's manual for troubleshooting. Schools cannot offer technical support or hardware and software for family-owned devices.
- All data/usage fees associated with family-owned ECDs are the responsibility of the owner of the data plan.
- Due to licensing or compatibility constraints, district software may not be able to be installed on a family-owned ECD.

## Information Specific to School-Owned ECDs:

- Based on Dalton Public Schools' 1:1 initiative, each Pre-K through 12th grade student will be issued a device to use in class.
- While an ECD may be assigned to a specific student, it is a learning resource owned by Dalton Public Schools. As such, students may be asked to use the ECD with others during class.
- Students assume all risk of theft or misuse and should exercise responsible behavior and care in the use and protection (including protective cases) of any ECD. Replace or repair costs will be assessed to student accounts for damages or loss of the device.
- The following charges apply to devices that receive malicious/negligent damage or become lost/unreturned:

Lost or Damaged Charging Adapter: \$15.00
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Device Damage: The cost will vary upon the part(s) that need(s) to be replaced and the labor charge from the replacing company up to a maximum of \$565.
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Lost/Unreturned Device: Cost of Device Replacement
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- A school report is required if a school-owned ECD is stolen.
- If a student graduates or withdraws from Dalton Public Schools, the school-owned ECD must be returned. Failure to return a school-owned device will result in a charge to the student's account, as well as the device being reported as stolen. A student's ability to receive transcripts or participate in graduation may be impacted.
- Any court costs involved in recovering a device that is not returned will be the responsibility of the parent/guardian of the student.

## **Student Information**

### **Behavior**

All students are expected to behave in a polite and orderly manner. No student's misconduct will be allowed to interfere with another student's progress or welfare. Parents are asked to assist school personnel in every way possible to ensure high standards for both behavior and academic performance among students. If your child's behavior interferes with the learning and safety of others, you may receive a call to take your child home for the remainder of the school day.

Dalton Public Schools' Code of Conduct is printed at the end of this section for reference and convenience. Please read it and sign the acknowledgment provided with this handbook.

### **No Chewing Gum**

Chewing gum is not allowed at school. Please do not allow students to bring gum to school.

### **No Toys**

Do not allow students to bring toys to school, which are not part of the education program, unless specifically requested by the teacher. Also, note that toy look-alike weapons are never allowed at school. (Real weapons are not allowed, either.)

### **Media Center**

Each class visits the school's media center on a regular basis. When a student takes a book home, parents are asked to help their child enjoy the book and return it

to school when it is due. Parents should talk to their child about the rules on the care and handling of books, especially emphasizing not marking in or tearing the book. Students learn specific ways to take care of books while using the media center. Responsibility for checking out and returning books, keeping books clean and safe (from food, liquids, babies and pets) as well as taking care of the book pages are a part of the curriculum. Fees may be applied for lost or damaged books and resources. Also, parents may wish to check with their school's media specialist about accessing additional resources available online.

Parents are welcome to borrow books to read as a Story Parent. Please call the school's media center for assistance with a specific title. Resources, which include child development books, DVDs, new technologies, devices, tablets and videos, are available in the media center for student usage.

### **P.L.A.Y (PINES Library Access for Youth) Cards**

- Dalton Public Schools partners with the Northwest Georgia Regional Library System to provide all DPS students with free access to library materials and online resources with the PLAY digital card.
- Access more than 11 million items through PINES, the statewide network of public library systems.
- Check out up to 5 books, audiobooks, CDs, or DVDs with no overdue fines. Plus, free access to eBooks via PINES, Libby, and eREAD Kids.
- The PLAY card is an opt-out benefit. Your child's Student ID number will act as a library card number unless you choose to opt-out of the program by notifying in writing within 10 days of enrollment in DPS.

### **To Access the P.L.A.Y Card**

- Visit <https://ngri.org/play-card/>
- Select LOGIN TO PINES to check your account, look for books, and place holds.
- When asked for your library card number, type your 3-letter school prefix followed by your school ID number. *Example: You're a student in Dalton Public Schools and your student ID number is 12345. Enter DPS12345 as your library card number.*
- When asked for your password or PIN, type your 2-digit birth month and 4-digit birth year with no spaces. *Example: Your birthday is April 2006. Enter 042006 as your password/PIN.*

## Field Trips

Field trips are planned to complement the instructional program. Teachers will provide parents with notification regarding details of planned trips. For your student's safety, we require all students to ride school buses (if vehicular transportation is needed) to and from field trips. Students are expected to return to school with their class after field trips. If an admission cost must be paid for the trip, your child's teacher will let you know in advance. Field trip costs can be paid in cash, check or through SchoolPay. No child will be excluded from a field trip if he/she is unable to pay the admission cost.

## Clothing and DPS Dress Code

Dalton Public Schools has a dress code for students in grades PreK-12. For your convenience, the dress code is included in the DPS Code of Conduct located at the end of this section.

Children should wear comfortable, safe, appropriate clothing and accessories so they can participate in the classroom, gym and playground activities without worrying about their clothes. Elementary students should wear shoes appropriate for participation in physical education (PE) class. Shoes with roller blades are not allowed. Note: Do not send a rolling backpack to school with your child as they create a safety hazard in bus and car-rider lines.

## Personal Belongings

Please do not allow your child to bring items to school that are expensive or have great sentimental value.

## Lost and Found

Please mark your child's belongings so they can be returned. Any item found on the school grounds or a school bus should be turned in to the school office. Parents are welcome to look through the "Lost and Found" whenever visiting the school. Unclaimed items are donated to a local charity twice a year.

## Attendance and Tuition Information

Dalton Public Schools is dedicated to providing quality work to students every day so that students may learn what they need to know. Students must be present to learn. **Important:** Excuses for absences must be provided within two days of a student's return to school. Absences

will not be changed from "unexcused" to "excused" after that time unless medical documentation is provided. Students who are not in their classroom by the second morning bell will be considered tardy.



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. These absences or checkouts will be automatically excused. Exceptions to this shall be 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 to the principal, or appears in person requesting the student's dismissal. Students shall not leave the school grounds during school hours without permission from the school. Schools may require verification of right of custody of the student from anyone requesting early dismissal of the student.

