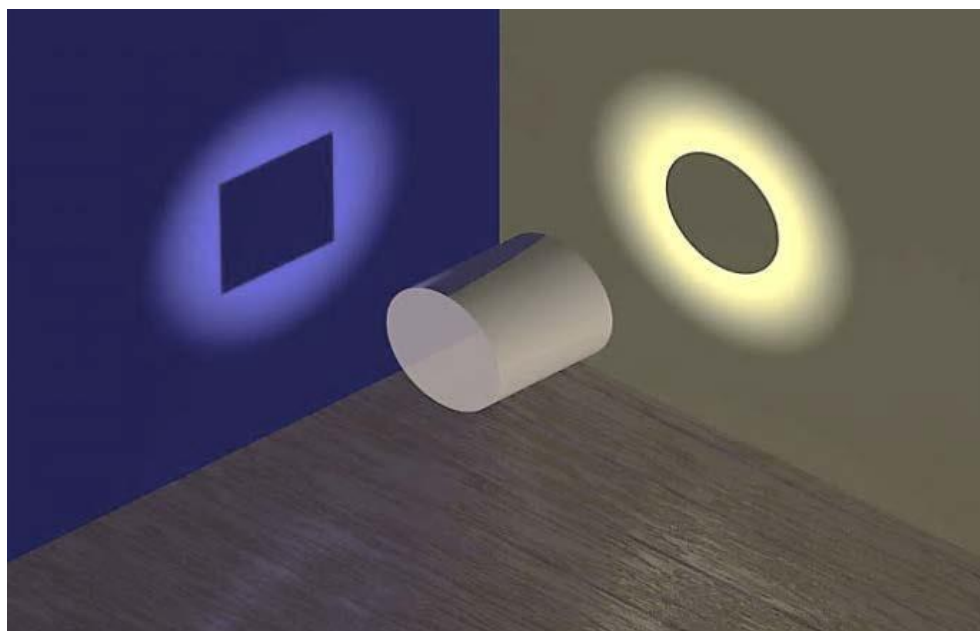


DODGE PERFORMANCE LEARNING CENTER

Student Handbook



2024-2025

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DODGE COUNTY SCHOOL SYSTEM MISSION STATEMENT
Making a Difference: Every Student. Every Day.

DODGE COUNTY SCHOOL SYSTEM VISION STATEMENT
Educating today's students to succeed in tomorrow's world.



What is the Dodge Performance Learning Center?

The Dodge Performance Learning Center is a small, non-traditional Dodge County School geared towards students who are not succeeding in or who have disengaged from the traditional high school setting and for those who are desirous of a smaller, blended computer-based learning environment. The DPLC maintains a business-like environment and emphasizes personal support. The program includes an intense academic component anchored by an online instructional system and project-based learning. The DPLC serves as a partnership between Dodge County Schools and Communities in Schools, Inc. Initially, DPLCs were funded through the help of the Bill and Melinda Gates Foundation, private foundations and businesses. DPLCs serve as one of many dropout prevention strategies created by Communities in Schools, the U.S.'s oldest non-profit organization dedicated to keeping students in school.

Performance Learning Centers work to focus students not just on graduation, but life and education beyond high school. Preparation for college and a career are the standards for DPLCs. DPLC students are encouraged to start actively planning their future and take the steps necessary to make their plans a reality. Summarily, the program's goal is to assist in getting students graduated on time while providing services to assist with next steps i.e. college, military or workforce.

WHO DOES IT SERVE?

- Beginning 3rd year students with 10-15 credits who are not classified as Juniors.
- Transfer students who arrive in mid-semester and stand to audit classes.
- 5th year seniors.
- Other special circumstances may be considered.

Because of the accelerated independent nature of the classes at DPLC, students with chronic behavior issues and students who receive intensive EL & SPED services have not been viable candidates for the program in the past. However, each student will be interviewed and considered for entry into the DPLC on an individual basis.

HOW DO I ENROLL?

1. An application may be obtained at the DAC or PLC office.
2. The recommender and the student may complete the application together.
3. Once the application has been completed, the form must be submitted to the DPLC office, preferably by the student and parent, along with attendance records, behavior records, transcripts, and proof of Dodge Co. residency.
4. At that time, the office will attach academic records to the application and DPLC will review the application for completion.
5. If completed, the DPLC office will give the student a date, time (if needed) for an interview at the DPLC with the DPLC Admissions Screening Committee.
6. At the interview, students are expected to have a parent or guardian present. If a student is independent, they may come alone. The student must provide his or her own transportation to and from the interview.
7. During the interview, the student will be asked questions regarding his/her student academic/behavior history and why they want to attend DPLC.
8. Candidates may be required to complete an entrance exam.
The student will then either be:
 - a. Accepted with a beginning date and instructed to clean out lockers and return materials to the high school. **All fees and fines must be paid by the student at his or her home school before acceptance into the PLC program.**
 - b. Referred to adult education opportunities and directed to the proper main campus resource for additional assistance – a counselor, and EL/ SPED case manager.
9. The student enrollment process is an ongoing one. A student's needs and extenuating

circumstances may expedite one's acceptance.

WHAT'S THE DIFFERENCE?

DPLC students are not DCHS students. However; DPLC students are eligible to participate in all sanctioned DCHS extracurricular activities, provided that the student is in good standing with both schools and eligible according to all GHSA requirements.

