

DODGE COUNTY HIGH SCHOOL STUDENT HANDBOOK

350 Pearl Bates Avenue • Eastman, GA 31023

2024-2025



This handbook belongs to:

Name _____
Address _____
City _____
State _____
Phone _____
Advisor _____

Regular Schedule

7:45 Teachers report to school/class
 8:15-8:20 Student entry
 8:20 - 8:21 Quiet Reflection (1st)
 8:21 - 9:16 1st period (55 minutes)
 9:20 - 10:15 2nd period (55 minutes)
 10:19 - 11:13 3rd period (54 minutes)
 11:13 - 11:18 Break
 11:18- 1:18 Lunch/4th period Block (Tardy Bell @ 11:22)

	Start	Tardy	End
A Lunch	11:18	11:22	11:48
B Lunch	11:48	11:52	12:18
C Lunch	12:18	12:22	12:48
D Lunch	12:48	12:52	1:18
1:22-2:17	5 th period (55 minutes)		
2:21-3:15	6 th period (54 minutes)		
3:19	SC tardy bell		
3:45	Teachers/Staff/SC dismissed		

Assembly Schedule

7:45 Teachers report to school/class
 8:15-8:20 Student entry
 8:20 - 8:21 Quiet Reflection
 (1st) 8:21 - 8:23 1st period (2 minutes)
 8:27 - 9:02 Assembly
 9:06 - 9:51 1st period (45 minutes)
 9:55 - 10:40 2nd period (45 minutes)
 10:44 - 11:29 3rd period (45 minutes)
 11:29-1:29 Lunch/4th pd Block

	Start	Tardy	End
A Lunch	11:29	11:33	11:59
B Lunch	11:59	12:03	12:29
C Lunch	12:29	12:33	12:59
D Lunch	12:59	1:03	1:29
1:33-2:22	5 th period (49 minutes)		
2:26-3:15	6 th period (49 minutes)		
3:19	SC tardy bell		
3:45	Teachers/Staff/SC dismissed		

Advisement Schedule

7:45 Teachers report to school/class
 8:15-8:20 Student entry
 8:20 - 8:21 Quiet Reflection (1st)
 8:21 - 9:13 1st period (52 minutes)
 9:17 - 9:27 Advisement (10 minutes)
 9:31 - 10:23 2nd period (52 minutes)
 10:27 - 11:19 3rd period (52 minutes)
 11:19 - 11:24 Break
 11:24 - 1:24 Lunch / 4th period Block

	Start	Tardy	Ends
A Lunch	11:24	11:28	11:54
B Lunch	11:54	11:58	12:24
C Lunch	12:24	12:28	12:54
D Lunch	12:54	12:58	1:24
1:28 - 2:20	5 th Period (52 minutes)		
2:24 -3:15	6 th Period (51 minutes)		
3:19	SC tardy bell		
3:45	Teacher/Staff/SC dismissed		

Optional Schedule

7:18 "0" warning bell
 7:22 "0" period begins
 8:15 "0" period ends

Senior Days Each Friday

(on a week-by-week basis)
 1 minute bell
 11:17 All Seniors
 11:47 Seniors with "B" lunch only
 12:17 Seniors with "C" lunch only
 12:47 Seniors with "D"

Early Release Schedule

8:15-8:20 Student entry
 8:20-8:21 Quiet Reflection
 8:21-9:06 1st Period (45 minutes)
 9:10-9:55 2nd Period (45 minutes)
 9:59-10:45 3rd Period (46 minutes)

	Start	Tardy	End
10:45-12:45	Lunch/4 th Period		
A Lunch	10:45	10:49	11:15
B Lunch	11:15	11:19	11:45
C Lunch	11:45	11:49	12:15
D Lunch	12:15	12:19	12:45

Dismissal: 12:45

**Dodge County High School
"Indians"**

Principal Marcie Jones

**Assistant Principal Wayne Cadwell
Assistant Principal Rick Rogers
Assistant Principal Brande Vaughn**

**Counselor Tabitha Geter-McRae
Counselor Tammie Lewis
Athletic Director Phillip Brown**

2024-2025 STUDENT GOVERNMENT

President --- Adriana Randall
Vice-President ---Ellie Rogers
Secretary ---Jarrod Rogers
Treasurer ---Mara Delgado
Parliamentarian ---Rachel Hawkins
Special Projects ---Emma Jones

Senior Class

President-Caroline Southerland
Vice President-Gracie Callier
Secretary-Nate Carter
Treasurer-Abbigail Hardin
Parliamentarian-Zan Stevenson
Special Projects-Malachi Bearden

Junior Class

President- Kyler Johnson
Vice president- Spencer Williams
Secretary- Emma Douglas
Treasurer- Lydia Jones
Parliamentarian- Brianna Terry
Special Projects-CharLei Jones

Sophomore Class

President- Emma Rogers
Vice president- Abbey Bradham
Secretary- Dulce Cruz
Treasurer- Rubi Hernandez
Parliamentarian- Camille Orange
Special Projects-Brynlee Vaughn

Freshman Class

President- Miracle Drake
Vice president- Halle Lowery
Secretary- Jahzaria Lampkin
Treasurer- Alex Barrera
Parliamentarian- Mattie Callier
Special Projects-Piper Jones

DODGE COUNTY SCHOOL SYSTEM MISSION STATEMENT

Making a Difference: Every Student. Every Day.

DODGE COUNTY SCHOOL SYSTEM VISION STATEMENT

Educating today's students for tomorrow's world.

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

PHILOSOPHY

The faculty and administration of Dodge County High School and representatives from the community have worked together to design a comprehensive and innovative curriculum that will enable each student to develop to his or her maximum potential in a constantly changing society.

We believe that all students have a right to, and that we have the responsibility to provide, adequate training to enable them to understand their pasts, relate to the present, and prepare for the future. The school system must concern itself with the physical, intellectual, social, moral, and emotional development of each student. It must aim to enrich his or her cultural and aesthetic values and to provide him or her with the opportunity to develop proficiency commensurate with his or her ability, achievement, and future plans. The environment of the school should be supportive of student effort and should encourage individuality. It should emphasize that how to think is more important than what to think. Our ultimate goal is that each individual will become a responsible and contributing citizen in the democratic society he or she enters.