As defined by State or Local Board Policy, a student is lawfully absent or tardy from school for the following reasons:

1. Personal illness that would endanger the student's health or the health 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 school attendance impossible or hazardous to health or safety.
6. Students are allowed up to five days of visitation for students with parents preparing to ship out for military duty or on leave from such duty. The absences are excused absences.

- Students shall be counted present when they are serving as Pages of the General Assembly and/or while representing the school in an activity approved by the school and/or Board of Education.
- Students in foster care shall be counted present when they attend court proceedings relating to their foster care.
- Individual students who have emergencies to arise that necessitate their absence 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. The above reasons also apply to late check-ins and early checkouts.
- Parents should notify the school within two (2) days of an absence by phone or in writing.
- Parent notes will be accepted for up to 10 absences in a school year. After 10 absences, parents will be required to provide written medical excuses or documentation. However, in cases when a student's absences become excessive and are addressed through an attendance intervention, i.e. Attendance Review Team, Educational Improvement Team or School Social Work Referral, absences will only be excused by written medical documentation.

## Definition of Perfect Attendance

To receive recognition for Perfect Attendance this year, a student must be present at school each day. In addition, the student cannot have a combined total of more than four (4) unexcused tardies and/or unexcused early checkouts. (A combination of five unexcused tardies or unexcused early checkouts equals one unexcused absence).

## Checkout Procedures

School personnel recognize their responsibility as guardians of students. Therefore, no elementary school

student will be permitted to leave school after arriving on the school grounds without being accompanied by the parent or having the written consent of the parent for the student to be accompanied by a third party. Consent to leave shall be approved by the principal's designee. Decisions are made based upon information provided by the person who enrolled the child in school. It is the parents' responsibility to provide written notification regarding individuals who may or may not check their child out of school. **Please notify the school immediately of any changes to this list of adults approved to check out your child.** The school may request/require a photo ID of anyone checking a child out of school.

**TO ENSURE SAFETY,** students may not checkout after 2:15 p.m. After that time, you will need to wait until 2:45 p.m., when children are dismissed from school.

## After-School Program (ASP)

Dalton Public Schools offers an after-school program for all prekindergarten-5th grade students needing afternoon childcare. ASP hours are 2:45 p.m. – 6:00 p.m., Monday-Friday on days when school is in session. The fee is \$8 per day. Fees are due in advance or on the day the child receives care. Dalton Public Schools can accept ASP payments using a credit card or debit card for ASP payments. You can access the secure online payment portal through [www.schoolpay.com](http://www.schoolpay.com). A transaction and convenience fee will apply. ASP is operated by Dalton Public Schools and staffed by school personnel. Time is devoted each day to homework, recreation, art activities, videos and fellowship with other students in a safe and caring environment.

## Out-of-Zone, Out-of-District Students, Out-of-State (OOZ/OOD/OOS)

Students who live in the city may apply to attend another school other than the one for which they are zoned.

Students living outside Dalton's city limits are accepted on a space-available basis. Tuition for these students is:

- \$155 per month for the first child (\$1,550/year)
  - \$125 per month for the second child (\$1,250/year)
  - \$20 per month for the third child (\$200/year)
  - \$0 per month for fourth child or more (\$0/year)
  - \$500 per month for each child (\$5,000/year)
- for students who live outside the state of

Georgia.

## Tuition

Tuition must be paid by the 15th day of each school month, August through May. Tuition is payable to the DPS Central Office, Attn: Tuition, 300 W Waugh Street,

Dalton, GA 30720. Dalton Public Schools can accept tuition payments using a credit card or debit card. You can access the secure online payment portal through [www.schoolpay.com](http://www.schoolpay.com). A transaction and convenience fee will apply. Families who live outside the city limits but own property within the city may be exempt from all or part of the required tuition. Contact the Dalton Public Schools Finance Office at 706-876-4006 for more information.

For info about the OOOZ/OOD/OOS application process and selection, call the district office at 706-876-4170 or view online at [www.daltonpublicschools.com](http://www.daltonpublicschools.com). On July 1, the district publishes “open” grades by school on this website.

## **Parent Information**

### **Qualifications of Teaching Staff**

If you would like more information about your child’s teachers (or paraprofessionals serving your child), please contact the school office.

### **Parent’s Right to Know Notification**

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.

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

### **Parent Conferences**

Because we believe parents are our partners in the education of their children, parent conferences will be scheduled. Parents with students in grades K-5 will have at least two scheduled parent conference, one in the fall and one in the spring. Additional conferences with the teacher may be scheduled at the request of a parent or as needed. Teachers’ schedules require appointments for all conferences. Call the school office or email your child’s teacher to make an appointment.

### **Sign-In Procedure for Visits**

Parents are encouraged to visit and participate in school

activities. School personnel value the assistance and support of parents at the school. As mandated by state law, all school visitors must first register in the main office before going elsewhere in the school. Parents are welcome to visit the classrooms. In order to prevent interruption of classes, visits should be planned with the teacher in advance. Please do not park along yellow curbs or block drives when visiting the school or picking up students. Emergency vehicles cannot get through when cars are parked improperly.

**Personal items that need to be delivered to a student must be brought to the office.**

### **Volunteer Opportunities**

We welcome and encourage parents/guardians to volunteer in our schools and with our programs. If you wish to volunteer at school, please complete a “volunteer sign-up sheet” form in the school office. We are most grateful for the extra help that our parents provide during the school year. Volunteers will be asked to sign in each time they volunteer at the school using a computer in the front lobby.

School volunteers are Mandated Reporters by Georgia law and are required to report reasonable suspicion of child abuse or neglect to school administration, the school counselor, the school social worker or DFACS.

### **Messages for Students**

Any messages for students should be received by the school’s front office. Messages regarding after-school arrangements for your child should be made as soon as possible and no later than 2:15 p.m.

### **Invitations**

Personal party invitations may be given out at school if every student in the classroom receives one. School staff members cannot supply student names, addresses or phone numbers for special occasions.