INSTRUCTION:

In classrooms of no more than 15 students per class, all core subjects and business education courses are offered. All teachers are Highly Qualified and provide individualized instruction and/or assistance, as determined by student need. Students use a blended learning approach toward course completion. Each course has 3-4 parts:

1. **Computer Work Computer Work** (60% computer based learning). Students will use a computer based program for instruction.
2. **Textual Assignments** (20% assigned reading of approved texts)
3. **Projects** (10% service learning, job shadowing, edgenuity, etc.)
4. **Note Taking** (10% every lesson must have written notes to be used for lesson instruction)

Courses that include Milestone Tests have a fourth component:

EOC Preparation (This preparation may be additional computer work- 20 hours of Study Island, USA Test Prep, or a similar program and/or teacher prepared review packets may also be required for completion.) Also, a diagnostic test will be administered to determine whether the student is prepared to take the test or if he or she needs to continue to study before taking the actual assessment. Students must have 80% of the content material completed before being able to take the Georgia Milestone Test.

BEHAVIOR EXPECTATIONS:

Contracts, specifying expectations in attendance, behavior, and academic performance, will be reviewed, explained and signed by the student and parent prior to entering the DPLC program. The terms of each contract are expected to be met by the student at all times. Additionally, students are expected to obey all rules and regulations as outlined in the DPLC handbook for students and the Student Code of Conduct. Any student who violates these rules may be suspended or referred to a disciplinary tribunal. Once students are accepted into this voluntary program and have agreed to its guidelines, students remain in the program until all graduation requirements/goals have been met unless formal withdrawal or other placement is needed.

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.

ATTENDANCE / MAKE-UP TIME:

Students are expected to be present and on time every day. **The doors will be locked at 8:30 each morning.** Students will enter only with an excuse or parent's notification. Breakfast will be served before 8:30 each morning. Students cannot be employed during the school day. Exceptions may be made on a case by case basis. **Attendance is mandatory.** Course work is expected to be completed at school unless special circumstances arise and arrangements are made with the instructor. Students will have the opportunity to make up time through the school's designated extension period which is from 2:00 P.M. – 3:45 P.M.

NOTE: Attendance will be considered for students on a case by case basis.

GRADUATION POLICY:

In order to graduate for DPLC, all End of Course assessments must be completed during the time-frame set by administration. Deadlines will not be extended.

GRADUATION REQUIREMENTS

There is one common set of diploma requirements. All graduates will be prepared for college-entry courses AND the workplace without remediation. The Special Education diploma will depend on completion of the IEP.

AREAS OF STUDY:

	<u>Units Required</u>
I. English/Language Arts*	4
II. Mathematics*	4
III. Science*	4
IV. Social Studies*	3
V. CTAE and/or Fine Arts and/or Foreign Lang.	3
<i>(Students planning to enter or transfer to a University System of Georgia institution must take two units of the same foreign language.)</i>	
VI. Health and Physical Education*	1
<i>(3 units of JROTC may be used to meet the requirement)</i>	
VII. Electives	4
Total Units (Minimum)	23

All DCAC graduates must complete the Capstone Project prior to Graduation.

***Required Courses and/or Core Courses**

REQUIREMENTS FOR GRADUATION **PARTICIPATION IN DCHS GRADUATION CEREMONY**

Graduation from DPLC is an honor that must be earned, and participation in the formal Graduation Ceremony is a privilege, not a right. The High School Diploma shall be the official document certifying completion of all requirements for high school graduation. To receive a diploma, a student must have (1) accumulated the appropriate number of Carnegie Units, (2) met attendance guidelines, (3) met grade requirements, (4) maintained good conduct, (5) completed ALL financial obligations to the school, (6) and be in good standing with the school. To participate in the DPLC Graduation Ceremony, candidates must have completed all requirements by 8:00 am on the first day of official graduation practice.

Graduation practice is mandatory, and a student may be excused only by having permission from the principal. Failure to follow and/or to comply with school rules, regulations, and procedures during practice and/or graduation may result in a student being dismissed from graduation practice and from

participation in the graduation ceremony.

Only students enrolled at DPLC can participate in the DPLC Graduation Ceremony. A student who attends the Performance Learning Center (PLC) may transfer back to DCHS only on the first day of a new semester and only if the student is on track to graduate with his graduating class.

For a senior to be eligible to transfer back from DPLC to DCHS to participate in the DCHS Graduation Ceremony and to receive a DCHS diploma, a student must have met the criteria stated in 1-7 in paragraph one and be on track (have at least 19 completed credits) by the first day of the second semester (per the Dodge County School System calendar of his or her senior year. A PLC student that finishes his or her senior year and completes all credits/requirements at the PLC will receive a PLC Diploma and will not participate in the DCHS Graduation Ceremony nor will he or she be eligible to receive a DCHS diploma.

GENERAL DPLC INFORMATION

BUS CONDUCT - Students will be allowed to use DCSS transportation. DPLC bus misconduct will not be tolerated. Bus students are expected to obey for disruptive or unsatisfactory conduct. Bus students are expected to obey the rules and regulations given by the bus driver. A bus conduct report will be sent home to notify

CAFETERIA/BREAKFAST/LUNCH PERIOD - Students must behave courteously in the cafeteria. Eating areas should always be left clean and free of trash and trays. DPLC is not an open campus. Students are not allowed to leave campus during lunch. All students must be in the designated areas. *****Students may bring in breakfast/lunch, but all containers must be original and sealed upon morning inspections. Fast food should not be brought into the school.**

CAMPUS SECURITY -

- All students enrolled in PLC will be **searched** upon entering DCAC and will be subject to search at any time during the day.
- 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.
- PLC students will not visit the DCAC secretary, teachers, classrooms, or Director unless they receive permission from their instructor.

