



Dodge County Achievement
Center Student Handbook

2022-2023

1400 Martin Luther King, Jr.

Eastman, GA 31023

478-374-4756

Dodge County Achievement Center Handbook

PURPOSE

The purpose of the Dodge County Achievement Center (DCAC) is to allow students who have not, or cannot conform to the requirements society has set forth, specifically in the area of free public education, a final chance to take advantage of a quality education provided by this community. The faculty of DCAC will strive to give these students the opportunity to either return to the regular classroom with their peers, give them the means to complete their education separately, or insure the education of other students is not interfered with.

Mission

The mission of the **Dodge County Achievement Center** is to provide a meaningful and measurable alternative educational experience for students who have demonstrated difficulty or unconformity in the traditional school setting. The Dodge County Achievement Center is committed to provide a safe, positive, student centered, and academically equitable **Alternative Education Program** for all students attending the Dodge County School System.

Vision

The vision of the Dodge County Achievement Center is to maintain an environment of structure, equity, and control. **An environment designed to encourage students** to value the quality of instruction and participation provided to all the students attending the traditional school settings of the Dodge County School System.

All rules and regulations concerning student behavior at Dodge Alternative Center (DCAC) are designed to give all students an equal opportunity to participate in an orderly educational process. ALL homeschool rules and regulations apply and are subordinate to DCAC rules and regulations.

1. Attendance:

- a. No students are allowed on campus prior to 7:30.
- b. Students should enter, **IN** dress code (Sec. 9), through the bus ramp doors and report immediately to their assigned area.
- c. Students should be prepared for instruction with appropriate materials
- d. Tardiness will not be accepted. Students arriving after 8:30 will be counted as Tardy and their assignment to DCAC will be adjusted accordingly. **Three tardies equals an absence.**
- e. The school day ends at 2:30, students must be off campus/in transit at that time.
- f. Early release will be allowed only when a student provides written notification to the DCAC staff at the start of each day. Written notification must include the name of the person who will be responsible for the student. The student may only leave when they have been signed out of the Director's office by the person named on the written notification.

Daily class schedule:

7:30	Staff Arrival
7:30-8:00	Morning Arrival
8:00-8:15	Breakfast
8:15-11:15	Instructional Block 1
11:15-12:00	Lunch
12:00-2:30	Instructional Block 2
2:30	Early Bus/Drivers/Walkers
3:15	Dismissal

2. Campus Security:

- a. All students assigned to DCAC will be **searched** upon entering DCAC and will be subject to search at any time during the day.
- b. Students may **NOT** bring bags of ANY type, shape or size, except;
 - a. Female students may bring a SMALL purse, as determined by the Director.

c. The following items are **PROHIBITED AND WILL BE CONFISCATED** if a student brings them on campus: all electronic devices* including cell phones, pagers, devices to produce music, flash drives or cameras; lighters, alcohol, cigarettes, e-cigarettes, drugs, drug paraphernalia and weapons (as defined by the DCSS policy manual and student handbooks), and any other contraband to be determined at the Director's discretion.

- Students will **only** have access to the halls immediately adjacent to the DCAC classrooms and offices.
- Students may **only** use the restrooms in the DCAC hallway; no other restrooms in the building may be used.
- When students are required to leave the immediate area of DCAC, they will remain in single file and under the direct supervision of a DCAC faculty member.
- The telephone at school is for **emergency use only.** Students will be allowed to place calls at the discretion of the DCAC Director. **TEACHERS WILL NOT HOLD CELL PHONES FOR STUDENTS.**

***All electronic devices confiscated will be held by the DCAC Director. They may be retrieved by a parent at the next day at the end of school (increasing progressively as infractions occur according to DCAC Discipline Matrix)**

3. Student Progress:

Students assigned to DCAC are expected to maintain academic progress at a rate adequate to keep them on target with their peers at their home school. Students are required to complete thirty quizzes (30) of academic progress over a five-day week.

EARLY SIGN-OUT – A student who does not meet their academic requirements may not attribute the time deficit to early sign-out. Students who are signed out early will continue to be responsible for reaching their minimum academic progress time of 30 quizzes per 5 day week.

4. Student behavior:

- a. Classroom Disruption includes but is not limited to; making unnecessary noises, sleeping, being unprepared, unrelated talking during instruction, preventing other students from participating in instruction, and engaging in activities other than those conducive to the learning process (as determined by the faculty of DCAC).
- b. Classroom procedures include, but are not limited to:
 1. Raise your hand to be recognized,
 2. Do not get out of your seat without permission,
 3. Respect others and their property as you would want them to respect you and yours,
 4. The Teacher releases the students.
 5. Students may not be outside of their classroom without permission from a faculty member. No more than one student, at a time, per class may leave.
 6. Students will be assigned Community Service duties each week including;
Taking out trash from classrooms and offices,
Sweeping hallways and stoops,
Policing restrooms,
Lunchroom procedures.

Lunchroom procedures include:

Use the restroom in the DCAC hallway before going to lunch,

Form a single line to receive lunch,

Return in single fine line to classroom,

Students' will be assigned (on a rotational schedule) Community Service to help clean the lunchroom including:

Wiping tables,

Sweeping floors,

Taking out trash.

7. Trespassing:

Students assigned to DCAC are not allowed on ANY other Dodge County School

System campus for ANY reason. DCAC students are not allowed to attend ANY extra-curricular activities on or off ANY DCSS campus. (10 days added to DCAC days)

8. Seniors:

Any student designated as a SENIOR (or EIGHTH grader) and scheduled for graduation/promotion who is assigned to DCAC during their graduation year **will be prohibited** from participating in the graduation commencement exercises of their home school.