# **Transportation and Food Service**

## **Bus Service**

Upon enrolling in Dalton Public Schools, students who live more than 1/2 mile from the school they attend, and need transportation to and from school, are assigned to a specific school bus. If it becomes necessary for your child to ride another bus to a babysitter, grandparent or somewhere other than their home on an extended or different basis, please complete the Special Transportation form in the school office. Completion of the Special Transportation request form does not guarantee the student may ride. Special Transportation will be approved if a bus stop at the requested location is already established and if the bus has seats available. Stops at businesses will not be approved and out-of-district and out-of-zone students cannot be transported. If your child needs to ride to the home of a classmate for only one day, please send a note to the child's teacher. A school administrator or the student's teacher must sign the note for the student to give to the bus driver.

Appropriate bus behavior is expected at all times. Bus rules are included in the DPS Code of Conduct. Students may be suspended from riding a bus due to inappropriate behavior.

Dalton Public Schools contracts with First Student for bus transportation services. If you have questions about bus schedules, etc., call 706-428-9489.

## **School Nutrition**

All students may participate in the school breakfast and lunch program. Menus are posted online each month at [www.daltonpublicschools.com/lunch-menu](http://www.daltonpublicschools.com/lunch-menu).

Blue Ridge, Roan, City Park and Park Creek Schools operate under Provision II guidelines and all students enrolled receive free breakfast and lunch. Hammond Creek Middle School, Dalton Junior High School and The Dalton Academy must receive an application back from every student in the 2022-23 school year in order to continue to receive meals at no cost.

Dalton High School, Westwood School and Brookwood School will collect applications from students and families to determine eligibility status. Please return these applications in the first month of school.

Paper copies of the Free and Reduced Lunch applications will be available. They can also be completed online at <https://www.daltonpublicschools.com/departments/school-nutrition/menu-prices>.

Elementary school meal prices for Brookwood and Westwood are as follows:

-Student Breakfast	\$2.00
-Student Lunch	\$2.50

(Includes skim milk) Additional milk may be purchased for \$0.75.

Meal Prices for Dalton High are as follows:

- Student Breakfast	\$2.00
- Lunch	\$3.00

Meal Prices for all adult visitors are as follows:

- Adult Breakfast	\$2.00
- Adult Lunch	\$4.00

Meals may be paid in advance at [www.myschoolbucks.com](http://www.myschoolbucks.com). Meal reservations are not required for you to eat in the cafeteria with your child. At this time, visitors are not allowed inside school buildings.

Each year, a new free/reduced application must be filled out (one application per family). It is important to turn this in as soon as possible. Students who qualify for free and reduced-price lunches also qualify for the same status for breakfast.

Applications for free and reduced price meals are available and may be submitted online at (<https://www.daltonpublicschools.com/departments/school-nutrition/menu-prices>).

Parents may apply for free and reduced lunch at any time during the school year should the need arise.

**\*Important\*- It takes up to three week to process a new application. You are responsible for payment of all meals purchased until the application is processed.**

## **Reimbursable Meal and Negative Balance/Alternate Meal Policy (Meal Charges)**

It is mandatory that lunch accounts be paid and up-to-date. Those students who accumulate a charge balance must arrange immediate payment with the Food Service Manager. Lunch charges made before Free/Reduced lunch applications are approved must be paid. Effective July 1, 2017, the U.S. Department of Agriculture requires

all School Food Authorities operating the Federal school meal programs to have in place a written and clearly communicated procedure to address meal charges. Students may charge meals up to \$10.00. 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 milk. This alternate meal will be charged to their account.

School Nutrition managers will send home charge notices on a weekly basis. To notify parents/guardians of negative meal balances, the cafeteria manager will make phone calls to the numbers on file in the district's student database.

## Online Meal Payments

The district offers online meal payments through [www.myschoolbucks.com](http://www.myschoolbucks.com). This is an online portal for meal payment and viewing of student purchases. Adding funds to your student's account is easy.

First, access your account on [www.myschoolbucks.com](http://www.myschoolbucks.com) and add your students. If you have multiple children, you can make multiple deposits for each child during your transaction.

Next, make a payment. You may use a credit card, debit card or your checking account. All payments are securely processed using our highly-secure website and encryption. All payments are quickly credited to your student's account. MySchoolBucks charges a convenience fee of \$2.95 for each transaction.



# Health and Wellness

## Wellness

The Dalton Board of Education has approved a wellness policy in an effort to support and encourage wellness behaviors for both students and employees. The policy may be viewed online at <https://bit.ly/2Hk8cF3>.

## Healthy Snacks for the Classroom

According to the Center for Science in the Public Interest, "Serving healthy snacks to children is important to providing good nutrition and supporting lifelong healthy eating habits. Healthy food options should always be made available as a choice when classroom treats are offered." The following list of recommended healthy snacks/party foods is excerpted from the Center's online publication titled "Healthy School Snacks," accessible at [www.cspinet.org/nutritionpolicy/healthy\\_school\\_snacks.pdf](http://www.cspinet.org/nutritionpolicy/healthy_school_snacks.pdf)

- **Fruits:** fresh, canned, frozen and dried fruits of all varieties; applesauce, fruit leathers and 100 percent fruit Popsicles; low-fat fruit dip. Vegetables: raw veggies of all varieties with low-fat dip.
- **Breads/Cereals:** whole grains products including whole grain breads, muffins, pitas, tortillas, breakfast cereals, cereal bars, crackers, low -fat or air-popped popcorn, baked chips, pretzels and granola bars; low-fat crackers, such as graham crackers and animal crackers.
- **Low Fat Dairy Foods:** yogurt, cheese, pudding and frozen yogurt.
- **Luncheon Meats:** lean meats such as turkey, ham and roast beef served on whole grain bread or crackers.
- **Other snacks:** angel food cake, Jell-O, low-fat ice cream and sherbets.
- **Healthy Beverages:** water, low-fat or fat-free flavored or unflavored milk, fruit juices with a minimum of 50 percent juice.

Other snack ideas can be found at [www.nutritionexplorations.org](http://www.nutritionexplorations.org).