COLLEGE TOURS- DPLC provides several college tour opportunities per school year. Students must maintain good attendance, appropriate behaviors and make adequate academic progress in order to participate. Parents are encouraged to participate, as well.

CONFERENCES – Parent conferences are ongoing at the DPLC. Parents are required to attend conferences with teachers and administration.

DAC - There is No In-School Suspension at DPLC. Infractions worthy of ISS will be cause for placement at DAC or Out of School Suspension.

DRIVING PRIVILEGES- DPLC students are allowed to drive to school if they possess an official driver's license. Students will be required to register their tag number and vehicle make and model with DCAC administration, **plus submit a \$25 parking fee per year**. Once students have entered the building, they are not allowed to return to their vehicle until school is dismissed for the day.

DISCIPLINE EXPECTATIONS – DPLC’s discipline expectations include all set forth by the Dodge County Board of Education and Dodge County High School. Because of the DPLC’s limited personnel and the nature of the program, students will be suspended (OSS) in lieu of detention, ISS, or punitive Saturday School.

DUAL ENROLLMENT - Dual enrollment provides students with the opportunity to take classes at a technical college while completing DPLC requirements. Students approved for these programs are allowed to take a college course(s) on a college campus, and receive both college and high school joint credit. Eligible students will be notified by the Director.

DRESS CODE - There will be a dress code in effect at the DPLC. Cleanliness of person and clothing is required. Hair must be combed and groomed at all times. While students will have the liberty to choose daily attire, clothes must not be revealing or distracting and must fit properly.

Not Acceptable:

- Sagging pants
- Untied shoelaces
- See through clothing
- Long tees
- Du-rags or hoods
- Bandanas or scarves on head or otherwise.
- Bed-room attire (including, but not limited to: slippers, house/shower shoes, pajamas, etc.)
- Jeans or any clothing with ragged holes or torn areas showing exposed skin
- Shorts above finger length
- Dresses above finger length
- Leggings, jeggings, and pants/shorts that look like leggings
- Tight skirts
- Exposed body parts will not be allowed.
- Hats, Hoods, or Hoodies (sweatshirts with a hood)
- Combs or Hair picks
- Potentially dangerous (spiked) or suggestive jewelry
- T-shirts with any hand written, painted language, signs or tears. T-shirts that have
- Suggestive obscene, drug, alcohol, tobacco or racial references.
- Teeth jewelry, mouth jewelry, and facial piercing
- Low cut revealing blouses/shirts; no visible cleavage
- Hats or headgear- NOT ALLOWED IN BUILDING

No hair color other than a natural shade. NO blue, purple, pink, etc. No Student shall dress in such a way as to distract from the learning process of other students. Health regulations and safety factors require that shoes be worn at all times at the school. All clothing must be modest and appropriate for the school setting.

Teachers and the administration reserve the right to determine if clothing is appropriate to be worn to school.

Action to be taken: Offenders will be referred to the administration for appropriate disciplinary action. Possible disciplinary action includes, and is not limited to:

- **1st offense- change of clothing. (School closet or from home)**
- **2nd offense 1 Day OSS**
- **3rd offense 2 Days OSS**

Dress for Success:

From time to time, students are required to dress in professional attire. Students must wear slacks/skirts, dress shirts/blouses, and /or dresses. Tee Shirts, blue jeans, and sneakers are not allowed.

Attire for the workplace that all students should possess;

- **SUITS** Conservative cut; solid, pinstripe or pin check. Choice of colors: Navy, Dark Gray, Dark Brown, or Black. No Olive, no dark maroon, multi-colored trim, zippered suit jackets or skirts. Skirts should be straight or pleated; easy to sit in. Conservative length, no more than two inches above the knee. No high slits or side openings. No print. Skirts should match suit jackets. Females CAN wear pant suits.
- **SHIRTS** Cotton or broadcloth: solid or conservatively striped.
- **BLOUSES** may be solid colors, silk or cotton, white or pastel, accent with multi-colored scarves. Note: collars must be worn inside the jacket.
- **SHOES** Women: Black, navy or brown to match wardrobe; **BASIC LEATHER PUMP** only with medium or low heels. No open toe, open back, sling, loafers, lace-up or multicolor trim shoes. No buckles or chains. Plain shoes only. Men: Leather tassel loafer, wingtip or cap toe, lace-up; in dark brown, black or cordovan. No buckles or chains. Plain shoes only.
- **TIES** Medium width ties – three inches, silk if possible; colors muted and in contrast to the suit. Designs need not be limited to neat, stripped patterns or small dots. Paisley patterns are acceptable, but should be muted. Ties should always cover belt buckles.

***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)**

FIELD TRIPS - Students at PLC may have the opportunity to participate in educational field trips throughout the school year. It is the goal of our school's administration and faculty to include as many students as possible in these school-sponsored trips. It is also important to understand that field trips are a privilege and students must meet certain criteria in order to participate. They must have demonstrated good behavior, attendance, and have met their goals for academic progress. These guidelines, as well as any additional guidelines established by the teacher and director, will be used in determining whether a student may participate in the activity or trip.

LOCKERS - Students do not have locker access at the DPLC. Students are responsible for keeping all materials on his/her person. All assigned areas must be cleaned at the end of the school day. No book bags allowed.