GOALS

Consistent with our philosophy, the National Education Goals, and the Dodge Partnership for Education Excellence, we set the following goals:

- To identify students most at-risk for dropping out and provide programs necessary for early intervention and risk reduction.
- To maintain or increase student test scores on the Milestones Tests to be equal to or greater than the state and national averages.
- To implement additional programs such as McDonald's Perfect Plus and the "Do the Right Thing" Programs that recognize and reward positive student citizenship.
- To emphasize innovations, equipment, and competitions in the areas of math and science and to become competitive on a regional and state level, thus, encouraging our students to be among the first in the world in science and mathematics achievement.
- To ensure an environment conducive to learning that is free of drugs and violence.
- To provide through required courses, opportunities for students to arrive at a basic understanding of citizenship and its responsibilities in order to develop an awareness of the principles of democracy and opportunities for practical application of these principles.
- To provide through required courses, experiences through which students will develop basic knowledge, skills, attitudes, and values essential and meaningful to all in a democratic society
- To provide through a broad range of elective courses, experiences through which students may develop specialized skills for post-secondary education, employment and life roles.
- To provide for individual differences through special instructional programs for all exceptionalities.
- To provide experiences to aid in the physical, social, and emotional growth and development of each student.
- To provide opportunities for cultural enrichment through curricular and extracurricular activities.
- To provide guidance services adequate to enable each student to make realistic plans for his or her educational and vocational future.
- To provide necessary counseling services to help students deal with family, peer, and/or personal problems in a healthy manner.
- To provide a student activity program that will enable students to pursue individual interests, develop leadership qualities, and practice democratic policy.

- To provide a well-equipped media center that will enhance the instructional program.
- To expose students to new trends in technology and provide opportunities for students to become skilled in the use of modern technology.
- To provide for the needs of the students and the community through a well-qualified professional staff committed to the implementation of the policies and programs of the school.
- To provide an environment conducive to learning in a school plant adequately planned, equipped, and maintained.
- To develop in each student an awareness of himself or herself as a person with unique abilities of definite moral and spiritual worth.

SCHOOL PLAN

The aim of Dodge County High School is to promote a safe environment where all students have the right to learn in an orderly setting.

Any student involved in any gang/cult type activity or who is involved in any activity that causes or could cause problems at school is subject to suspension and/or expulsion. Likewise, any dress, emblems, jewelry, rags/bandanas/flags, etc. that symbolize involvement in any gang type activity are forbidden.

Clubs and student activities are designed for the enjoyment and enrichment of Dodge County High School students. All clubs and/or organizations are subject to the approval of the administration of Dodge County High School and the Dodge County Board of Education.

SCHOOL MISSION

The purpose of Dodge County High School is to prepare students to become lifelong learners with respect for themselves and others as they become productive citizens in our multi-cultural and technological society. Reflecting high expectations and strong community support, our competent staff accomplishes this purpose by providing a safe environment and curriculum that is both varied and challenging

PARENTAL INVOLVEMENT

The DCHS administration and staff encourage parent involvement and participation in all aspects of the school's programs. DCHS is a "Distinguished Title I" high school. Parents are informed of events taking place at DCHS and are provided information regarding programs, meetings, student progress, and parent involvement activities via the school handbook, parent advisory and school council meetings, DCHS website, by letter, student agendas, and through the local media.

Copies of the Dodge Co. School System's Parent Involvement Policy and the DCHS Parent Involvement Policy are available to parents in the school's media center, at Open House, in the Dodge Co. Board of Education office, and the PIRC resource center.

PIRC (PARENTAL INVOLVEMENT RESOURCE)

Dodge County has the Heart of Georgia Parental Information and Resource Center (PIRC) available to help parents become actively involved in their children's education. It is one of the key program areas within communities in schools of Georgia. The center has a computer lab with internet access, parenting materials (books, videos, etc.), children's books for all ages, computer software, magazines, provides parenting workshops, and adult computer workshops.

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. <i>(Students planning to enter or transfer to a University System of Georgia institution must take two units of the same foreign language.)</i>	3
VI. Health and Physical Education* <i>(3 units of JROTC may be used to meet the requirement)</i>	1
VII. Electives	4
Total Units (Minimum)	23

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

REQUIREMENTS FOR GRADUATION PARTICIPATION IN DCHS GRADUATION CEREMONY

Graduation from DCHS 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, and (6) be in good standing with the school. To participate in the Dodge County High School Graduation Ceremony, candidates must have completed all requirements by 8:00 am on the first day of official graduation practice on May 19, 2025.

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 Dodge County High School can participate in the DCHS 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 PLC to DCHS to participate in the DCHS Graduation Ceremony and to receive a DCHS diploma, a student must have met the criteria stated in 1-6 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 January 5, 2024) 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.

The only stoles that may be worn by graduating seniors at Graduation is the Honor Graduate stole and a Military stole.

CTAE Pathway Completers are students who have successfully completed coursework from an articulated sequence of rigorous career-related courses in a specific area of study. These students may earn a cord when they complete the required three courses **and** pass an industry End of Pathway Assessment (EOPA). JROTC students must complete **and** pass course levels 1-4 of the JROTC program.

Advanced Academic Pathway Completers are students who have successfully completed coursework from an articulated sequence of rigorous courses in a specific area of study. These students may earn a cord when they complete the required courses in English/Language Arts, Mathematics, Science, or Social Studies. Upon graduation, students earn an advanced academic pathway when they complete the required coursework to include at least one AP or one IB or one Dual Enrollment course. An advanced academic pathway should also include at least two credits in one world language. AP, Dual Enrollment and Georgia Virtual School courses may be available.

Fine Arts Pathway Completers are students who have successfully completed coursework from an articulated sequence of rigorous courses in a specific area of study. These students may earn a cord when they complete the required courses in Visual Art, Dance, Music, Journalism, or Theater. Upon graduation, students complete a fine arts/performing arts pathway when three courses have been successfully completed in any one of the five areas.

Community Achievement Diplomas shall be awarded to pupils assigned to a special program who take the Georgia Alternative Assessment (GAA) State Graduation Test and complete all of the requirements of their Individualized Education Program. Through all of these requirements, our goal is for each student to be successful and to receive a diploma.