## FITNESSGRAM

DPS is required to administer a national fitness assessment and reporting program for youth called FITNESSGRAM. The assessment includes a variety of health-related physical fitness assessments designed to assess cardiovascular fitness, muscle strength, muscular endurance, flexibility and body composition.

Criterion-referenced standards associated with good health have been established for children and youth for each of the health-related fitness components. Each child will receive an individualized report card that summarizes his/her performance on each component of health-related fitness and provides suggestions for how to promote and maintain good fitness.

## School Nurse

A school nurse is available at each elementary school. The school health program is available to all students at no charge. In the event of an emergency, the school nurse will provide emergency medical care. Other services include: health screening — vision, hearing, dental, scoliosis, nutrition and development; health education — hygiene, nutrition, sleep and exercise; and other diagnosis, treatment and referral of health problems within the health nurse protocol. If you prefer that your child not access non-emergency services from the school nurse, please notify the school in writing within 10 days of enrollment.

## 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. diabetes, allergies, asthma, epilepsy. Written permission to administer medication must be on file in the clinic. Students are not allowed to have any type of medication on their person unless approved by administration. Medications must be kept in the clinic and administered by designated staff, unless otherwise authorized by a physician. Students authorized to self-administer such medications as inhalers for asthma, auto-injectable epinephrine for allergic reactions and medical needs for diabetes shall be instructed not to permit any other student to handle, possess or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. Medications **must** be in the **original labeled container** (no baggies, foil, etc.).

Parent/guardian must complete the “Authorization to Give Medication at School” form (available in the nurse’s office) and provide the medication and related equipment to the principal or school nurse. It will be 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. All medication must be taken directly to the office/clinic by the parent. 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.

## Illness

The school will make every effort to inform the parents of any illness or accident occurring at school that may need care or observation at home or medical attention.

**TO ASSIST US IN CONTACTING YOU, PLEASE BE SURE THAT YOUR CURRENT ADDRESSES AND CURRENT TELEPHONE NUMBERS ARE ON FILE IN THE OFFICE, ALONG WITH INFORMATION FOR EMERGENCY CONTACTS.**

Students who are ill need to remain at home for the sake of the student and his/her classmates. Students should not return to school until they are free from fever, vomiting or viral diarrhea for a full 24 hours without the assistance of medication. For questions in this matter, please feel free to consult with your school nurse. If a child returns to school before he/she is well, this usually aggravates the problem and may cause illness in other students.

## Head Lice (Pediculosis)

Every year, children come in contact with head lice. Dalton Public Schools’ procedures are adapted from the State of Georgia Head Lice Manual. We have chosen to adopt the Whitfield County Health Department’s Lice Protocols and Practices while still allowing school administrators, school nurses and school social workers the opportunity to intervene when necessary.

An infestation of head lice is generally a minor and temporary annoyance to the child. Head lice are not caused by poor hygiene or parental neglect. Head lice can happen to anyone. Children will not be excluded from school because of the presence of nits (lice eggs), except in extreme cases.

The state recommended procedures are to notify parent/guardian of suspected infestation, which includes the presence of live bugs and live nits. State guidelines report that transmission of head lice most often occurs with direct head-to-head contact so exclusion or isolation of the child is not necessary. However, in some cases, at the discretion of school administrators, students will be sent home for treatment.

# **Emergencies and School Safety**

## **Emergencies**

In weather-related or other emergency situations, information will be sent out on the district's mobile app and posted on district and school websites and social media, as well as the local radio and TV stations. If bad weather conditions are expected, check the district website at [www.daltonpublicschools.com](http://www.daltonpublicschools.com) or tune to the local radio and TV stations for information. Please make certain you keep your school office up-to-date on your current phone and email information so we may maintain your correct information in our computer-generated messenger system. You may download the free Dalton Public Schools mobile app on the App Store or GooglePlay.

DPS uses an automated messaging system to notify parents by e-mail or phone in case of a school emergency. Please be sure to keep your e-mail address and telephone number up-to-date in the school office so the district, school or teachers may send you important information.

## **Emergency Preparedness**

The district and each school have developed an emergency preparedness plan to assist personnel in dealing with any potential catastrophic events or emergencies. A copy of the plan can be reviewed in the school office. In the event the school building must be evacuated and students moved off campus, they will be transported to a family reunification site. Parents would be told where they could pick up their child via local TV and radio stations, the school's web page, mobile app, social media, an announcement posting on Parent Portal, and phone/email messages from the district's messenger system. Adults will be required to show identification when picking up children at a reunification site.

## **School Safety**

### ***See something, Say something!***

The Dalton Public Schools mobile app includes a Tip Line where anyone who sees or hears anything suspicious may report the information to a school administrator. Contact information is optional, so reports can be made anonymously. The app allows for the user to upload a photo or video related to a threat or suspicious activity. All reports are taken seriously and investigated by the school and/or district administrators.

## **Planning for Emergency Situations**

The safety of our students and staff is one of our highest priorities. The district and schools each have an Emergency Operations Plan that outlines specific procedures for emergency situations to help ensure the safety of all students, staff and visitors. Each year, students and staff participate in lock-down drills for weather-related emergencies, fire drills, and lock-down drills for threats inside or outside the school building.

## **What Parents/Guardians Should Do During An Emergency**

During an emergency, it is critical that a child's emergency contact information is correct and up-to-date. Please ensure that you update your address and/or phone number anytime you move or change phone numbers.

Encourage your child to follow their teacher's lead in an emergency. Talk with them about listening and following directions given to them at all times. Please don't call or come to the school in the event of a school lock down or crisis. It is critical that phone lines remain open and you should keep your phone available to receive updates on the situation. Parents who rush to the school impede traffic and hinder emergency response. Police will not allow anyone on the school grounds until the situation has been resolved. Please be assured that parents/guardians will be contacted as soon as possible when information is available.



# **Student Support Services**

the DPS Student Services office at 706-876-4506.

## **Student Assistance Program**

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.