MEDIA CENTER - The DPLC does not have a media center. DPLC students are encouraged to use the Public Library.

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.

MORNING MOTIVATION - Before the start of the academic day, all students gather for a 10 minute assembly. Morning Motivation is designed to establish, maintain and nurture a positive safe environment for DPLC students to learn, grow and experience success in the following ways:

1. Provides students with opportunities daily to display various talents, build confidence, and strengthen positive self -esteem.
2. Nurtures leadership skills.
3. Addresses DPLC issues and allows for life skills instruction and practice.

4. Allows staff and faculty to make visual observations of students for any unusual demeanors or dispositions.

DODGE COUNTY SCHOOLS' RULES FOR ELECTRONIC DEVICES:

Student use of cell phones and personal electronic devices are prohibited on all DCSS campuses upon arrival through 3:45 pm each school day. This rule includes while on a DCSS school bus. Devices include, but are not limited to, smart watches, earbuds, headphones, air pods, and any other similar device. Failure to comply with this rule will result in confiscation of the device and disciplinary consequences for the student.

Confiscated devices will be returned only to parents/guardians. Appointments should be made by parents/legal guardians to bring the student and meet with the principal to pick up device(s) before or after school.

Students may not use tape recorders, video cameras, cell phones, or other electronic devices to record at school. Students are not permitted to post on-line the images, videos, pictures, etc. depicting events that occur on campus or at a school function that negatively reflect on the school or school system or violate the privacy rights of others. Violation of this rule is considered an infraction of the Code of Conduct. Students and parents acknowledge that the school district has the right to collect and examine any device that is suspected of violating school rules and/or procedures. If a device is collected under these conditions, the student is required to give his or her passcode to school or district personnel. Failure to do so when asked could automatically result in ISS or OSS.

Refusal to surrender a device to a staff member will be considered an infraction of the Code of Conduct and handled at the discretion of the school administration. Any other infractions that violate the Code of Conduct will be handled at the discretion of the school administration and possible notification of the resource officer.

Dodge County Schools will not be responsible for lost, damaged, or stolen personal communication or personal electronic devices. School personnel will not be responsible for tracking lost or stolen devices. Due to limited technology personnel, Dodge County Schools' technology department will not be able to troubleshoot problems on students' personal devices.

OTHER ITEMS PROHIBITED AT DAC/PLC:

Blankets, all electronic devices (including cell phones, pagers, air pods, smart watches, earbuds, 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.

PHONE MESSAGES & USAGE:

Personal messages or deliveries cannot be taken or delivered for students, except under very special and specific circumstances. Teacher instructional time is protected for all students, and class will not be interrupted unless deemed as emergency by the school. This includes the follow:

1. Notification of death, serious illness or disaster in the family.
2. Unexpected change of medical appointments.
3. Unexpected change in work schedule for students enrolled in the work program.

Students are not allowed to use cell phones or office telephone during the school day. Parents may contact students regarding emergencies via the main office telephone. In case of an emergency, students may then use the phone in the DPLC office only with authoritative permission.

STUDENT SCHEDULE:

Full Time PLC students are expected to remain for Afterschool Assistance, as dictated by their

schedules. In essence, the DPLC Afterschool Program serves as an extension of the school day for full time enrollees. Students, who are not willing to participate in the Afterschool Program and are in academic need of more time, need not apply to the DPLC. DPLC is not an open campus. Once on the campus students are expected to remain. For safety purposes, trips to the parking lot, friends' houses or the corner store are prohibited. Once students leave, they will not be permitted re-entry for the day unless approved by the director.

WITHDRAWAL POLICY:

Official withdrawal must be done by appointment at the DAC/PLC main office.

DPLC Student Opportunities/Clubs

GARDEN CLUB:

The Garden Club gives DPLC students the opportunity to plant and harvest organic vegetables and flowers. DPLC students also become educated on healthy eating habits and experience the aesthetic value of gardening.

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 (EPs) 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/ExternalAffairs-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

(coteaching/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: Therapists 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.

Dodge County Wellness Policy

The mission of the Dodge County School Nutrition Program is to provide school meals that are consistent with the dietary guidelines and USDA standards for school meals and to make all foods and beverages available on campus during the school day consistent with a healthy lifestyle.

1. Dodge County School Nutrition Program complies with federal, state, and local requirements.
2. Dodge County School Nutrition Program is accessible to all students.
3. All food items **for sale** during the school day must be Smart Snack Compliant to include vending machines. All food-related fundraisers sold to students during the school day must receive prior approval by the School Nutrition Director and the Dodge County Board of Education. Food-Related Documentation of Smart Snack Compliance fundraisers will be kept on file at each school. Fundraiser Request form available at: <https://www.dodge.k12.ga.us/staff/food-related-fundraiser-request>
4. All foods **offered** on the school campus are encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards (or state Standards) to include celebrations, classroom parties and classroom snacks. Additionally, due to the increase of food allergies and intolerances, it is recommended that parents provide non-food items for birthday celebrations instead of food items.
5. No food items should be available to students thirty minutes before or after a meal service.
6. Food or beverages within the school meal program shall not be withheld from students as a punishment.
7. Foods served in the school meal program are developmentally appropriate and encourage consumption within the time allotted.