GEORGIA MILESTONES

Beginning with the 2014-15 school year, the Georgia Milestone Assessments Tests will be administered in specific classes. Students are required to take the Georgia Milestones Assessments, and the grades will count as 20% of the final grade for the classes in which the tests are administered.

DCHS DUAL ENROLLMENT (DE) GUIDELINES

The Dual Enrollment (DE) Program provides high school students the opportunity to earn dual credit by enrolling in eligible participating postsecondary institutions while in 10th – 12th grades. Students in the 11th or 12th grade may take any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, TCSG or private). Students in the 10th grade may enroll in Career, Technical and Agricultural Education (CTAE) courses at a participating **TCSG institution only. High achieving students in the 10th grade** with a SAT score of 1200 or an ACT score of 26 **prior** to the first day of the academic school year may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution – **No exceptions. Self-pay dual credit courses are available upon acceptance to a USG, TCSG, or private institution** Students designated by their high school pursuing High School Graduation Option B (SB2) for high school graduation as of Spring term 2020, may enroll in any approved Dual Enrollment courses at a TCSG, USG or private eligible participating postsecondary institution. **Students in the 9th grade are not eligible to participate in Dual Enrollment Funding Program – No exceptions.** Students who participate in the DE Program **must** meet the requirements for high school graduation.

The alternate High School Graduation options are as follows:

- An eligible high school student shall meet the following requirement, in order to be awarded a high school diploma. If following option B, the student must receive a score of admission acceptable on the readiness assessment required by the eligible postsecondary institution:

TRADITIONAL STUDENT: Attends high school only and completes regular graduation requirements. A traditional student has not participated in DE at any time during his/her school career.

OPTION A (DE, but not SB2):

(1) Earns one secondary credit in State Board identified high school courses that culminate in a state administered end-of-course assessment in each of the following subject areas: English/Language Arts, Mathematics, Science and Social Studies. Eligible high school students must participate in the appropriate end-of-course assessment.

(2) However, State Board of Education Rule 160-3-107 TESTING PROGRAMS – STUDENT ASSESSMENT (2)(j)1 establishes certain exemptions from end-of- course assessments.

(3) Earns one secondary credit in health and physical education.

(4) Completes approved postsecondary courses that satisfy high school graduation requirements.

(5) Earns the requisite credits required by State Board of Education Rule 160-4-2-.48 High School Graduation Requirements for Students Enrolling in the Ninth Grade for the first time in the 2008-09 school year and subsequent years (may or may not be degree seeking).

OPTION B (SB2):

(1) Earns two secondary credits in state required 9th and 10th grade level school courses or their equivalent: **two English courses, two mathematics courses, two science courses, and two social studies courses; and any state required tests associated with any such course.**

(2) Students pursuing a high school diploma according to the provisions of (2)(g) of this rule **must successfully** Complete and pass the following courses and participate in the specified end-of-course assessment: **Algebra I or Coordinate Algebra, and Biology, and American Literature and Composition.**

(3) Earns one secondary credit in health and physical education.

(4) Completes one of the following post-secondary requirements:

A) An associate degree program;

B) or a technical college diploma program and all postsecondary academic education and technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field; or

C) at least two technical college certificate of credit programs in one specific career pathway and all postsecondary academic education and technical education and training prerequisite for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia.

D) A student who meets the requirements shall be deemed to have met all graduation requirements of the State Board of Education and shall not be subject to any courses or assessments otherwise required for purposes of graduation.

E) Students taking one or more dual credit courses pursuant to this Code section shall not be EXCLUDED from eligibility determinations for valedictorian and salutatorian at DCHS; however, this shall not apply to a high school student who moves into Dodge County school system after his or her sophomore year and has not taken any courses on site at DCHS.

Course credits required for high school graduation can be earned through high school, DE, or a combination. Students also have the option of earning up to three courses through the test out option. Students **cannot** earn DE credit for any course credit earned through the test out option. It is the responsibility of the student, parents, and DE advisor to cross-reference course numbers to ensure dual credit is possible. *Some courses required for high school graduation are not available at all postsecondary institutions for dual credit and must be taken at the high school in order to graduate from high school.*

Approved DE courses - Approved courses will include all courses in the five core academic areas (English, math, science, social studies and world (foreign) languages), that are currently used to calculate high school HOPE GPAs, plus Career, Technical and Agricultural Education (CTAE) courses at eligible participating postsecondary institutions, and eligible Self-Pay courses. Colleges and DOE work together to determine course equivalencies.

The new approved courses will be listed in an updated Dual Enrollment Approved Course Directory.

Students are required to take the following courses and complete the required Milestone tests per state testing guidelines: Algebra I or Coordinate Algebra, and Biology, and American Literature and Composition. These required courses can be taken at DCHS or through an online option. However, if the student chooses to take the required courses through a venue other than DCHS, it will be at the student's/parent's expense. **Please Note:** American Literature may be taken at the college, but English 1101 and 1102 are prerequisites for the college level American Literature course.

DE students enrolled in required Milestone courses at an institution of higher learning are **exempt** from taking the Milestone test for the course: U.S. History.

Students must complete all DE documents by the **first day of school** of the participating school year in order to declare dual enrollment status and participate in DE. **No student can enter the DE Program once the school year has begun.**

A student **cannot** take a DE course beyond his/her fourth year or beyond his/her graduation date, whichever comes first.

Important to Note:

Participation in DE does **not** exempt the student from the requirements for high school graduation. DE does provide, in some cases, the opportunity to earn dual credit for some courses taken at a participating postsecondary institution. **The participating high school determines if the postsecondary courses match high school courses for dual credit. A Dual Credit Enrollment student seeking a high school diploma who is enrolled in postsecondary coursework as a Joint Enrollment student is *ineligible for DE Program payment for coursework that the Eligible High School will not accept as secondary credit.***

The DE Course directory may be found on GAFutures.org. In addition, students and parents should know:

1. Students are **REQUIRED** to have two units of the same foreign language, one half unit of speech, **and** one unit of Introduction to Business Technology (**along with other GPA requirements**) in order to earn **Honor Graduate status at DCHS**. Some of these courses can be taken at the participating postsecondary institution **if** the course numbers are aligned to the corresponding high school course numbers.
2. NCAA requires mathematics core credits in Algebra I or Coordinate Algebra, Geometry or Analytic Geometry, and Algebra II or Advanced Algebra and one higher level math approved by NCAA for a total of four core credits for students seeking NCAA eligibility.
3. Prior to participating in the DE Program, the student and student's parent(s)/ guardian(s) will:
 - (i) Sign an advisement form provided by DCHS acknowledging a complete understanding of the responsibilities assumed by the student while participating in the DE Program.
 - (ii) Attend the annual advisement session with the DE Counselor prior to enrolling in the DE program. Students must have prior approval from DE Counselor before making any course/schedule changes once the quarter/semester begins.
 - (iii) Complete the Georgia Student Finance application prior to the semester the student participates in DE. The new online student application in GAFutures released mid-March 2020 for summer term and after. Applications may be completed by high school students. The high school and postsecondary institution must approve the student's online application prior to the term.