## **Counseling**

Each school has a counselor, who provides classroom guidance and counseling for students. The primary objectives of these services are to help the student gain knowledge in self-understanding, getting along with others, personal safety, decision-making and responsibility; building career awareness; providing support for all school personnel; and assisting parents in understanding the physical, emotional and intellectual development of their child. The guidance counselor achieves these objectives by classroom instruction and small group and individual counseling.

Materials and books concerning specific parent-child problems are available to be checked out by parents. Parents can call the school counselor to discuss questions or concerns about their child.

## **School Social Work Services**

School Social Workers assist with the social and family needs of students and serve as a link between school, family, the student and community resources. Social workers may assist families in finding economic aid when appropriate; work with school, students and families on daily attendance; hold conferences with student and/or parents; make home visits; assist with student needs, such as school supplies, clothing, food for families; and consult with appropriate school personnel to determine necessary interventions. If you wish to make a donation to an assistance fund that supports children in need, contact



# **Collecting and Sharing Student Information**

## **Forms Required for Enrollment**

Each student must have copies of the following documents on file:

- Child's Social Security card and birth certificate;
- Georgia Proof of Immunization Form #323I;
- Georgia Eye/Ear/Dental Certificate Form #3300;
- Proof of home address in guardian's name.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dalton Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student'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 Dalton Public Schools to include this type of information from your student’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
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also 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

## **Use of Social Security Numbers**

We use technology in our school district to assist us in a number of areas. One of these areas involves student records and attendance. Our entire data system is based on the use of an assigned nine-digit number. We prefer, and think it is best, to use a child’s Social Security Number on student records for a number of reasons – nearly every child has a Social Security Number, the Social Security Number does not change; technical schools, colleges and other educational institutions use Social Security Numbers for numeric ID purposes; and unlike names and birth dates, each Social Security Number is unique.

For these reasons, we request that you supply us with your child’s Social Security Number. Georgia Law (OCGA 20-2- 150(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 confidentiality of your child’s Social Security Number and of your child’s school records. We, too, have these 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 it to you.
- Keeping track of grades and reporting it to you.
- As the numeric ID number to locate your child’s records in our computer system and retrieve it.

If we do not receive your child’s Social Security Number, we will assign your child a permanent nine-digit numeric ID number to be used for the above purposes. This number will be displayed on records and computer screens as FTE/SSN Number as would a Social Security Number.

Remember, you have the right to view 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 or have questions, please telephone the district’s Enrollment office at 706-876-4054.

## **Student Data Privacy Information**

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. Chief of Human Resources Mendy Woods 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).

## 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 (newspaper, television, etc.) and/or other organizations approved by the school. In addition, your student may be selected to participate in interviews for stories in the media in which he/she may be identified by name. **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 DPS.**

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.

## 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 and extra-curricular websites such as sports, band or on social media sites managed by the district, etc. If you do not want your student’s information/image posted on these websites, please notify the school in writing within 10 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 websites as described in this section.

If you have questions about this matter, please telephone the district’s Communication’s office at 706-876-4022.

## **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 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 above. 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.



## **Nondiscrimination and Sports Equity Notices**

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) in its educational programs, employment or activities receiving federal financial assistance. The district prohibits retaliation against any individual who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Employees, students and the general public are hereby notified that the Dalton Board of Education does not discriminate in any educational programs or activities or in its employment policies.

The chief of human resources has been designated as the employee responsible for coordinating the effort to implement this non-discriminatory policy. Inquiries

concerning the application of non-discrimination statutes and regulations to the policies and practices of the Dalton Board of Education may be addressed to:

Mendy Woods, Chief of Human Resources, Equal Opportunity Employment Coordinator  
Dalton Public Schools

P.O. 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)

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).

If your communication is related to discrimination based on disability or impairment, contact:

Pam Wiles, Director of Exceptional Student Services  
Dalton Public Schools

P.O. 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)

## **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, at the address, phone number or email address listed above.

If your communication is related to discrimination based on disability or impairment, contact: Pam Wiles, Director of Exceptional Student Services, at the address, phone or

email listed above.



## **Section 504 of the Rehabilitation Act of 1973 & Impartial Hearing Statement**

Section 504 of the Rehabilitation Act of 1973 is a portion of the Americans with Disabilities Act (ADA) that ensures students experience equal access to school-related activities regardless of a known or perceived disability. Dalton Public Schools has a procedure for ensuring that students with a mental or physical impairment, or perceived as having an impairment, experience equal access to school-related activities. If a parent or staff member has concerns about a student's access to school experiences, a Section 504 referral can be initiated by alerting the student's teacher, school counselor, or an administrator about their concerns.

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. Requests for an impartial hearing must be in writing to Pam Wiles, Dalton Public Schools’ Section 504 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 300 W. Waugh St, Dalton, GA 30720 or by telephone at 706-876-4023. Copies of the Section 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 101 Building (101 N. Thornton Ave. Dalton, GA 30722) or at any of the school offices.

## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of

the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



DALTON PUBLIC SCHOOLS

**2022-2023**

***CODE OF CONDUCT AND DISCIPLINE PROCEDURES***

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend our schools.

The schools' primary goal is to educate, not to discipline; however, when the behavior of an individual student comes in conflict with the rights of others, corrective action may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the policies, regulations, and rules set forth herein.

Such governing rules shall be published and disseminated to school personnel and students. Students will be asked to share this copy with parents. Additional copies will be available at each school and online.

The superintendent shall take appropriate action to assure the establishment and administration of procedures necessary to provide effectively for pupil control and discipline.

Parents are encouraged to become familiar with the policies, regulations, and rules of this district and to be supportive of these in their daily communication with their children and other individuals of the community.

In accordance with O.C.G.A. § 20-2-735(e), Dalton Public Schools encourages parents to inform their children on the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

THE DALTON BOARD OF EDUCATION

Matt Evans, Chairman  
Palmer Griffin, Vice Chairman  
Tulley Johnson, Treasurer  
Jody McClurg  
Sam Sanders

*This code was last revised June 2022.*

***STUDENT SAFETY:***

The Dalton Public School System endeavors to provide a safe and secure environment for all students, and takes precautions to ensure student safety. School officials may search any student if there is reasonable suspicion that he or she is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors, alcohol sensor devices, and drug or weapon sniffing dogs may be used at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of school administrators. Parents and students should be aware that all of these options are available to school officials and may be used.