8. A la carte food sales by the school nutrition program shall be limited to foods offered as part of the school meal and shall be served in the same portions as served in the school meal. A reimbursable meal must be purchased in order to purchase a la carte food items.
9. Sanitation deficiencies cited on local inspections are corrected accordingly, including facility deficiencies.
10. Each school kitchen has at least one person certified in food safety.
11. Drinking water is available to students throughout the day.

Smart Snacks

Any food or beverage sold to students **on the school campus during the school day** must meet federal **Smart Snacks standards**. This includes food or beverages sold in a la carte sales, vending machines, school stores, snack carts, and fundraisers. Any entity selling food to students is required to maintain records, such as nutrition labels and product specifications.

School campus: All areas of the property under the jurisdiction of the school that are accessible to students.

School day: Midnight before until 30 minutes after the end of the official school day.

Nutrition Standards for All Foods Sold in Schools:

The rule DOES NOT apply to:

- Foods sold after school hours
- Foods sold off school campus
- Foods sold exclusively to adults

Fundraisers

The U.S. Department of Agriculture (USDA) defines a fundraiser as an event or activity during which students exchange currency/tokens/tickets, etc., for the sale/purchase of a product in support of the school or school-related activities. The *Smart Snacks* regulations apply only to products intended to be consumed during the school day.

Examples:

- Giving away food but suggesting a donation
- Vending machine when the profits are used to support a school-sponsored club or activity such as the school band or football team
- Special treats sold during lunch hour by a student organization
- Bake sales offered to students
- Pizza sold in the classroom

Fundraiser Exemptions

The Georgia Department of Education's Board approved 30 exempted fundraisers per school per school year not to exceed 3 days in length. However, there are time and place restrictions. Exempted fundraisers cannot operate anywhere on the school campus 30 minutes prior until 30 minutes after the end of breakfast and lunch meal services. Exempted fundraisers cannot be in vending machines, school stores, snack bars or a la carte sales. Fundraisers occurring in these venues must meet the *Smart Snacks* standards.

Dodge County Wellness Specific Goals - Dodge County is committed to the wellbeing of all students, staff and our community. In accordance with the Healthy Hunger Free Kids Act of 2010, this wellness policy provides the guidelines for a sustainable environment of wellness.

Nutrition Education- The Dodge County School Nutrition Program will be responsible for implementing age appropriate nutrition education programming in all Dodge schools, these procedures are maintained and monitored by the SNP Director. **Nutrition and Health Education is integrated into the core curriculum, including math, science and language arts. Students also participate in health topics**

in physical education and Family and Consumer Sciences classes.

Nutrition Promotion- Nutrition promotion and marketing will encourage participation in the National School Lunch Program and School Breakfast Program. These procedures are maintained and monitored by the School Nutrition Program. **Dodge County Schools will only market food and beverages that meet the Smart Snack standards and nutrition guidelines.**

School staff, stakeholders and parents receive health information at the monthly Parent Support Cafe, Staff Health Fairs, and visits from Healthcare Providers.

Physical Activity- Physical Activity is an integral part of developing healthy lifestyles. Dodge County Physical Education Teachers will meet all state requirements in terms of physical education curriculum and will encourage recreational activities. **All Dodge County teachers are encouraged to increase student's physical activity by offering physical activity breaks and active academics. The after school programs at each school include physical activity to increase recreational time.** School playground equipment will remain open to the public after school hours.

Other school-based activities will encourage wellness by promoting physical activity and healthy food choices. Teachers and administrators will be encouraged to find alternatives to food and physical activity as methods of reward or discipline strategies for student behavior. In addition, students will be given sufficient time to consume meals in a clean dining environment. These areas are maintained and monitored by each school site's administrator.

COMPLAINT PROCEDURES for Title I Part A

Dodge County Schools are committed to open communications between staff and parents at the county's Title I, Part A schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely manner. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Title I Director as described below.

Filing a complaint process:

1. Gather all information related to complaint.
2. Complete complaint form with specific details.
3. Send complaint form to Title 1 office at the address listed on the form.

Once the complaint is received, the central office staff responsible for complaint procedures will do the following:

1. Investigate and prepare a response to the complaint.
2. Set an appointment with the originators of the complaint in order to resolve the complaint. The director of Title I usually arranges this meeting within five (5) working days after the receipt of the complaint

Additional Steps (if required)

1. If the complaint cannot be resolved by the Title I Director, a meeting will be set up with the superintendent, the Director of Title I, and the concerned parties.
2. The superintendent will work with the Title I Director to resolve the complaint.
3. If the issue is still unresolved, the Title I Director will contact the State Department of Education's Title I, Part A office for guidance.
4. Meetings with officials from the district may be scheduled in order to resolve the complaint.
5. If additional steps beyond the State Department of Education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.

Contact for Complaints

Dr. Patricia Connell, Title I Director
Dodge County Board of Education
720 College Street
Eastman, GA 31023
Phone: (478) 374-3783
Fax: (478) 374-6697
Email: pconnell@dodge.k12.ga.us

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: _____

Dodge Performance Learning Center

STUDENT CONTRACT

I, _____, acknowledge that my acceptance at the Dodge Performance Learning Center is a privilege, not a right, and that continued enrollment is dependent upon my abiding to this contract.