9. Transportation:

Students can be required to ride the bus, unless they have permission to drive or are being dropped off/picked up by a family member. Students may be required to ride a bus to or from school, if the DCAC principal and the Transportation Director determine it to be in the best interest of safety for the school system and the student.

10. Consequences: (Director's discretion applies to ALL situations)

a. Violation of the attendance policy;

1. Written reprimand and additional days' assignment to DCAC, based on the attendance violation (progressively increasing).
2. Upon the third offense, an Attendance Committee will meet for the purpose of determining student attendance to DCSS.

b. Violation of Campus Security;

1. Written reprimand and additional days' assignment to DCAC (progressively increasing).
2. Upon the third offense, Student Support Team meeting for the purpose of determining student attendance to DCSS.
3. A security violation that is determined to be a crime under the Ga. Code will result in a recommendation for tribunal to determine student attendance to DCSS.

c. Violation of the Student behavior/Dress code policy;

1. Written reprimand (**MIR**), counseling, and /or alternative attire,
2. Written reprimand, counseling, alternative attire and additional day's assignment to DCAC.
3. Upon the third major offense (as referred to in DCHS Student Handbook,

Offense Disposition, items 1-9), recommendation for tribunal to determine student attendance to DCSS.

d. Violation of the Trespassing policy;

1. Written reprimand and additional 10 days' assignment or OSS to DCAC.
2. A trespassing violation that is determined to be a violation under the DCBOE policy and/or the Ga. Code will result in a recommendation for tribunal to determine student attendance to DCSS.

11. Medication:

All medications to be administered at DCAC must be stored in the original container and secured in the Director's office. These medications are to be disposed of and/or administered by a designee of the DCAC Principal.

12. Positive Behavior Interventions & Supports (PBIS):

PBIS (Positive Behavioral Interventions and Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school wide, and classroom discipline systems.

The process focuses on improving a school's ability to teach and support positive behavior for all students.

With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning. PBIS Mission Statement: Building character and teaching responsibility by developing, outstanding, accountable, respectful students within a safe learning environment.

PBIS promotes optimal student achievement (academic and behavior) by using a proactive systems approach for creating and maintaining a safe and effective learning environment by utilizing a Positive Behavior Interventions & Supports system.

13. Dodge Alternative Center Dress Code:

PANTS

- Pants, Capri pants, or knee length shorts should be khaki in color.
NO BLUE JEANS.
- Pants are to be worn at an appropriate height (on the hips – absolutely **NO SAGGING), WITH A BELT.**
- Pants must not have logo, insignia, pictures or writing.
- **No low-rider or hip-hugger pants are allowed.**

- Items of clothing that are determined, by the staff and or LEA's, to be related to **GANG** activity will be treated as "gang symbols" and will result in a 5 day suspension.

SHIRTS

- All shirts must be polo style collared shirts.
- All shirts must have short, three-quarters, or long sleeves. No sleeveless tops are allowed.
- All shirttails must be worn tucked in pants. **NO exceptions!**
- No shirts may be worn inside-out.
- No see-through apparel or net apparel may be worn at any time. No low cut or see-through blouses, shirts, or jerseys may be worn. No undergarments should be visible.

No cleavage or mid-drifts are to be exposed.

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SHOES

- All shoes must be worn as designed, shoestrings or straps must be present and must be tied in a bow or fastened securely. Sandals **MUST** have a strap on the heel.
- No flip flops, bedroom shoes, slides, or heels higher than 2 inches.

SEASONAL WEAR

- Hooded Jackets will not be worn, but all jackets will be removed during searches and while in the building. Trench coats and excessively large jackets are prohibited.
- Hats and hoods are not to be worn in the building.

JEWELRY/BODY PIERCING/TATTOOS

- Body piercing, drawing and /or tattooing are **NOT** to be performed on oneself or on each other during classes, in the building at any time, nor on the bus at any time.
- No straws or studs of any type are to be placed in any body piercing.
- No jewelry is to be worn by boys or girls – **NO EXCEPTIONS**. Jewelry includes earrings, rings, watches, necklaces, pins, chains, grills, or artificial teeth (except as prescribed by a Dentist).
- Band-Aids are only to be worn if medically necessary.

Attendance Policy

Georgia law states that: "Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child or children between their seventh and sixteenth birthdays shall enroll and send such child or children to a public or private school under such penalty for noncompliance, as provided."

Attendance at Dodge Achievement Center is recorded by class period instead of by

the day. Therefore, an absence from any class period is counted.

Absences

The Dodge County Board of Education's official policy is that a student absent for more than 14 days per year will not receive credit for course work. ***This also applies to classes missed when students sign out early or sign in late.***

In the case of school closures due to unforeseen circumstances, the Dodge County School System will utilize a Distance Learning Plan for all students. In this plan, students are expected to continue learning and demonstrating mastery of their content. Each teacher will provide content and course-specific assignments for students to complete according to grade level and class type. Each school in the district has a Distance Learning plan and other resources on the school website and at the school's front office.