If all of the above criteria are not met, the student will not be considered a DE student and college fees will not be covered by Georgia Student Finance.

1. Averages for honor graduates and senior class rankings will be calculated at the end of the third nine weeks grading period according to Dodge County High School's calendar. Seniors enrolled in the DE program should be aware that credits for semester classes taken during the second semester will not be calculated for honor graduates and class rankings. Seniors enrolled in the DE program and attending an institution of higher learning on the quarter system will have credits earned third (3rd) quarter included in calculations for honor graduates and class rankings *when* grades are available from the institution of higher learning.

2. DE students will receive five (5) quality points for each academic dual credit course passed at an institution of higher learning. Academic dual credit courses are math, ELA, science, social studies, or world/foreign language courses.
3. DE students are eligible for top honors, including Valedictorian and Salutatorian. Grade classification, class rankings and honors eligibility will be determined as follows (BOE Approved 9/25/17):
 - A. Georgia Department of Education determines a student's expected four-year graduation date based on the date the student entered ninth grade. Therefore, grade classification, class rankings, and honors eligibility will be based on the student's ninth grade enrollment date unless the student declares his/her intention to graduate earlier than his/her ninth cohort.
 - i. A sophomore is any student with at least 5 Carnegie units **and** a second year high school student.
 - ii. A junior is any student with at least 11 Carnegie units earned **and** a third year high school student.
 - iii. A senior is any student with at least 17 Carnegie units **and** a fourth year high school student.
 - B. If a student has the required Carnegie units and chooses to **graduate early**, the student must complete the required paperwork to declare early graduation **and** senior grade level classification **before the first day of school** of the intended graduation year. The student will then be classified as a senior for class rankings and honors eligibility. For more information, please contact the DCHS counselor's office.
 - C. The top four honor graduates, including the Valedictorian and Salutatorian, represent the best performance in our local high school; therefore, students considered for these honors must be enrolled in Dodge County High School for the last four consecutive semesters.
 - i. **Valedictorian**
The Valedictorian will be the student who meets the qualifications for senior status who has been enrolled in DCHS for the last four (4) consecutive semesters, meets honor graduate requirements and who has the highest GPA. The student with the highest numerical average will be the student reported to Georgia Student Finance as the Valedictorian.
 - ii. **Salutatorian**
The Salutatorian will be the student who meets the qualifications for senior status who has been enrolled in DCHS for the last four (4) consecutive semesters, meets honor graduate requirements and who has the second highest GPA. The student with the second highest numerical average will be the student reported to Georgia Student Finance as the Salutatorian.
 - D. In the absence of a numerical grade on the college transcript, letter grades will be converted to numerical grades as follows:
A= 4.0 = 95 B = 3.0 = 85 C = 2.0 = 75 D = 1.0 = 70 F = 0 = 55 WF = 55

Additional details may be obtained by contacting the DCHS DE Counselor at 478-374-8262 or by visiting the link below:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/DE-StudentParent-FAQ.pdf>

Withdrawing from a DE Course:

- Before a DE course can be dropped, the student must notify the DE Counselor at the high school in writing as well as by phone for approval. Failure to notify and receive approval from the counselor will result in a failing grade and zero credit being recorded on the high school transcript.
- If a student withdraws from any or all DE courses, the student must immediately (within the same term) enroll in the correct corresponding high school course and must be in a **full schedule of courses**. If a student withdraws from any or all DE courses mid-term, the student may not be able to receive the appropriate Carnegie units due to the year-long class schedule at DCHS.
- Effective Summer term 2020 (FY2021), a student **may not** receive funding for the same course twice. **Courses cannot be retaken and receive funding.**
- Effective Summer term 2020 (FY2021), a student becomes ineligible to continue to receive funding from the program after his or her second withdrawal.
- GSFC will consider extenuating circumstances with withdrawals or retaking a course. Students applying for extenuating circumstances will present their request to the GSFC Board of Commissioners, but it is expected that such circumstances might include circumstances related to a serious illness or injury or death of an immediate family member during the term of the withdrawal or attempt of course to be retaken.
- A student may submit an Extenuating Circumstance Appeal Request with supporting documentation and approval from the high school and postsecondary institution.
- Appeals do not extend or add additional hours of funding. The 30 semester/45 quarter hour funding cap still applies.

DE Status Requirements:

- **Full-time Status at College or Technical College** – A DE student who is enrolled in four courses (12-15 credit hours). Full-time status is defined as any DE student taking four or more courses (12 – 15 credit hours) per semester or three or more courses per quarter.
- **Part-time Status** – A DE student who is enrolled in 11 hours or less and attends part of the day at the high school. The part-time student should be enrolled in a minimum of at least **six different courses**. Each DE course can only be counted as one course and thus, each DE course can only fill one segment of the student's high school schedule. **Any DE student taking less than four or more courses (12 – 15 credit hours) per semester or three or more courses per quarter, must be enrolled in the appropriate number of courses in order to earn full local FTE funding.**
- Participation and funding is capped at 30 semester or 45 quarter hours for all first-time students effective Summer term 2020 and beyond.
- If a student has received Dual Enrollment funding for 18 semester/27 quarter hours or less through Spring term 2020, the 30 semester/45 quarter hour funding cap applies.
- If a student has received Dual Enrollment funding for 19 or more semester/28 or more quarter hours through Spring term 2020, the student may receive an additional 12 semester/10 quarter hours.

- If the student is designated by their high school as a High School Graduation Option B (SB2) student effective Spring term 2020, the student will be allotted the hours needed to complete their pathway.
- After reaching the 30 semester/45 quarter hour funding cap, a student may choose to continue pursuing college credit through a joint or dual enrollment arrangement at his or her own expense.