I will:

1. Maintain regular attendance of at least 90%. Any time missed must be made up.
2. Call in the event of absence. Bring appropriate documentation. Re: Doctor's/parent note to support absence.
3. Be prompt to school daily. Tardies are not allowed.
4. Perform all work listed in my individual plan.
5. Obey all rules and policies concerning behavior, conduct, dress and attendance noted in the DPLC handbook.
6. Participate in designated Dodge Performance Learning Center activities- internships, community service learning projects, life skills activities, job shadowing experiences, Dress for Success, Spirit Day, Morning Motivation, Afterschool Program, etc.
7. Agree that all telephone calls to contact me must come through the school office telephone number and not my cell phone. Calls to my cell phone during school hours **will not be allowed**. Cell phones are not allowed on campus. Use of the office phone to contact parents, employers, and emergencies, during specified times will only be allowed by school authorities.
8. Bring my own personal headphones each day for my usage only.
9. Complete each course in its entirety. Each course has 3 components: (1) Computer work, (2) Bookwork, (3) Projects. Additionally, for courses that require an EOCT, EOCT preparation is mandatory via computerized study aids or teacher produced review info.
10. Read and understand all expectations and rules. I understand that by fulfilling all academic and performance requirements I will be eligible to receive a diploma from Dodge County Achievement Center. I also understand that the DPLC may terminate my enrollment should I fail to abide by this contract.

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature _____ Date: _____

Dodge Performance Learning Center

PARENT CONTRACT

I, _____ (Parent's Name), acknowledge that my child's acceptance at the Dodge Performance Learning Center is a privilege, not a right, and that continued enrollment is dependent upon my abiding to this contract.

I will:

1. Ensure that my child maintains regular attendance of at least 90%.
2. Have my child call in or I will call in if he/she is to be absent. Bring appropriate documentation to support absence. (Ex: doctor's/parent note)
3. Ensure that my child is punctual to school and all DPLC activities. Tardies are not allowed.
4. Attend face- to- face scheduled teacher conferences at least once every nine weeks.
5. Attend all Parent Club meetings and activities.
6. Participate in designated Dodge Performance Learning Center activities.
7. Ensure that my child understands the expectations of the DPLC by reading the DCHS and DPLC handbooks. I will reinforce expectations for attendance, behavior, dress and conduct.
8. Provide a place in my home where my child can study.
9. Agree that all telephone calls to contact my child must come through the school office telephone number **and not my child's cell phone**. Calls or text messages to his/her cell phone during school hours **will not be allowed**. Students may use the office phone to contact parents, employers, and emergencies, during specified times allowed by school authorities.
10. Understand that DPLC supports my child's educational pursuits. The program is designed to help student's complete DCHS requirements using a blended learning approach. Enrollment does not ensure success. My child's success is determined by my child completing all necessary assignments and requirements.
11. Agree to partner with the DPLC staff and support their efforts in helping my child receive his/her diploma.

I understand that the Dodge Performance Learning Center may terminate my child's enrollment should I fail to abide by this contract.

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature _____ Date: _____

DRESS CODE CONTRACT

There will be a dress code in effect at the DPLC. Cleanliness of person and clothing is required. Hair must be combed and groomed at all times. While students will have the liberty to choose daily attire, clothes must not be revealing or distracting and must fit properly.

Not Acceptable:

- Sagging pants
- Untied shoelaces
- See through clothing
- Long tees
- Du-rags or hoods
- Bandanas or scarves on head or otherwise.
- Bed-room attire (including, but not limited to: slippers, house/shower shoes, pajamas, etc.)
- Jeans or any clothing with ragged holes or torn areas showing exposed skin
- Shorts above finger length
- Dresses above finger length
- Leggings, jeggings, and pants/shorts that look like leggings
- Tight skirts
- Exposed body parts will not be allowed.
- Hats, Hoods, or Hoodies (sweatshirts with a hood)
- Combs or Hair picks
- Potentially dangerous (spiked) or suggestive jewelry
- T-shirts with any hand written, painted language, signs or tears. T-shirts that have
- Suggestive obscene, drug, alcohol, tobacco or racial references.
- Teeth jewelry, mouth jewelry, and facial piercing
- Low cut revealing blouses/shirts; no visible cleavage
- Hats or headgear- NOT ALLOWED IN BUILDING

No Student shall dress in such a way as to distract from the learning process of other students. Health regulations and safety factors require that shoes be worn at all times at the school. All clothing must be modest and appropriate for the school setting.

Teachers and the administration reserve the right to determine if clothing is appropriate to be worn to school.

Action to be taken: Offenders will be referred to the administration for appropriate disciplinary action.

Possible disciplinary action includes, and is not limited to:

- **1st offense- change of clothing. (School closet or from home)**
- **2nd offense 1 Day OSS**
- **3rd offense 2 Days OSS**

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature _____ Date: _____

STUDENT CODE OF CONDUCT

Student Offenses and Disciplinary Actions



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

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. Each student will participate in a review of the handbook's content within the first days of school. 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

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:

- 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.

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

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, including board policies and procedures. 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

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

1. 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.
2. 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.
3. Physical violence against a teacher, school bus driver, or other school personnel: 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. 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.

4. Verbal assault including threatened violence of teachers, administrators, and other school personnel.
5. Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including use of vulgar or profane language.
6. 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.
7. 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.
8. Violating the school/school system's acceptable use of the Internet/electronic resources agreement/policy.
9. 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. Use of a drug or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
10. Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol or any of the items listed here.
11. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
12. Failure to comply with compulsory attendance as required under Code Section 20-2-690.1.
13. Inciting, advising, or counseling of others to engage in prohibited acts.
14. Willful and persistent violations of the student code of conduct.
15. 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
 - b. r 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.
16. Possession or use of tobacco in any form, including e-cigarettes.