*NOTE: Georgia law allows a school system to refuse to enroll, or to dismiss from enrollment under appropriate circumstances, any student who is found to be subject to a disciplinary order of another school system. Dalton Public Schools will consider enrolling students currently under suspension into the Dalton Alternative Education Program. Dalton Public Schools will not enroll a student under expulsion from another school system. (O.C.G.A. 20-2-751.2)*

## **CODE OF CONDUCT AND DISCIPLINE PROCEDURES**

This Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function, or event and while traveling to and from such events;
- On buses or other vehicles provided for student transportation by the school system and at school bus stops.

Students may also be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school which disrupts the educational process.

### **AUTHORITY OF PRINCIPAL:**

The principal is the designated leader of the school and, through assistance from the staff, is responsible for the orderly operation of the school. The principal's authority extends to include any student visiting the campus from another school. In cases of a student's disruptive, disorderly, or dangerous conduct not covered in this brochure, the principal may undertake corrective measures which he or she feels to be in the best interest of the school and the student involved. Principals and teachers have the authority to remove a student from the classroom. The superintendent shall fully support that authority pursuant to Code Section 20-20-738.

Students who violate acceptable conduct on a school bus distract the driver and jeopardize the safety of all who ride the bus. Failure to respond to correction of the bus driver shall be reported to the school principal who shall determine the consequences. Offenses committed on the bus carry the same penalties as shown in this brochure. In addition to the penalties listed in this brochure, the student may lose his/her privilege to transportation.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

When it is necessary to impose discipline, school administrators and teachers will follow a *progressive discipline process*. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors. Repeat offenses will subject the offender to a more severe disposition. Any student who repeatedly exhibits a pattern of behavior which interferes with the learning process of others will be identified as a chronic disciplinary problem student.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute appropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Dalton Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by the school and the superintendent or his/her designee in accordance with local board policy.

When a student is suspended for 10 days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. *If the student is suspended, school administrators will make reasonable efforts to contact the student's parents.*

School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

A Student Support Team at each school may be asked to function as hearings for any student who repeatedly commits offenses which could lead to a referral to the Disciplinary Tribunal. A Student Support Team may offer suggestions, recommendations, and/or provide resources that might prevent the need for the student to appear before the Disciplinary Tribunal. The student and parents will be requested to appear at such hearings.

School officials reserve the right to punish as appropriate any other behavior which is subversive to good order and discipline in the schools, or at school functions, even though such behavior may not be specified in the following written guidelines.

While suspension out of school is an unexcused absence, Dalton Public Schools expects teachers to provide assignments to students and/or parents upon request. Those assignments are to be accepted and graded as they are for students who are present.

## **DISCIPLINARY ACTIONS**

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning, Counseling and/or Hearing with a School Administrator or Counselor
- Loss of Privileges
- Isolation or Time Out within the guidelines established in State Board Rule 160-5.1-.35
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Fines
- Detention/Saturday School
- Suspension or Expulsion from the School Bus
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Temporary Placement in the Dalton Public Schools Alternative Education Program (DAEP)
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.
- Other Appropriate Remedial Actions in the discretion of school principals or administrators, consistent with Dalton Board of Education policy.

The Dalton Alternative Educational Program (DAEP) is a non-traditional learning environment that assists students in developing the academic and social skills necessary to be successful in the traditional learning environment. DAEP is operated by Dalton Public Schools for the benefit of our students and is located in the Annex building on the City Park School campus.

The Educational Program is designed to provide middle and high school students the opportunity to continue their education while serving long-term suspension from their home school (Hammond Creek Middle School, Dalton Junior High School, Dalton High School, or The Dalton Academy). Placement in the program is determined as appropriate by a Tribunal or Tribunal Waiver (waiving rights to a due process hearing). Each student will have his/her own work area with a computer. Academic course work will be accessed through an online curriculum with assistance from the teaching staff at DAEP in concert with their teachers from the home school. Counseling and social services will be provided by the home school.

## **OFFENSES WHICH WILL RESULT IN DISCIPLINARY PROCEDURES**

1. Alcohol and other drugs:
  - A. Purchase, sale, use, distribution, being under the influence of or possession of drugs, drug paraphernalia, other chemicals, tobacco, alcoholic beverages or other intoxicants, or the attempt to do any of the above. *(Any item or substance, which is represented to be a drug, chemical, tobacco, alcohol, or other intoxicant, will be treated as such.)*
  - B. Possession of medication in violation of school medication control procedures (See Page 7). *(Possession of medical marijuana (Low THC Oil) on school campus is such a violation.)*
2. Possession or use of a weapon. A student shall not possess, use, handle, or transmit any object that reasonably can be considered to be a weapon.
3. Possession and/or use of fireworks or other explosives.
4. Verbal assault:
  - A. Verbal assault, including threatening violence, of teachers, administrators, and other personnel.
  - B. Verbal assault of other students, including threatening violence or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.
  - C. Disrespectful conduct toward teachers, administrators, other school personnel, persons attending school related functions, or other students, including the use of vulgar or profane language. Insubordination, disrespectful or disorderly conduct, disobeying school rules, regulations or directives, disobeying orders of principals, teachers, or other supervisory personnel.