Dodge County Schools Special Education District Distance Learning Plan

First and foremost, the health and safety of our students is always top priority. In addition to Dodge County Schools Distance Learning procedures for all students, individualized distance learning plans will be created to consider students with disabilities needs and supports during any type of school closure. The following procedures for special education will be implemented during emergency school closures at any point during the school year:

- Special education teachers will be available for communicating with students and parents/guardians of both students on their caseload and with the special education students that they teach regarding these guidelines for the continuation of remote learning.
- All case managers will be encouraged to document at least one instructional support contact per week offering during any emergency school closure as consultative support to the students on their caseloads and may use a contact log that can be found in the google shared file for the special education department titled forms. Ways of providing support through communication may include email, text, or phone. Communication for resource availability or general information may be posted on the Dodge County Schools website, Facebook, or Remind 101.
- Special education teachers will plan and implement differentiated instruction to include modifications and accommodations as outlined in Individual Education Plans (IEPs) for the students that they teach.
 - Teachers with established Google Classrooms should continue to provide learning activities and tasks through the online platform. Many of our homes do not have access to high speed internet and rely on weak cell tower reception. In addition, some of these tower connections are on

limited data plans. Therefore, teachers will design learning activities and tasks in such a way that takes this into account.

- They may utilize existing software and web-based programs (I.e. Odysseyware, Unique Learning, Study Island, That Quiz, ABC Mouse, Education Galaxy, USA Test Prep, News ELA) to assign lessons, etc. That also means, students/parents will be supplied with login information. Parents may also be provided the following link: Digital Learning Resources found on GaDOE website <https://www.gadoe.org/External-Affairs-andPolicy/communications/Pages/Digital-Learning-Resources.aspx>
 - Teachers of students with disabilities who teach small group classes (resource) will create and send home packets (with students or parents can pick up from the school) as described for all students in the general expectations listed above if they do not currently use an online platform or to use to provide additional support.
 - Teachers of students with disabilities who serve their students in an interrelated program (co-teaching/collaborative/consultative models) will ensure that assignments provided by the content teacher (both hard copy and digital) are modified or accommodations are provided if that support is suggested by the student's IEP. Where there are consumable workbooks, they will be sent home with the students or parents can pick them up from the school.
- Additionally, special education students should be assessed on IEP goal progress during the distance learning process to the extent possible. Teachers of students with disabilities should include opportunities to work and progress on their individual IEP goals. This allows for students to work on skills specific to their IEP goals as well as grade level skills/content. These items may be in addition to those listed above or incorporated as part of the work in the packets.
 - Assistive technologies, to include items such as text read-aloud, will be made available to those students requiring such accommodations as outlined in IEPs.
 - Students needing speech, occupational and physical therapies: Therapist are encouraged to make weekly contacts with parents. Online resources are located on the Dodge County Schools Homepage.
 - Additional and specific packets of information will be sent to parents via email, via mail or a hard copy may be provided at the school for parents to pick up at any time.
 - Parents and families will be able to participate in teleconference IEP meetings. Special education teachers are available for communicating with parents/guardians regarding IEP meetings and other IEP information for the students on their caseload. If an annual review meeting or transition meeting is due to be scheduled or take place during the emergency closure, case-managers will contact parents and schedule the meeting via teleconference, if parents agree with this method. This is provided that all required members can attend. If it is not possible to hold the meeting via teleconference or if parents want a face-to-face meeting, case-managers will document this and will work to reschedule and reconvene these meetings as reasonably as possible after school resumes normal activity.

DCAC Corporal Punishment Procedures

Students and parents expect every teacher to administer firm, impartial, and courteous discipline. Redirection is needed for students who violate expectations. Corporal punishment may be administered after exhausting all other means, but only by the principal or his/her designee. It should never be resorted to except in cases of direct disobedience or other gross misconduct.

Reasonable discipline may include the administration of corporal punishment to a student, subject to the following requirements:

1. The corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.
3. Corporal punishment must be administered in the presence of a principal or his/her designee, who must be informed beforehand and in the presence of the pupil of the reason for the punishment.
4. The principal or teacher who administered corporal punishment must provide the child's parent, upon request, a written explanation of the reasons for the punishment and the name of the principal or his/her designee who was present.
5. Corporal punishment shall not be administered to a child whose parents or legal guardian have upon the day of enrollment of the pupil filed with the principal of the school a statement from the parent objecting to its use or from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.

Having read and understanding this policy,

I, _____,

(Parent Signature)

give permission / **do not give** permission, (Circle one) to the director of DCAC to administer corporal punishment to (Student's name) _____

based on the afore mentioned policy of the DCBOE.

Witnessed by _____

(DCAC Director)

(Date)

Your signature below indicates that you and your student have read the DCAC Handbook and agree to the DCAC rules and regulations. If you have any questions, please address them to the DCAC Director. Thank you for your cooperation in helping the DCSS staff provide a quality, safe education for all of our children.

Parent/Guardian **Date**

Student Signature **Date**

Administrator Signature **Date**

Movie Policy

Occasionally, students are allowed to watch movies in the classroom. All movies shown will carry the rating G or PG. I give permission for my child to view PG movies.

Parent/Guardian Signature _____

Surveys

My child has permission to complete surveys deemed necessary by the Georgia Department of Education, RESA, educational institutions, and the guidance and administrative staff of DCAC.

**Parent/ Guardian
Signature** _____

Student Name _____

Grade _____

DCAC Student Media Consent and Release Form

Throughout the school year, students may be highlighted in efforts to promote DCAC activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

DCAC nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. Also please understand that you will not receive monetary compensation for your child's participation.

DCAC, Dodge County Board of Education, employees, and other representatives are released and relieved from any liabilities, known or unknown, arising out of the use of this material.

Please sign IF YOU AGREE to allow DCAC and its employees, representatives, and authorized media organizations to print, photograph, and record your child for use in audio, video, film or any other electronic, digital and printed media.

Signature of parent or guardian _____ Date _____

Dodge County Achievement Center
1400 Martin Luther King Drive
Eastman, Georgia 31023
PARENT-SCHOOL COMPACT
2022-2023
Revised 5-5-22

Dodge County School District Goals:

We strive to increase student achievement by communicating and being partners with parents and students. We also provide and maintain safe and well-kept facilities in order to provide healthy and appropriate learning environments.