17. 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.
18. Theft.
19. Extortion or attempted extortion.
20. Possession and/or use of fireworks or any explosive.
21. Activating a fire alarm under false pretenses or making a bomb threat.
22. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.
23. Classroom and school disturbances and/or disruption.
24. Violation of school dress code.
25. Use of profane, vulgar, or obscene words or indecent exposure.
26. Possession of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the school administration.
27. Inappropriate public displays of affection.
28. Gambling or possession of gambling devices.
29. Moving and non-moving driving violations.
30. Giving false information to school officials.
31. Cheating on school assignments.
32. Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.
33. Falsifying, Misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
34. 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.
35. 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

1. 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).
2. 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.
3. 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.
 - a. 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.

4. 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.
5. Corporal Punishment: Physical punishment (padding) of a student by a school official in the presence of another school official as provided for and outlined in Georgia law.
6. 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.
7. Disciplinary Tribunal: School officials appointed by the Superintendent to sit as fact finder and judge with respect to student disciplinary matters.
8. Dress Code: The current dress code is explained in the student handbook for each school.
9. 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. Use of a drug or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
10. 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.
11. Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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:
 - a. 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.
 - b. 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.

Medications

All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed of and/or administered in the presence of the school nurse or his/her designee. Students requiring an inhaler or injectable epinephrine (Epi-Pen) are allowed to have them. It is critical that parents discuss their child's medical condition(s) with the school nurse or her designee.

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.

Private Therapists in the Dodge County Schools System

If a parent requests for a private therapist to see his/her child during the school day, the private therapist must obtain a background check following the procedures set out by the Dodge County Board of Education Human Resources Department and schedule a meeting with the school principal/designee. Upon an approved background check, the private therapist will then be permitted to meet with the student at an agreed upon time in an assigned location. Private therapists will not be

permitted to visit/observe/work with the student in the classroom, lunchroom, or playground where other students are present.

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. Announcements may also be shared on social media. In addition, the emergency calling/messaging 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 or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if the required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.

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.

Student Participation in Surveys

As a part of certain school/educational programs, students will participate in 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 are available for review upon request.

HOSPITAL HOMEBOUND (HHB)

Hospital/Homebound (HHB) is an academic service designed to provide continuity between the classroom and home or hospital for students whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time (Georgia State Board of Education Rule 160-4-2-. 31 HHB services). HHB services are not intended to supplant regular school service and are by design temporary. Students approved to receive HHB services must meet the eligibility requirements approved by the Dodge County Board of Education. Dodge County School System does not allow students who receive HHB services to participate in extracurricular activities, including traveling or competitive sports teams. Additionally, hospital homebound students are not permitted to participate in work based learning. Students who are physically able to take the GMAS (Georgia Milestone Assessment) at school will be tested in small group settings or at an alternative time to accommodate any physical considerations. For those unable to come to school to test, the school will provide an instructor who is proctor-trained and who can administer the assessments.

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:

Phillip Brown, 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	Brandee Vaughn
Title VI	Susan Underwood
Section 504 & ADA/Title II	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.

Dodge County Schools 1:1 Chromebook Acceptable Use & Guidelines

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. The device is on loan to students and must be used in accordance with the guidelines outlined below:

- The student's parent/guardian must sign and return the Device Acceptable Use Guidelines.
- Students, parents/guardians should keep logins and passwords private as use by others creates a security risk to files and the network. If students forget or need to change a password, they should consult with their teacher or media specialist.
- Students should have no expectation of privacy while using the device either on the district's network.
- The District has the right to randomly inspect any device, application, or peripheral device on a regular basis. This includes, but is not limited to, browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Students should never "swap" or "share" their device with another student.
- Use of the device for anything other than teacher-directed or approved activity is prohibited during instructional time. This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. The District Internet Acceptable Use Policy will be followed.
- Copyright laws must be followed at all times.
- Students are not allowed to download or install any software or other materials.
- Devices are not to be used to make sound recordings without the consent of all persons being recorded.
- Sound on the device must be turned off at all times except when being used as part of the class.
- Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- The school or district will assume no liability for personal items of this nature being lost, damaged, or stolen.
- Devices are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use the device for illegal purposes. Students will not deliberately use the device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities.
- Students may save files locally on the device but should copy them to their Google Drive as a backup in case of drive failure. All data stored in district created accounts, either locally or in the cloud, will be deleted when the student graduates or is otherwise no longer enrolled in DCS.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Internet Acceptable Use Policy (AUP) or the Device Acceptable Use Guidelines will be subject to the appropriate disciplinary action as outlined in the AUP's.

GENERAL USE AND CARE OF THE DEVICE

- During the school day, students must never be left unattended. Unattended devices will be seized by school personnel and delivered to the administration.

- Never walk with the device lid open. This puts stress on the device and the screen.
- Students should not use their device while walking or being transported. Devices should be used on a flat, stable surface. Devices should not be taken on school sponsored activity trips unless expressly needed for the activity.
- Devices should be protected from the weather, water, liquids, and pets. Eating or drinking near the devices is strictly forbidden. Devices cannot be used during meal times.
- The display screen is the most sensitive part of the device. Heavy objects should never be placed on or stacked on top of the device. This includes books, musical instruments, sports equipment, etc. Do not place or leave the unit on the floor or any area where someone may sit or step.
- Students may not deface the device or cover in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- The device should only be cleaned with a soft dry cloth. Never use sprays of any kind.
 - Consequences for not complying with the use and care guidelines will result in the suspension of or loss of device privileges as determined by an administrator.
 - In addition, all other appropriate consequences as outlined in the Student Handbook may be applied. ALL damage incidents will be investigated by an administrator.