After a student reaches the state-funded Dual Enrollment funding cap of 30 semester/45 quarter hours:

- Students may choose to self-pay for additional courses.
- Students pursuing a program of study in one of the 17 high-demand industry areas eligible for HOPE Career Grant may use HOPE funding as a “bridge.” The student must meet all eligibility requirements of the HOPE Grant Program, including residency, citizenship, and all academic requirements. Students may be responsible for any charges not covered by the HOPE funding.
- Students pursuing a high school diploma through High School Graduation Option B (SB2) may use HOPE Grant funds in pursuit of the two certificates or diploma required for high school graduation. Students’ program of study may qualify for HOPE Career Grant as well. This “bridge” funding requires the student to meet all eligibility requirements of HOPE Grant. Students may be responsible for any charges not covered by the HOPE funding. The course credit hours will be applied to the 63 semester Paid-Hours limit and the grades will be included in the HOPE GPA calculation.
- DE student transcripts will reflect each approved course name, grade, and course unit credits earned for each course taken as a Dual Credit Enrollment student as follows:
 - One to two semester credit hours = .5 course unit
 - Three to five semester credit hours = 1 course unit
 - One to three quarter credit hours = .5 course unit
 - Four to eight quarter credit hours = 1 course unit

Other DE Topics:

- **Failing a DE course at End of Semester/Quarter** – When a DE course is failed, the student is not approved to take the same course again under the DE program. The student can be approved to take the same course as a credit recovery course via an approved online resource, at the student’s expense if available, or through the regular course at the high school. All online courses must have prior approval of the DE Counselor.
- **Transportation and Additional Expenses** – The student and the parent(s) must provide their own transportation for classes taken on the college campus. Items other than tuition, mandatory fees, and books are the responsibility of the student and parent/guardian under the DE Program.

Graduation:

- If completing his/her courses prior to the original DCHS graduation date, the student must coordinate with the DE Counselor to ensure he/she is eligible to graduate early.
- Graduation may be delayed and GPA will be impacted if a student either fails or withdraws from a course needed for graduation. The student may not be able to enroll in a high school or college course that will allow them to graduate on schedule. At many colleges, courses are offered on a rotational basis; therefore, not

every course is offered every semester. At DCHS, most courses are year-long courses; therefore, a student cannot enter a course mid-term and receive full credit.

- If completing SB2 – Option B, an associate degree, technical diploma or two technical certificate programs in a career pathway and all training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field.
- A DE student must meet the Georgia requirements for high school graduation before graduating from high school regardless of how many postsecondary credits earned.

Please note:

1. DE classes attended on the college campus follow the college calendar and DE classes attended on the high school campus during their scheduled school day follow the high school calendar.
2. Students participating in DE college courses should do so with the knowledge that the course work may be more rigorous and challenging than high school courses. Students are held to a higher degree of independent responsibility and accountability than in regular high school classes.
3. Students may be responsible for additional costs, such as course or lab fees/supplies, and/or fees charged for late or damaged textbooks.
4. Only full-time DE students are eligible to take PE at any USG institution. PE classes are not available to DE students at TCSG institutions. Students must check with private institutions for their policies.

Guidelines, rules, and procedures are subject to change based on Georgia legislation, Georgia Department of Education policy, Georgia Student Finance Commission guidelines, rules and regulations, and Board of Regents and Technical College System of Georgia regulations. Additional details may be obtained by visiting the link below: (<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Transition-Career-Partnerships>)

**Important Update for Dual Enrollment from Georgia School Finance Authority
Effective June 13, 2019**

There is now a funding maximum of 15 semester or 12 quarter hours per term. Note that many TCSG and USG institutions do not charge tuition after 15 hours, but these extra courses cannot be listed on the funding application. It would be up to students to inquire at the institution about taking courses beyond the 15-hour limit. Please note that Dual Enrollment is not free and that sometimes there are additional fees.

HOPE SCHOLARSHIP INFORMATION

Beginning with the Class of 2012, HOPE Scholars in the Single Diploma curriculum track must graduate from an eligible high school with a minimum of a 3.0 cumulative core grade point average on a 4.0 scale. Numeric averages are not accepted. Each grade that a student receives for attempted coursework (in English, Mathematics, Science, Social Studies, and Foreign Language) that would have satisfied a core curriculum graduation requirement for the Single Diploma if the student had successfully completed it, must be equated to a grade on a 4.0 scale, such that a grade of “A” equals 4.0, “B” equals 3.0, “C” equals 2.0, “D” equals 1.0, and “F” equals 0.

Grades in coursework that is classified as “Advanced Placement” or “International

Baccalaureate” will be weighted by the Commission when calculating the grade point average for HOPE Scholarship Eligibility. Grades for Honors courses or other special courses will not be weighted by the Commission when calculating the grade point average for HOPE Scholarship eligibility. Quality Points are not calculated into the HOPE grade point average. Beginning with the Class of 2007 and beyond, the above requirements will apply to all HOPE Scholarship recipients, regardless of their year of high school graduation. This is subject to change per legislature.

All students must complete the Free Application for Student Federal Aid (FAFSA) on-line at www.fafsa.ed.gov to become eligible for the HOPE Grant.

Revised September 2013

Per Georgia Student Finance Commission Georgia Student Finance Authority Georgia Higher Education Assistance Corporation GACollege411

HOPE Rigor Requirements Pursuant to HB 326/O.C.G.A. Section 20-2-157 Graduating Classes of 2017 and Beyond

Georgia Code 20-2-157 requires that certain rigor course credits must be earned in order for students to be eligible for a HOPE Scholarship. The requirements are as follows:

- 1) Advanced math, such as advanced algebra and trigonometry, math III, or an equivalent or higher course;
- 2) Advanced science, such as chemistry, physics, Biology II, or an equivalent or higher course;
- 3) Advanced Placement courses in core subjects (English, math, science, social studies, and foreign language);
- 4) International Baccalaureate courses in core subjects (English, math, science, social studies and foreign language);
- 5) Dual credit courses in Core subjects taken during Dual Credit Enrollment at an Eligible Postsecondary Institution;
- 6) Courses taken at a unit of the University System of Georgia in core subjects (English, math, science, social studies and foreign language) where such courses are not remedial and developmental courses; or
- 7) Advanced foreign language courses.
- 8) For a complete course listing of rigor courses, please call Counselors at 478-374-8262.