Dodge County Achievement Center Goals:

Georgia Standards of Excellence are implemented effectively and efficiently in 100% of classes. This is evidenced by students achieving at state performance targets on the Milestone tests in Biology, American Literature, Coordinate Algebra, and US History. In addition, students will demonstrate college and career readiness and obtain a graduation rate of 99%

School Responsibilities: Dodge County Achievement Center will:

1. Provide a high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the high student academic achievement standards.
2. Hold Parent/Teacher conferences during which this compact will be discussed as it relates to each individual student's achievement. Staff will be available for consultation with parents after students are dismissed or at a time mutually agreed upon by parent and staff member during the school year. The School-Parent Compact will be discussed at conferences to hold everyone accountable and ensure the student is successful at school. You may contact your child's teacher at 478-374-4756 to schedule a conference.
3. Provide parents with frequent reports on their child's progress. The school will provide progress reports as follows: progress reports will be sent home every 2 weeks, every 4 ½ weeks and report cards every 9 weeks.

Parent/Guardian Responsibilities: We, as parents, will support our child's learning in the following ways:

1. Have student in DAC as requested to complete assigned time to graduate on time.
2. Ask open ended questions of daily school work. Encourage good behavior at school for success.
3. Keep in close contact with teacher at DAC of progress of child and behavior by parent portal, emails, weekly communications.

Student Responsibilities: We, as students, will share the responsibilities to reaching high academic goals and standards in the following ways:

1. Be at school on time and ready to work each day.
2. Work on schoolwork for at least 16 hours of academic progress over a five day week.
3. Respect Classroom rules and others as listed in DAC handbook.
4. Maintain academic progress at a rate adequate to keep on target with their peers at their home school.

Dodge County Achievement Center, students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve that states high standards. This School/Parent Compact is in effect during the school year **2022-2023**.

Please sign and date below to acknowledge that you have read, received, and agree to the attached School Compact. Return and sign School Compact to your child's teacher. The School Compact will be discussed with you throughout the year at different parent involvement events and Parent/Teacher conferences as we work together to help your child succeed in school. We look forward to our partnership with you!

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature _____ Date: _____

STUDENT CODE OF CONDUCT

Student Offenses and Disciplinary Actions



Dodge County Schools

Dr. Susan Long, Superintendent
P. O. Box 1029 – 720 College Street
Eastman, Georgia 31023
www.dodge.k12.ga.us



HELP PREVENT POSSIBLE ACTIONS OF SCHOOL VIOLENCE

PLEASE REPORT ANY SUSPECTED INCIDENTS OF VIOLENCE OR WEAPON POSSESSION TO YOUR SCHOOL PRINCIPAL OR THE GEORGIA TOLL-FREE SCHOOL SAFETY HOTLINE:

1-877-729-7867

SCHOOL PRINCIPALS/DIRECTORS

Dodge Achievement Center	Dr. Patricia Connell	374-4756
Dodge Pre-K	Mrs. Keri Lancaster	374-6496
North Dodge Elementary	Dr. Sheila Honeycutt	374-6690
South Dodge Elementary	Mr. Russell Bazemore	374-6691
Dodge Middle	Mrs. Marcie Jones	374-6492
Dodge High	Mrs. Pam Melvin	374-7711

Este documento contiene informacion importante para la escuela. Si usted necesita esta information en Espanol por favor de llamar el Directorio de escolar Dodge en la Oficina. El numero es 478-374-3783. Gracias

To Dodge County Students and Parents:

The Student Code of Conduct is provided to serve as an overview of the various discipline strategies and actions used in the Dodge County School System. As you review the information contained in this code, you will observe that the disciplinary actions range from warnings or counseling to expulsion. Your knowledge of the information contained in this Code of Conduct will hopefully help us to maintain a positive school climate in our schools. Please be aware that further details regarding discipline can be found in the student handbooks for each school. The following information supports rather than replaces the information you may find in the individual school's student handbook. This Code of Conduct is not an all-inclusive list of misconduct for which a student may be disciplined. An act of misconduct not listed will be subject to the discretionary authority of the principal. Violations of the Code of Conduct and/or with local, state, and federal law may result in the termination of the opportunity to participate in extracurricular activities.

One discipline strategy utilized by our schools is In-School Suspension (ISS). This program serves as an alternative for students who would otherwise be suspended home. Students and parents are also reminded that actions which are in violation of local, state, or federal law may result in the notification of the appropriate law enforcement agency.

The Dodge County School System operates the Dodge Achievement Center. This program serves as an alternative to suspending or expelling students completely out of the school system. This allows students to continue with their studies until they can eventually graduate or return to regular school.

The Board of Education and the Dodge County School System seek the support of both parents and students in their approaches to student discipline. Overwhelmingly, we support the notion that our schools need to be safe places to learn.

This code of conduct and its rules and regulations are effective during the following times and in the following places:

- 1) on school grounds at any time.
- 2) off school grounds during a school activity, function, or event.
- 3) en route to and from school.
- 4) en route to and from school functions, activities, or events.

Please review the discipline code that follows. We earnestly desire your support for an effective school discipline program.

Dr. Susan W. Long, Superintendent

**Please note, each student will be given a handbook containing the Code of Conduct at the beginning of each school year. The handbook will also be available on the school's and district's website, and in each classroom. I know that I may also request an additional copy from the school at any time.*

Dodge County Schools Student Code of Conduct-

*****DAC HAS SPECIFIC DRESS CODE RULES THAT ARE NOT MENTIONED IN THIS SECTION*****

It is the purpose of the Dodge County School District to operate each school 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 the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct. The 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 vehicles provided for student transportation by the school system and at school bus stops.