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

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.

Chromebook Agreement (English/Spanish)

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. No outside devices will be allowed to be brought into the school and used on campus in order to reduce security threats and damages. Chromebook will be used in school for academic and DCSS purposes. When a student uses a DCSS device, the device is on loan to the students and must be used in accordance with the guidelines outlined in the student. Any Chromebook that is found to have any damage needs to be reported as soon as discovered. All damage incidents will be investigated by an administrator. If the device is damaged, lost or stolen, and a student is found to be responsible, the parent(s) are responsible for the cost of repair or the fair market value at the time loss.

El dispositivo Chromebook y el accesorio entregado a los estudiantes son y seguirán siendo propiedad de las Escuelas del Condado de Dodge. No se permitirá que se traigan dispositivos externos a la escuela y se usen en el campus para reducir las amenazas y los daños a la seguridad. Chromebook se utilizará en la escuela con fines académicos y de DCSS. Cuando un estudiante usa un dispositivo DCSS, el dispositivo se presta a los estudiantes y debe usarse de acuerdo con las pautas descritas en el estudiante. Cualquier Chromebook que se encuentre dañado debe informarse tan pronto como se descubra. Todos los incidentes de daños serán investigados por un administrador. Si el dispositivo se daña, se pierde o es robado, y se determina que un estudiante es el responsable, los padres son responsables del costo de la reparación o del valor justo de mercado en el momento de la pérdida.

Potential Costs/ Costos potenciales:

Replacement /Reemplazo	\$300
Charger/Cargador	\$30
Replace screen/Reemplazar pantalla	\$60
Replace keyboard/ Reemplazar teclado	\$50
Motherboard or other major damage would be the same cost as complete replacement La placa base u otro daño importante tendría el mismo costo que el reemplazo complete	

Student Last Name/APELLIDO del estudiante

Student First Name/ Nombre del estudiante

Homeroom Teacher/ Profesora de aula

Date/ Fecha

As the student, my signature indicates I have read or had explained to me the guidelines of use and care of the device and accessories. I accept responsibility for abiding by the guidelines and direction of my teacher(s). I will use the device and accessories for educational purposes.

Como estudiante, mi firma indica que he leído o me han explicado las pautas de uso y cuidado del dispositivo y los accesorios. Acepto la responsabilidad de cumplir con las pautas y la dirección de mi maestro (s). Usaré el dispositivo y los accesorios con fines educativos.

Student Signature/ Firma del alumno

As a parent/guardian, my signature indicates I have read, understand, and agree to the acceptable use guidelines. I give permission for my student to have access to the device and I along with my student, accept responsibility for the care and protection of the unit and accessories.

Como padre / tutor, mi firma indica que he leído, entiendo y estoy de acuerdo con las pautas de uso aceptable. Doy permiso para que mi estudiante tenga acceso al dispositivo y yo, junto con mi estudiante, acepto la responsabilidad por el cuidado y la protección de la unidad y los accesorios.

Parent Signature/ Firma del padre

Parent/Student Signature Page

Parental Opt-Out of Club Participation Form

Student Name _____

School _____

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has not been provided is started after this information is distributed, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to withhold permission for my child to participate in the student club(s) listed below:

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature: _____ Date: _____

Code of Conduct Acknowledgement

Please sign below indicating that you have read the Student Handbook, all included agreements, and 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. The information has also been presented to your child at school. 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 has read the Student Handbook and 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)

Formulario de exclusión voluntaria de los padres para participar en el club

Nombre del estudiante _____

Escuela _____

Por la presente reconozco haber recibido información sobre los clubes de estudiantes que están programados para estar operativos en la escuela durante el año escolar actual. Entiendo que si se inicia un club para el cual no se ha proporcionado información después de que se distribuye esta información, se me proporcionará la información del club en ese momento y se requerirá mi permiso por escrito antes de la participación de mi estudiante.

Deseo retener el permiso para que mi hijo participe en los clubes de estudiantes que se enumeran a continuación:

Nombre del padre / tutor (en letra de imprenta) _____

Firma del Padre / Tutor: _____ Fecha: _____

Code of Conduct Acknowledgement

Firme a continuación indicando que ha leído el Manual del estudiante, todos los acuerdos incluidos y el Código de conducta del estudiante y devuelva el formulario a la escuela de su hijo. Si tiene alguna pregunta, hable con el director de la escuela de su hijo o su designado. La información también ha sido presentada a su hijo en la escuela. 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 cada estudiante ha leído el Manual del Estudiante y el Código de Conducta al comienzo de cada año escolar. El manual también estará disponible en el sitio web de la escuela y del distrito, y en cada salón de clases. Sé que también puedo solicitar una copia adicional de 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 _____

Ciudad _____

Código postal _____



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	Mrs. Kati Mincey	374-4756
Dodge County Primary School	Mr. Russell Bazemore	374-6691
	Mrs. Darla Faulk	
Dodge County Elementary School	Dr. Sheila Honeycutt	374-6690
Dodge County Middle School 6492	Dr. Jennifer Bellflower	374-
Dodge County High School	Mrs. Marcie Jones	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 Oficiara. El numero es 478-374-3783. Gracias