5. Physical assault, battery, or physical violence.
  - A. Physical assault or battery of teachers, administrators, or other school personnel. Acts of physical violence against teachers, school administrators, or employees will be dealt with in accordance with Georgia law. (*O.C.G.A. 20-2-751.6*) *A student who is alleged to have committed any act of physical violence (as defined below) against a teacher, school bus driver, or other school official or employee will be referred to a Tribunal. The penalty for committing a physical act of violence which causes physical harm against a school employee is expulsion for the remainder of the student's school years.*
  - B. Physical assault or battery of other students, including sexual harassment, as defined pursuant to Title IX of the Education Amendments of 1972.
6. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school, including the marking, defacing, or destroying of property of the school or other students during school or off-school hours.
7. Illegal or disruptive activity on campus.
  - A. Theft, bribery, extortion, solicitation, fraud, or acceptance of a bribe.
  - B. Activating a fire alarm under false pretenses, bomb threats, or other similar offenses.
  - C. Gambling.
  - D. Any behavior, which causes, encourages, or advocates any illegal or disruptive activity or behavior of any kind.
  - E. Use of profane, vulgar, or obscene words or gestures; indecent exposure; possession of pornography.
  - F. Inappropriate displays of affection.
8. Inappropriate use of a Dalton Public Schools computer, and any act or omission, which violates the Dalton Public Schools Internet Acceptable Use Policy IFBG and Regulation IFBG-R. Network users are informed and agree to the terms of use when accessing the Dalton Public Schools network
9. Misbehavior on school buses or other forms of transportation. Student behavior on school buses and in other vehicles provided for transportation is covered by the same standards and code of conduct which govern classroom behavior. Students who violate these standards of behavior or who fail to respond to correction by drivers shall be reported to the school principal.
10. Bullying, hazing, or harassment.
 

Harassment of any kind, or any behavior based upon a student's race, national origin, sex, religion, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, the use of racial, ethnic, religious, or sexual slurs, and other unwelcome or offensive verbal or physical conduct. Georgia law mandates that upon a tribunal finding that a student in grades 6 through 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. (*O.C.G.A. 20-2-751.4*) *Refer to No. 6 Bullying under "Definitions."*
11. Cheating on tests, assignments, or in any school-related activity.
12. Violation of attendance requirements
  - A. Failure to comply with compulsory attendance as required by O.C.G.A. 20-2-690.1
  - B. Violation of attendance procedures such as unexcused absences, unexcused tardies, cutting class, or leaving class or campus without permission. (*See Dalton Public Schools Board Policy JBD on absences and excuses.*)
13. Moving or non-moving traffic violations (*example: speeding, racing, reckless driving, failure to display parking decal, improper parking*).
14. Any off campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school, or which disrupts the educational process.
15. Loitering: It is unlawful for any person to be or remain upon the premises of any school, or within any school safety zone, of the Dalton Public Schools when that person does not have a legitimate reason to be present there. The principal at each school has the authority to prohibit any such person from loitering at the school or within the school safety zone. Any such person who fails or refuses to leave when asked to do so may be guilty of a misdemeanor. (*O.C.G.A. 20-2-1180*)

16. Electronic communication devices: Students of the Dalton Public School system may operate a cell phone (or any other electronic communication or personal interactive data storage or wireless access device such as a tablet or smartphone) at the discretion of school administration or personnel during instructional time as long as this type of device is needed to enhance instruction, or at any other time designated by school administration or by school personnel.
17. Dishonesty, deceit, or the giving of false information to school officials, including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by school employees. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.
18. Any gang-related activity that is reasonably likely to disrupt or adversely affect the educational climate or mission of the school. Such activity may include, but is not limited to, wearing or display of clothing, articles, paraphernalia, graffiti, symbols or gestures, assault, theft, extortion, hazing, or bullying.
19. Violation of the school dress code.
20. While on a school bus, a student must be prohibited from using devices that play audio (unless used with headphones), mobile phones, pagers, lasers, flash cameras, or any other device that may impair the driver's operation of the school bus.
21. Willful and persistent violation of student codes of conduct.

## **DEFINITIONS**

1. ASSAULT: An attempt to commit injury to another person, or any act or statement that reasonably places another person in fear of bodily harm. This may include verbal assault such as profanity, threatening, or abusive language.
2. AGGRAVATED ASSAULT: When any person assaults another: (a) with the intent to murder, rape, or rob; or (b) with a deadly weapon, or with any object which, when used offensively against a person, is likely to, or does, result in serious bodily injury.
3. BATTERY: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner, or in a way that physically harms the other person.
4. AGGRAVATED BATTERY: The offense of aggravated battery consists of maliciously causing bodily harm to another by depriving him or her of a member of his or her body, by rendering a member of his or her body useless, or by seriously disfiguring his or her body, or member thereof.
5. BRIBERY: The gift, offer, or promise of something of value to another person in an inappropriate, wrongful, or dishonest attempt to influence the person to whom the gift, offer, or promise is made.
6. BULLYING: An act that is:
  1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
  2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
  3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
    - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
    - B. Has the effect of substantially interfering with a student's education;
    - C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
    - D. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:

1. is directed specifically at students or school personnel;
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and,

3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this definition, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system

7. CHRONIC DISCIPLINARY PROBLEM STUDENT: A student who exhibits a pattern of behavior that interferes with the learning process of other students and which appears likely to recur, or as otherwise provided by law. (O.C.G.A. 20-2- 764)
8. DETENTION: A penalty assigned to students who violate the discipline code. Students are required to report to a specified school location and to remain in that location with a designated teacher or school official for a specified length of time. The student may be required to make up work missed, do assigned class work, or sit quietly while in attendance before school, during school, after school, or on a Saturday.
9. DISCIPLINARY TRIBUNAL: A group of school officials appointed by the Board of Education to sit as fact-finder and judge with respect to student disciplinary matters.
10. DRESS CODE:

The MINIMUM standard of dress for Dalton Public Schools students shall be as follows:

- Any articles that may reasonably be considered to be a safety hazard or potential weapon are prohibited.
  - Hair, including facial hair, shall be kept neat and clean. Hair which is painted or dyed unnatural colors and hairstyles that have a distracting appearance are prohibited.
  - Jewelry, body art, or tattoos that have a distracting appearance or that communicate gang allegiance or affiliation are prohibited.
  - Shoes must be worn at all times.
  - The wearing of oversized coats (*trench coats, overcoats, etc.*) is prohibited IN THE SCHOOL BUILDING.
  - Garments that expose the midriff, see-through or mesh clothing, halter or tank tops are prohibited.
  - Inappropriate form-fitting clothing is prohibited.
  - Students are prohibited from wearing hats, caps, hoods, combs or brushes in the hair, sunglasses (*except prescription sunglasses with a doctor's note on file*), or bandannas inside school buildings
  - Any type of apparel which has a reference (*i.e. pictures, symbols, words, etc.*) to pornography, alcohol, drugs, tobacco, sex, profanity, obscene language, suicide, violence, vulgarity, gang symbols/affiliation, cult symbols/ affiliation or ethnic, sexual, or religious disparagement is prohibited.
  - Excessively or inappropriately tattered, torn, or cut garments are prohibited.
  - Chains and dog collars are prohibited.
  - Skirts, dresses, and shorts should be no shorter than mid-thigh.
  - Low-cut blouses, low-cut dresses, or low-cut shirts are not appropriate for school and are prohibited.
  - Oversized clothing of any type, to include but not limited to wide leg and/or sagging pants, oversized shirts, or other garments is prohibited. Clothing must be size and age appropriate, neither too large nor too small.
  - Pants must be size appropriate and worn at the waist. Sleepwear or pajama pants are prohibited.
  - Proper undergarments should be worn at all times. Undergarments must not be visible.
11. DRUG: Chemicals, medications, or other substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or other animals, or which is intended to effect the structure or any function of the body of humans or other animals.
  12. LONG-TERM SUSPENSION: Removal of a student from school for more than 10 days..
  13. EXTORTION: Obtaining money, goods, or anything of value from another person by violence, threats, undue influence or pressure, or misuse of authority.
  14. EXTRA-CURRICULAR ACTIVITY: Any school-sponsored club, organization, athletic team, representative office or position. Examples include but are not limited to: school band, school clubs, athletic teams or athletic events, student government, class representative, activity committees or other committees, debate clubs and literary clubs, which are not part of the Instructional Program. The school principal or designee shall determine any question about whether or not this definition applies to an activity.

15. FIREWORKS: The term “fireworks” means any combustible or explosive composition, or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.
16. FRAUD: Willful misrepresentation of information which in fact causes another person to act in a way which causes that other person to suffer injury, harm, or loss.
17. GAMBLING: Engaging in a game or contest in which the outcome is dependent upon chance, even though accompanied by some skill, and in which a participant stands to win or lose something of value.
18. HAZING: The attempt to intimidate, harass, humiliate, embarrass, or ridicule another, especially with reference to initiation into clubs, societies, or groups.
19. HEARING OFFICER: An individual appointed by the Board of Education to sit as fact-finder with respect to student disciplinary matters.
20. INTERSCHOLASTIC SPORTS: Engaging in athletic contests with other schools as approved by the Georgia High School Association.
21. MEDICATION CONTROL PROCEDURES: Students are not allowed to have any type of medication on their person unless approved by administration. Medication must be kept in the clinic/attendance office and administered by designated staff, unless otherwise authorized by a physician. Medications must be in the original labeled container (no baggies, foil, etc.). Parent/guardian must provide specific instructions, as well as the medication and related equipment to the principal or school nurse. It will be 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. All medication will be taken directly to the clinic/office by the parent/guardian.
22. PHYSICAL VIOLENCE: Intentional physical contact with the person of a teacher, bus driver or other school official that is either insulting or provoking, or which causes physical harm, unless the latter is in self-defense.
23. PORNOGRAPHY: Material in the form of photographs, videos, magazines, or other media, of a sexually explicit nature or which, when taken as a whole, predominantly appeals to the prurient, shameful, or morbid interests, and when taken as a whole lacks serious literary, artistic, political, or scientific value.
24. SCHOOL SAFETY ZONE: The school safety zone is any real property or building owned by or leased to the Dalton Public Schools or Dalton Board of Education and used for elementary or secondary education purposes; including the Central Office in the Dalton City Hall, the Maintenance and Operations Building, The 101 Building, the Technology Center. The drop-off and pick-up zone at each school is defined as that area of roadway or parking area designated at each school where students exit and enter private vehicles.
25. SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, sexually suggestive comments, statements, jokes, teasing, other similar verbal or physical conduct, or any other conduct that may be defined as sexual harassment under Title IX.
26. SUSPENSION: Removal of the student from classes and/or the school campus. During all suspensions the student is excluded from all activities sponsored by Dalton Public Schools or its employees, both during and after school hours. Students suspended out of school (OSS) are not allowed on any campus of Dalton Public Schools at any time during the suspension. Students assigned to in-school suspension (ISS) are allowed on the campus of the in-school suspension only during the hours the school is in session.
  - A. IN-HOUSE SUSPENSION: Removal of a student from classes and assignment of that student to a designated supervisor until the problem is resolved.
  - B. IN-SCHOOL SUSPENSION: Removal of a student from a regular school program and assignment of that student to an alternative program away from peers.
  - C. SHORT-TERM SUSPENSION: Suspension for 10 or fewer school days.
  - D. LONG-TERM SUSPENSION: Suspension for more than 10 school days, but not beyond the current school quarter or semester.
27. THEFT: The offense of taking or appropriating any property of another with the intention of depriving him/her of the property, regardless of the manner in which the property is taken or appropriated.
28. TRUANCY: While subject to compulsory school attendance, being absent from school without justification for five days in school year.
29. WAIVER: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

30. WEAPONS: The term weapon is defined as any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. Weapons may include, but are not limited to:
1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
  2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon as described in paragraph one will be subject to a minimum of one calendar year expulsion in accordance with Dalton Board of Education Policy JCDAE – Weapons.

**NOTE:** *A student who is provided with the privilege of representing Dalton Public Schools as a participant in extra-curricular activities must accept the added responsibility of maintaining a high standard of conduct at all times. Since such a student serves as a representative of the school system, he or she must strive to uphold the Dalton Public Schools' Code of Conduct and Discipline Procedures as well as the guidelines set forth in the Dalton Public Schools' Interscholastic/Extracurricular Activities Student Behavior and Conduct Expectations.*

**NOTICE:** It is a criminal offense for any person to carry or to possess or to have under control any weapon within a school safety zone or a school building, school function or on school property or on a bus or other transportation furnished by the school. O.C.G.A. §16-11-127.1

**PUNISHMENT:**

A fine of not more than \$10,000; imprisonment for not less than two nor more than ten years, or both.

## ***PARENTAL INVOLVEMENT***

The Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.