Students graduating from high school **on or after May 1, 2017**, must receive **at least four credits** in courses from the above categories, prior to graduating from high school. Students may earn one or more credits in each category; provided, however, that an earned course credit may only be counted one time toward the credit requirement. If a course is assigned one-half credit, the student must take another half-credit course in the categories listed in order to satisfy one course credit requirement. Students should review the credits assigned to courses to determine satisfaction of the above requirements.

A brochure about the program is available in the Counselor’s Office or at Internet Address: <http://www.gacollege411.org>. This program is dependent upon adequate funding from the Georgia Lottery for Education. Students should contact their Counselor for more information.

SEMESTER SYSTEM

At Dodge County High School, students may register for semester classes to earn ½ unit of credit upon successful completion or for yearly classes for a whole year to earn one unit of credit upon successful completion. Math, Language Arts, Science, Social Studies (except for American Government/Civics which is a semester class), and Career Tech classes are year-long classes. Courses may not be offered if enrollment is insufficient. Promotions are made at the end of the academic year. In order for a student to be promoted, he or she must meet the following guidelines:

- To be classified as a Sophomore, the student must be a second year student and have earned 5 units.
- To be classified as a Junior, the student must be a third year student and have a total of 11 units.
- To be classified as a Senior, the student must be a fourth year student and have a total of 17 units, **unless** the student has met all high school graduation requirements to graduate in six high school semesters **and** completes the required paperwork to declare early graduation and senior grade level classification **before** the first day of school of the intended graduation year.

Designated courses must be taken in sequence. It is recommended that a student make up failed courses immediately in credit recovery, instructional extension, and/or summer school, when appropriate. If the student does not make up failed academic courses when appropriate and in a timely manner, the student will be scheduled in those courses at the beginning of the next school term. Students taking summer courses at another institution must receive prior approval from DCHS to insure proper credit.

EXAMINATIONS

The following schedule is recommended for all major tests (more than 20 minutes in length):

Monday	Music, JROTC, & Physical Education
Tuesday	English
Wednesday	Social Studies, Foreign Language
Thursday	Science, CTAE Subjects
Friday	Math

HOMEWORK POLICY

Homework is an integral part of the educational process at Dodge County High School. Its purpose is to reinforce primary objectives encompassed through class discussions and/or activities. Therefore, the homework activities and amounts involved are left to the discretion of the teacher and are dependent upon the content studied and the intellectual ability of the class in question. Common sense and good judgment will be used by each instructor as assignments are made.

ACADEMIC INTEGRITY

Academic integrity is expected to be maintained at all times. Students caught cheating will be given a zero and not allowed to make up the work. Cheating can result in disciplinary action by the office. All incidents of cheating will be reported to the assistant principal's office for inclusion in the student's discipline file. Students should remember that any information taken from a written source must be appropriately documented. Failure to document appropriately will constitute plagiarism. Students who are unclear about assignments should get instructions from the teacher in writing.

ACADEMIC CERTIFICATES

Academic certificates may be given for a 93 overall average or above for each individual subject.

GIFTED EDUCATION

In Dodge County and the state of Georgia, a gifted education student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her ability(ies). Many gifted education decisions and procedures are left to the discretion of our local school system so that we may address the unique needs of our students and our

schools. Testing for eligibility of referred students takes place in the late winter/early spring of each school year. If you have any questions regarding the referral and testing process, please contact your respective school's gifted coordinator or Mariella Douglas at the Dodge County Board of Education at (478) 374-3783.

Dodge County Primary

Dana Yawn
478-374-6691

Dodge County Elementary

Joni Barton
478-374-6690

Dodge County Middle

Angela Peacock
478-374-6492

Dodge County High

Amy Mullis
478-374-7711

EXEMPTIONS

Students that have no absences, sign-outs, late sign-ins, or tardies for each nine weeks will be designated as McDonald's Perfect Plus Recipients and may exempt their nine weeks exams if their grades are passing (70 or above). Any student in grades 9-12 who has attained a 90 or above average for the nine weeks in any class and who has not exceeded the attendance policy may be exempt from his/her nine weeks exam in that class.

PROGRESS REPORTS

Students will be issued progress reports near the midpoint of each nine weeks grading period. Teachers will issue progress reports to those students either failing or in jeopardy of failing for the nine weeks. STUDENTS ARE TO HAVE THEIR PROGRESS REPORTS SIGNED BY THEIR PARENTS OR GUARDIAN AND RETURN THEM TO THE TEACHERS WHO ISSUED THE REPORTS.

REPORT CARDS

Students will be issued report cards following each nine weeks marking period (45 school days). STUDENTS ARE TO HAVE THEIR REPORT CARDS SIGNED BY THEIR PARENTS OR GUARDIAN AND RETURN THEM TO THEIR ADVISORS.

The report card will present a record of the student's grades and attendance according to the following schedule:

A (90-100) Superior	C (70-79) Average	I Incomplete
B (80-89) Good	F Failure (below 70)	NC Excessive Absences

Any student that receives a Non-Credit (NC) due to excessive absences must clear all NC's **immediately** following the receipt of the NC by attending the appropriate number of make-up days and pay appropriate fees established by the local BOE. Students requesting special consideration must adhere to appeals procedures. If the student does not make up all NC's immediately following the receipt of the NC, students will be rescheduled in those courses at the beginning of the next school term.

QUALITY POINTS

Quality Points will be awarded for all classes that exceed the graduation requirements necessary to meet the College Entrance-Academic Diploma. These points will be added to the student's cumulative average each nine weeks for his or her willingness to exceed requirements for educational excellence.

Quality Points will be awarded for academic classes that exceed the graduation requirements necessary to earn a high school diploma. These points will be added to the student's cumulative average each nine weeks.