Also, students may 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 the persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code as well as those within the Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and school provided any such action does not violate school board policy or procedures.

Progressive Discipline Procedures

*****DAC HAS SPECIFIC DISCIPLINE PROCEDURES THAT ARE NOT MENTIONED IN THIS SECTION*****

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. 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 inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention

- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- 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.

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 Dodge County 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 parents and administrators from both the home school and the Dodge Achievement Center. The Dodge County Board of Education shall approve tribunal training provider(s). It shall also make available to all qualified student discipline hearing officers and disciplinary tribunal or panel members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The Dodge County Board of Education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

Before a student is suspended for ten 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, the student's parents will be notified if possible. 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.

School officials may search a student if there is reasonable suspicion the student 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. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

Behavior Which Will Result in Disciplinary Procedures

*****DAC HAS SPECIFIC DISCIPLINE PROCEDURES THAT ARE NOT MENTIONED IN THIS SECTION*****

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

Physical assault or battery, including sexual battery, of students or persons attending school-related functions: possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

Physical violence against a teacher, school bus driver, or other school personnel:

1. Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in

kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

2. Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

Verbal assault including threatened violence of teachers, administrators, and other school personnel.

Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including use of vulgar or profane language.

Any behavior based on a student's race, national origin, sex, 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, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.

Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner.

Violating the school/school system's acceptable use of the Internet/electronic resources agreement/policy.

Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, Cannabidiol (CBD) product, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, inhalant, prescription drug not currently prescribed for possessing student, or alcoholic beverage or other intoxicant or substance that creates the same effect of the items listed.

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol or any of the items listed here.

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.

Failure to comply with compulsory attendance as required under Code Section 20-2-690.1.

Inciting, advising, or counseling of others to engage in prohibited acts.

Willful and persistent violations of the student code of conduct.

Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-

127.1: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. 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.
 - a. Students who possess any weapon described in paragraph 1 will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.
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.

- a. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate based on the seriousness of the offense, the age of the student and other relevant factors.

Possession or use of tobacco in any form, including e-cigarettes.

Marking, defacing, or destroying school property (vandalism); and/or marking, defacing, or destroying the property of another student. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school.

Theft.

Extortion or attempted extortion.

Possession and/or use of fireworks or any explosive.

Activating a fire alarm under false pretenses or making a bomb threat.

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.

Classroom and school disturbances and/or disruption.

Violation of school dress code.

Use of profane, vulgar, or obscene words or indecent exposure.

Possession of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the school administration.

Inappropriate public displays of affection.

Gambling or possession of gambling devices.

Moving and non-moving driving violations.

Giving false information to school officials.

Cheating on school assignments.

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.

Falsifying, Misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

Bullying: Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Criminal law violations/Off-Campus Misconduct: A student whose conduct off campus results 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 education process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

The General Assembly of the State of Georgia has directed, through the Official Code of Georgia 20-2-735, that our Code of Conduct encourage parents to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

Definition of Terms

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

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.

Bullying: In accordance with Georgia law, Bullying is defined as an act which occurs 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 that is 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 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 also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not 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. 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.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment (paddling) of a student by a school official in the presence of another school official as provided for and outlined in Georgia law.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. Students are given advanced notice so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Superintendent to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook for each school.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or by a signed waiver.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance of 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.

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.

In-School Suspension: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

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.

Weapons: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this Code of Conduct includes, but is 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.

Student Support Processes

The Dodge County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention, Student Support Teams, school counselors, and chronic disciplinary problem student plans. When a student's behavior becomes a chronic discipline problem, the principal or principal's designee shall send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians. Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee. **Through one or more school or school related organizations, students may have access to a mentor. Parents who are interested in their child being assigned a mentor should notify the school principal of this desire.**

Parent Involvement

This 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 on-going 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.

Visitors on Campuses and in Schools

To enhance student safety as well as to comply with Georgia law, "any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his/her presence at the school immediately upon entering the campus. Unless otherwise allowed by the state law, the person failing to check in at the designated location may be guilty of a misdemeanor.

Student Conduct on School Buses

The goal of the Transportation Department of the Dodge County Board of Education is to transport children in a safe and timely manner to and from school. While the law allows the school system to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, and only at that time, does he or she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the

appropriate bus stop at the end of the day. It is the intent of the Dodge County School System to operate a safe and efficient transportation program for students. Such intent is predicated on desirable behavior of bus passengers and consequences of misbehavior. Bus incidences will be dealt with by the Transportation Director and a school administrator. Since the bus is considered an extension of the classroom, discipline for incidents on the bus may also include discipline on the school level as well.

Bus Misbehavior

The following specific provisions shall govern student conduct and safety on all school buses:

1. All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;
2. During regular school day transportation, students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device. On field trips, driver discretion should be used regarding students' use of any electronic devices.
3. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices.
4. If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, a student shall be subject to the penalties set forth in such Code Section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, a meeting of the parent or guardian of the student and the appropriate school district officials will be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline penalties, and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. If a student is suspended from one bus route, he or she may not ride another bus to and from school.

Student Behavior Expectations

Outside the bus pupils shall: Be at the designated bus stop at scheduled time; Never stand or play in the roadway; Line up orderly and safely away from the traffic lane until the bus has completely stopped; Board the bus in a safe and orderly manner without pushing or shoving; Follow the bus driver's instruction carefully by proceeding safely and alertly when getting off the bus and/or crossing the roadway; Exit the bus at their assigned stop, unless prior written permission from the parents has been given to the school and subsequently to the driver; Go home promptly after leaving the bus at the end of the school day.

Inside the bus pupils shall: Go immediately to their seats and courteously share seats with others boarding the bus; Sit in assigned seat (Bus Drivers have the authority to assign seats.); Be held responsible for any vandalism that may occur to the seats in which they ride. (Promptly report any damage found to the bus driver.); Change seats only with the bus driver's permission, and only when the bus is not in motion; Get on or off the bus only when it is completely stopped; Cooperate with any bus monitor on duty; Cooperate with the bus driver to keep the bus clean. Eating and drinking on the bus are prohibited; Observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving; Keep head and limbs inside the bus windows at all times; Report any open exit or released latch to the bus driver immediately; Provide enrollment information to bus driver as requested.

Consequences of Inappropriate Behavior

Consequences for inappropriate behavior on the school bus may consist of the following based on the severity and nature of the behavior:

- Verbal Warning by Driver/Administrator
- Written warning
- Written referral
- Meeting with Parent
- Loss of bus privileges for 3, 5, 10 days
- Loss of bus privileges for the semester or school year
- Any other appropriate consequence as prescribed the school Code of Conduct, Student Handbook, or Georgia State Law

Notification of Rights Under PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information”.** If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - a. Political affiliations;
 - b. Mental or psychological problems of the student or student’s family;
 - c. Sexual behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of student’s family members;
 - f. Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student’s parents; or
 - h. Income other than that required by law to determine program eligibility.
 - i. A survey that concerns any of these points is called a “protected information survey”.
2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - a. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - b. Any protected information survey, regardless of funding; and
 - c. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health, and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - a. Protected information surveys of students (including any instructional materials used in connection with the survey);
 - b. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.
4. **Receive notification of district policy.** The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Public School Choice Options

Under state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia. A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student’s existing individualized education program. If the parent chooses this option, then the parent shall be responsible for transportation to the school. The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student’s existing individualized education program. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system. The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend if that setting is appropriate for the student’s needs. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for

more information about transferring to a State School.

Private School Choice Option

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>.

Teacher Authority & Administrative Support

Georgia Code provides that a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student's code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each school principal shall implement the policies and procedures of the superintendent and local board of education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students. Removal from the classroom may mean for as little as one class period or up to permanent removal. It will be the goal and expectation that all parties involved will work to restore the student's regular placement in the classroom where the student demonstrates appropriate respect for the classroom teacher and the learning environment.

School Closing Procedure

The primary consideration regarding whether to have school on bad weather days will be the safety of our children. Heavy rain, and on some occasions, snow and ice, cause some of our primary and secondary roads to become unsafe. If a threat to health and safety exists, school will be dismissed. Once the decision is made the local radio station will be used to communicate the decision. The superintendent will make a decision regarding school closing by 6:00 A.M. The decision will be communicated by WUFF 97.5 FM, or you may tune into Channel 13 WMAZ TV. In addition, the emergency calling system will be utilized. Therefore, it is extremely important to report changes in telephone numbers to your child's school. The call system pulls numbers from our student information system.

Discrimination or Harassment

The Board of Education prohibits discrimination or harassment and retaliation for reporting such acts against students on the basis of race, color, national origin, sex, religion or disability. Students/ parents are entitled to express concerns or dissatisfaction regarding discrimination because of race, color, national origin, sex, religion or disability. The purpose of this procedure is to describe a process that can be used to resolve such concerns or dissatisfaction. Students/parents may discuss matters informally with teachers, counselors and administrators at the school level. Special Education teachers and Special Education coordinator are also available to provide assistance to students and/or parents who feel that the school or school system has discriminated against students with disabilities. If matters in question in the above paragraphs cannot be resolved informally and the student/parent feels that a formal complaint should be made, then the student/parent should use the complaint process outlined in Policy JAA, which is available on the district's website.

Sexual Harassment

Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
4. "Dating Violence"- sex-based violence committed by a person-
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interaction between the persons involved in the relationship; or
5. "Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or
6. "Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
 - a. fear for his or her safety or the safety of others; or
 - b. suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

1. 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 this act to any teacher, counselor, or administrator at his/her school.
2. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
3. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone followed by a written report in writing. If requested to a child welfare agency providing protective services, as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.
4. Reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Drug Free Schools

Rationale

The foremost priority of the Dodge County School System is to provide a safe and secure environment for all students with a deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental, legal, and ethical obligation to prohibit drug use and to maintain a drug-free educational environment.

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates, or intoxicants of any kind. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.

2. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension or expulsion.
3. Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or administrative staff.
4. Compliance with the standards of conduct is mandatory.

As a part of certain school/educational programs, students will participate in anonymous surveys periodically. If you prefer that your child NOT participate, please notify your child's principal in writing. Otherwise, consent is implied. A copy of all surveys is available for review upon request.

Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Dodge County School System does not discriminate on the basis of gender in its athletic programs. The sports equity school-level contact is:

Ray Hardin, Athletic Director
350 Pearl Bates Road
Eastman, GA 31023
(478)374-7711.

Inquiries or complaints concerning sports equity in this system may be submitted to the sports equity coordinator.

FERPA Directory Information Notice

The Dodge County School System has designated the following information as directory information:

1. Student's name, address and telephone number.
2. Student's date and place of birth.
3. Student's participation in official school clubs and sports.
4. Weight and height of students if he/she is a member of an athletic team.
5. Dates of attendance at the Dodge County School System schools; and
6. Awards received during the time enrolled in Dodge County School System.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal of your child's school in writing within 30 days of the first day of school, or upon enrollment if after that point.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"). You have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a written request identifying the record(s) they wish to inspect. The administration will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official

needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

4. File with the United State Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Dodge County Board of Education to comply with the requirements of the Act of the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

Civil Right Laws

Federal Law prohibits discrimination or harassment on the basis of race, color or national origin (Title I of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Dodge County School System does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the department's effort to implement nondiscriminatory policies.