Quality Points will be awarded as follows:

Honors/Gifted classes	2 points
Advanced Physics, Anatomy & Physiology	2 points
Advanced Placement and/or Dual Enrollment Academic Courses*	5 points

*(ELA, math, Science, Social Studies, World/Foreign Languages)

Report card averages will reflect student's average with the Quality Points already included. If a student's Quality Points cause his or her average to exceed the maximum score of 100 points, the score will still reflect the Quality Points. (For example, the student earns an average of 97; however, with the addition of his five Quality Points, his report card will read 102). All DCHS cumulative averages, grade point averages, and class rankings will be figured with the addition of quality points. Quality Points will not be calculated in the HOPE Grade Point Average.

No Quality Points will be awarded for summer school. Classes that are awarded Quality Points may vary from year to year based on course offerings.

STUDENT RECOGNITION AND ACCOLADES

In order for students to be eligible to receive special recognition, awards, and accolades, he/she must be a full-time student of Dodge County High School.

HONOR ROLL

Students obtaining a 90 or above average in each high school level subject per grading period will be issued a Great Oaks Bank Goal Card recognizing honor roll status. This card will allow students admittance to all school games and designated events free of charge. Should a student's grade drop below an A in any subject, the student will be required to surrender his or her cards.

AB HONOR ROLL

Students obtaining A's and B's in each high school level subject per grading period will be issued a Great Oaks Bank AB Honor Card recognizing AB honor roll status. This card will allow students admittance to several school games and designated events free of charge. Should grades drop below A's and B's in any subject, students will be required to surrender their cards.

HONOR GRADUATES

Beginning with ninth graders who enter high school in the 2024-2025 school year and beyond, to be eligible to be an Honor Graduate, a student will have earned two units of the same foreign language, ½ unit of speech, one (1) full unit of Introduction to Business Technology, an overall academic average of 94, and completed a minimum of 4 rigor classes, as categorized by the HOPE scholarship eligibility. A student who does not have a 94 average, but who has maintained a 90 average and has a score of 1260 or better on the verbal and math sections on the SAT, or a composite score of 26 or better on the ACT, and has met all requirements will be considered an honor graduate. Averages for honor graduates and class rankings will be calculated at the end of the third nine weeks grading period according to Dodge County High School's calendar. All classes are calculated when determining class rankings. Seniors enrolled in the DE program should be aware that credits for semester classes taken during the second semester will be calculated at the end of the second semester. All honor graduates including the first four honor graduates will be determined at the end of the third nine weeks grading period. Honor graduates will not be exempt from final exams unless they have a 90 overall average or above in each individual subject. The University of Georgia Certificate of Merit recipients will represent the top 10% of the Junior class. The top 5% will be recognized as Ushers and Marshals for the graduation ceremony. The UGA Certificate of Merit will be determined at the end of the 1st semester, and the student must have been enrolled at DCHS for the last two semesters.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Valedictorian

The Valedictorian will be the student who meets the qualifications for senior status; who has been enrolled in DCHS for the last four (4) consecutive semesters; and who has the highest GPA.

Salutatorian

The Salutatorian will be the student who meets the qualifications for senior status; who has been enrolled in DCHS for the last four (4) consecutive semesters; and, who has the second highest GPA.

PROCEDURE FOR CHANGING CLASS SCHEDULE

When a student desires to change his/her schedule, he/she should see the appropriate counselor for approval.

CHANGE OF NAME, ADDRESS, OR PHONE NUMBERS

Students must notify the counselor's office of any changes of name, address, or phone number.

PROCEDURE FOR WITHDRAWING FROM SCHOOL

1. Authorization/Written permission for withdrawal must be made in person by parent or legal guardian.
2. Appropriate forms must be obtained from the guidance office.
3. Textbooks must be returned and a grade issued to each student. Library books are to be returned to media center and verified by the Media Specialist's signature. Textbooks and library books not returned are to be reported immediately to the front office by teacher of amount due, textbook number, and name of textbook. The student's record will be flagged until all fees are clear.

TELEPHONE/INTERCOM REGULATIONS

The classroom intercom is restricted to use only by staff and for school business. The intercom is not to be used by students. Office telephones may be used by students at the breaks or lunch only with permission from an administrator or office personnel.

EARLY DISMISSAL - WORKING STUDENTS

The Work-Based Learning (WBL) or Youth Apprenticeship Program (YAP) is available to Juniors and Seniors who meet the following qualifications for either of these programs:

- The student must be on track to graduate with a GPA of at least 2.5.
- The student must be a Junior or Senior per guidelines in the student handbook. (i.e., appropriate number of units, etc.)
- The student must be in good standing with the school with no serious discipline infractions.
- The student must be at least 16 years old.
- The student must adhere to the attendance policy in the DCHS handbook.
- The student must have 3 acceptable teacher recommendations.
- The student must have a valid picture ID.
- The student must provide dependable transportation.

Students will not be released for work unless they are enrolled in the WBL program and meet the qualifications listed above. **Any student enrolled in the program, Junior or Senior, that must take or retake any portion of the Milestones Tests must remain on campus during times of remediation and testing.** All students under a work program should be at their worksites, at home, or should report to the reception area in the main office. Students will not

roam the halls, go to a teacher's room, go to the gym, or ride around. If a student loses/quits his/her job, the teacher retains the right to dismiss the student from the WBL program with no credit earned. A student who loses/quits his or her job will not be allowed to leave campus without the WBL Coordinator's approval. Under no circumstances should a WBL student return to school after leaving campus. If returning to school is necessary, the student must sign in at the front office.

EARLY DISMISSAL NON-WORKING STUDENTS

Students not enrolled in WBL/YAP must sign out through the assistant principal's office. Only in extreme emergencies will a student be permitted to be dismissed early, and in such cases, the student should be picked up by one of his or her parents or guardians. Sick students must report to the assistant principal's office for early dismissal. ALL SCHOOL CAMPUSES ARE OFF LIMITS TO STUDENTS DISMISSED EARLY. NOTICE: EARLY DISMISSALS ARE INCLUDED IN DAYS MISSED FROM CLASS.

FUND RAISING

Fundraising activities are limited to school clubs or classes. This type of activity is limited to one per year, per club or class. Club fundraising requests must be submitted in writing to the Board of Education for approval and then submitted to the Career Technical Office to AP Richard Gay to be approved by the Principal, the Superintendent, and the Board of Education in advance. Club expenditures should be for items related to the club or the school.

Expenditures must be approved by the Principal.

Funds raised by DCHS clubs/classes must be used for activities/events that directly support DCHS students. Funds may not be used for events/activities that are outside the realm of DCHS or for use with alumni groups, etc.