Perkins Act	Richard Gay
Title VI	Dr. Denise Brown
Section 504 & ADA	Tonya Brown
Sports Equity Coordinator & Title IX	Tonya Brown

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, Sports Equity or Section 504 and ADA to the policies and practices of the school system may be addressed to the persons listed above at the Superintendent of Schools office; to the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or the Director, Office for Civil Rights, Education Department Washington, D.C. 20201.

Section 504 Procedures

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 the school system's Section 504 Coordinator; 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 school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Parental Right to Know

In compliance with the requirements of the Every Student Succeeds Act (ESSA), parents may request the following information:

Whether the student's teacher—

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
3. is teaching in the field of discipline of the certification of the teacher.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents will be notified by the school when their child has been taught for four consecutive weeks/20 days by a teacher who does not meet the professional qualifications set forth by the Dodge County School system. If you wish to request any of this information, please contact Mariella Douglas, Director of Curriculum and Professional Learning, at 478-374-3783, or email her at mdouglas@dodge.k12.ga.us.

Acceptable Use and Internet Safety Guidelines for the Computer Network of the Dodge County School District

The Dodge County Schools Computer Network is established for the educational and professional use of Dodge County Schools' students, faculty, and staff ("Users"). This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to Dodge County Schools Network and the Internet. Users are expected to conduct themselves on the Dodge County Schools Network in the same fashion as they do elsewhere in the community. Users who violate

this Policy will have their Dodge County Schools Network privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. Dodge County Schools may also report offenders to applicable law enforcement agencies.

The Dodge County Schools Network provides access to the global Internet. Dodge County Schools have taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. Dodge County Schools believe that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the Dodge County Schools Network relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form is legally binding and indicates the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

Dodge County Schools Network - Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – The Dodge County Schools Network includes all hardware, software, and network services used by the Dodge community. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of the Dodge County Schools Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of Dodge County Schools. The Technology Office and/or School Administration will deem what is inappropriate use and will refer any such conduct to Dodge County Schools Administration. Dodge County Schools, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the Dodge County Schools Network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the Dodge County Schools Network and the Internet must be consistent with this Policy and all policies and practices of Dodge County Schools, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

Dodge County Schools routinely monitor usage of the Dodge County Schools Network and may review any communications on its systems. Dodge County Schools is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of Dodge County Schools. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Dodge County Schools to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the Dodge County Schools Network. The following guidelines will help maintain Dodge County Schools Network security:

- If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
- Do not allow anyone else to use your account and do not use another individual's account.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Dodge County Schools Network.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness. In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document. Downloading or loading of software on Dodge County Schools' computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the School's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. All software purchases must be approved by the technology staff. Students may not use school computers to access any Internet site or sites that contain information that is inappropriate

for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

1. Students may not access, upload, download, transmit, display or distribute:

- a. offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- b. distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- c. inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student’s health or safety.
 - i. If a student is uncertain as to whether or not a site’s material might be considered inappropriate, the student should consult his or her teacher or a member of the administrative staff for clarification.

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system. Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.
4. Misrepresentation of Dodge County Schools, staff or students.

Safety

Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Due to the rapidly changing technology environment, Dodge County Schools reserve the right to determine if an action not listed in this document is inappropriate, and the student may be subject to discipline.

Hardware

Student Chromebooks/Devices are managed in order to allow for student use of systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration. Modification can be considered either opening the case or changing hardware or software settings. Students are responsible for any damage on their computers. Dodge County Schools Information Technology offers a Guest Network for connection purposes.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that is inappropriate or unacceptable.

Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet.
2. Use any form of “instant or private messaging” software on student devices.
3. Install any applications or software onto Dodge County Schools’ computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to Dodge County Schools systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on Dodge County Schools computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other Dodge County Schools networks to perform any illegal or

- inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
 12. Attempt to log onto the network as a system administrator.
 13. Any user identified as a security risk may be denied access to the network.
 14. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.
 15. Any damage to the student Chromebook/or device is the responsibility of the user.

Consequences

Use of school's internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

- Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment.
- Any student violating the terms of this document will receive appropriate disciplinary action as defined by the school administrations.
- Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.
- The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of Dodge County Schools may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Improper Use and Content

Users may not use the Dodge County Schools Network for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.
6. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

Dodge County Schools shall, in its sole discretion, determine whether such conduct violates this policy and any other policies of Dodge County Schools. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Social Networking Sites

While Dodge County Schools respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage Dodge County Schools' reputation, its employees, or its students or their families. Student use of social networking sites is prohibited on Dodge distributed technology devices. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Dodge County Schools strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. If an employee has a community that extends to persons who are parents, alums, or other members of the Dodge County Schools community, she/he must exercise good judgment about any content that is shared on the site.

Additionally, employees, students and families should adhere to the following guidelines, which are consistent with Dodge County Schools' community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Users should not make statements that would violate any of Dodge County Schools' policies, including its policies concerning discrimination or harassment;
- Users must uphold Dodge County Schools' value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;
- Users may not disclose any confidential information of Dodge County Schools or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

Dodge County Schools has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If the school believes that an employee's activity on a social networking site, blog, or personal website may violate the school's policies or otherwise may have a detrimental impact on the learning environment, the school may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action. Dodge County Schools reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that Dodge determines may impair or negatively impact the reputation of the school.

Theft and Vandalism

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. Dodge County Schools will not allow the copying or storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on Dodge County Schools Network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a "virus," attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Do not reveal personal information – your address or telephone number, or those of students or colleagues.
- Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
- Do not use the Dodge County Schools Network in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

Dodge County Schools makes no warranties of any kind, whether express or implied, concerning this service. Dodge County Schools shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. Dodge County Schools denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this Policy are applicable to the use of computer resources at Dodge County Schools, in addition to internet use.

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines, which connect Dodge County Schools Network both internally and externally, are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. Dodge County Schools reserves the right to require the purging of files in order to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space. By signing this electronic technology and Internet contract, both student, parent/guardian and staff are stating that they have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at Dodge County Schools. Violations may result in a loss of access as well as other disciplinary and/or legal action.

Compulsory Student Attendance

Georgia Code Section 20-2-690.1 establishes consequences for parents and students who fail to comply with compulsory school attendance. The law establishes that: "Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon

conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense." Furthermore, it is recognized that students who miss more days from school typically do not perform as well in their academic achievement. For both educational purposes as well as for compliance with state law, parents or guardians are strongly encouraged to insure that students arrive at school on time, remain at school all day, and attend school unless extreme and justified circumstances merit their absence. The Dodge County School System's Attendance Protocol establishes penalties and procedures for enforcing excessive tardiness, early releases, and absences. Violation with the court sanctioned attendance protocol may result in referrals to the Department of Family & Children Services, Department of Juvenile Justice, and/or the Superior Court. Help us support student achievement by supporting student attendance.

Student Organizations, Clubs, and Co-Curricular Organizations

*****DAC DOES NOT OFFER ANY CLUBS OR STUDENTS ORGANIZATIONS*****

Each school offers unique opportunities for student involvement. These organizations are comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. The specific opportunities offered at each school are included in the school's student handbook. Any parent or legal guardian can decline permission for his or her student to participate in a club or organization by signing the form provided and returning it to your child's respective school.

Code of Conduct Acknowledgement

Please sign below indicating that you have read the Student Code of Conduct and return the form to your child's school. If you have any questions, please talk with your child's principal or his/her designee. Thank you for your cooperation in helping the system provide a quality education for all of our children. ***(Every student, regardless of age, must read and sign below)***

- 1. Acceptable Use and Internet Safety Guidelines Student and Parent/Guardian Agreement (pages 16-20):** I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Guidelines. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my/my child's access privilege may be revoked and school disciplinary action may be taken against me. If I am signing this agreement when I am under 18 years of age, I understand that when I turn 18 years of age, this agreement will continue to be in full force and effect, and agree to abide by this agreement.
- 2. Compulsory Student Attendance (page 21):** I have read, understand and agree to abide by the terms of the Compulsory Student Attendance Laws
- 3. Student Conduct on School Buses (pages 9-10):** I have read, understand and agree to abide by the terms of the Student Conduct on School Buses rules.
- 4. I understand that each student will be given a handbook containing the Code of Conduct at the beginning of each school year. The handbook will also be available on the school's and district's website, and in each classroom. I know that I may also request an additional copy from the school at any time.**

Student Name (PRINT CLEARLY)

Student Signature

Parent Name (PRINT CLEARLY)

Parent Signature

Phone Number

Date

Student Physical Address

City

Zip Code

Parent/Student Signature Page (ESPAÑOL)

Code of Conduct Acknowledgement

SE PUEDE SUMINISTRAR UNA VERSIÓN EN ESPAÑOL BAJO PEDIDO. Por favor firme abajo indicando que ha leído el Código de Conducta Estudiantil y devuelva el formulario a la escuela de su hijo. Si tiene alguna pregunta, por favor hable con el director de su hijo o la persona designada por él. Gracias por su cooperación para ayudar al sistema a brindar una educación de calidad para todos nuestros niños. (Todos los estudiantes, independientemente de su edad, deben leer y firmar a continuación)

1. Pautas de uso aceptable y seguridad de Internet Acuerdo entre el estudiante y el padre / tutor (páginas 16-20): He leído, entiendo y acepto cumplir con los términos de las Pautas de uso aceptable y seguridad de Internet anteriores. Si cometo alguna infracción o de alguna manera uso indebidamente mi acceso a la red informática del distrito escolar e Internet, entiendo y acepto que mi privilegio de acceso o el de mi hijo puede ser revocado y que la escuela puede tomar medidas disciplinarias en mi contra. Si firmo este acuerdo cuando sea menor de 18 años, entiendo que cuando cumpla 18 años, este acuerdo seguirá estando en pleno vigor y efecto, y acepto cumplir con este acuerdo.
2. Asistencia Obligatoria de los Estudiantes (página 21): He leído, entiendo y acepto cumplir con los términos de las Leyes de Asistencia Obligatoria de los Estudiantes
3. Conducta del estudiante en los autobuses escolares (páginas 9-10): He leído, entiendo y estoy de acuerdo en cumplir con los términos de las reglas de Conducta del estudiante en los autobuses escolares.
4. Entiendo que a cada estudiante se le dará un manual que contiene el Código de Conducta al comienzo de cada año escolar. El manual también estará disponible en el sitio web de la escuela y el distrito, y en cada salón de clases. Sé que también puedo solicitar una copia adicional a la escuela en cualquier momento.

Nombre del estudiante (ESCRIBA CLARAMENTE)

Firma del estudiante

Nombre del padre (ESCRIBA CLARAMENTE)

Firma del padre

Número de teléfono

Fecha

Dirección física del estudiante