Per Board of Education JK Policy (August 2018):

School children in the Dodge County Schools are not permitted to solicit funds, solicit any subscriptions or sell any article or articles without approval of the Board of Education. Each school shall submit in writing to the Board of Education any proposed project that it or any organization within it would like to have approved prior to the initiation of the project.

No fund-raising organizations shall be permitted to solicit funds from students without prior approval from the Board of Education.

STUDENT ELECTIONS

Student elections at Dodge County High School include:

- A political election shall be held for the officers of Student Council, and Freshman, Sophomore, Junior, and Senior officers.
- A popularity election shall be held for the Homecoming Court, and Mr. & Miss Freshman, Sophomore, Junior, and Senior. Additional information about student elections can be obtained from the Student Council or the counselor's office.

Criteria for class officers and student council officers:

- B Average.
- No significant discipline record and/or in good standing with the school.
- Meet eligibility requirements. (GSBOE)

Procedures for filing for candidacy will be given out prior to elections.

SENIOR SUPERLATIVES

To be eligible a student must have maintained a cumulative average of **3.0 (B Average)** or better in high school and must be classified as a Senior. He or she must be in good standing

with the school (no severe discipline record) in regard to conduct and academic performance. **Consideration in choosing these students is given for leadership, arts, athletic, and academic accomplishments. Senior superlatives will be selected by the faculty.**

STAR STUDENT

The Star Student is the senior with the highest SAT score. This SAT score must come from the time period set by the State STAR Nomination Committee and guidelines set by the SSNC. The student must rank in the top 10 percent of his or her class and has been enrolled at DCHS for the last four (4) consecutive semesters.

SPORTSMANSHIP

Students are expected to display good sportsmanship at all times during athletic events. Students are reminded that they are under the rules and regulations of Dodge County High School during athletic events and subject to disciplinary action in the event of inappropriate behavior. It should be stressed that visiting teams are our guests, and students should treat them as they would want to be treated when they visit their schools. Students are encouraged to refrain from booing or making catcalls toward our visitors.

The proper procedure to be followed during the playing of the national anthem is:

- All hats or caps are to be removed from the head.
- Students should stand quietly and reverently.

INDIAN PRIDE ROLE MODEL SPEAKER PROGRAM

DCHS students are encouraged to become a part of this positive role model program. Student speakers may be recommended by staff members, a member of the Student Advisory Committee, or simply volunteer by filling an application with the front office. Approved applicants will then be eligible to speak to local elementary students on selected topics of interest.

SAT PREPARATION PROGRAM

DCHS offers an SAT and ACT class aimed at boosting the SAT and/or ACT scores of students. Students are encouraged to participate in this program. Information about this class may be obtained from the guidance office.

LOITERING

Before and after school the buildings and parking lots are off limits to any student who does not have official business with a teacher or the office. The school building will not be officially open to students until 7:15 a.m. Students arriving prior to 7:15 a.m. must report to the picnic area or the cafeteria. Students need to remember that once they step on the campus or board a school bus, they are considered to be officially at school. Any student who leaves campus for any reason without following the appropriate checkout procedures will be subject to disciplinary action. The rule applies even if you leave before the first period starts.

School ends daily at 3:15 p.m. Students must leave the building by 3:30 p. m. unless they are involved in extracurricular activities and under the supervision of a staff member. Students are strongly encouraged to participate in extracurricular activities; however, students who are participating in activities should be in the area of the activity. Students should not loiter in the building or in other unsupervised areas. Parents are encouraged to pick students up at the end of the school day. General supervision of students ends daily at 3:45.

In case of bad weather, students will be admitted to the gymnasium. During school hours, students taking care of official business will be admitted to the building with an official written excuse only. Official business is described as an office excuse or teacher's note admitting the student to his or her room.

WATER SAFETY/SWIMMING LESSONS

According to the CDC, swimming can help with chronic diseases and mental health. Learning

to swim can open a world of opportunity for people. With the great health benefits of swimming, there are also many risks. Water safety and swimming lessons could help reduce the risks. These lessons can also be lifesaving. People who take formal swim lessons have an 88% less chance of drowning, according to the CDC. Additionally, teaching children to swim at a young age helps prepare them to be safer around bodies of water. Dodge County Schools are not responsible for providing water safety or swimming lessons, but may be able to provide information to parents. This information is in compliance with the Edna Mae McGovern Bill (HB 402). More information on this bill can be found at <https://www.legis.ga.gov/api/legislation/document/20232024/215778>

SCHOOL VISITORS' REGULATIONS

All visitors must report to the principal's office to sign in and for a visitor's permit. Students should not ask to bring visitors during times when other schools are dismissed. 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 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 provides a reason for his or her presence at school immediately upon entering the campus.

Unless otherwise allowed by state law, the person failing to check in at the designated location may be guilty of a misdemeanor." The buildings are off limits to any person not enrolled in this school that does not have legitimate business with the school. Any person on campus not in this category will be considered a trespasser and be instructed to leave. If he fails to do so, the principal/assistant principal will notify the police and report the incident to the office of the superintendent of schools.

MEDICATIONS

All medications to be administered at DCHS 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. 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. 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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

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. DCHS builds character and teaches 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.

Appropriate student behaviors, found on the behavior matrix, are acknowledged in the classroom, within the team, and by the school. The DCHS behavior matrix will be posted throughout the school, on the website, and in each classroom.

At Dodge County High School our school expectations are represented by the letters PRIDE.

P-Positivity R-Respect I-Integrity D-Determination E-Excellence

STUDENT OFFENSES AND DISCIPLINARY PROCEDURES
OFFENSE-DISPOSITION

The purpose of high school is to prepare students for a meaningful life in the 21st century where they are good citizens, economically self-sufficient and respectful of themselves and others. A school should promote good character and good behavior and provide positive learning experiences. This process becomes limited when students choose to be either disruptive or non-conforming. Research shows that students learn best and teachers provide the best instruction in a safe and orderly environment. Students who choose to violate school rules and policies will be disciplined or receive consequences immediately.

Counseling is an extremely important part of the discipline process. Student assistance programs and counseling are available to all students to help them identify and correct the specific causes of discipline problems. Parents are strongly encouraged to contact counselors and teachers should discipline problems arise with their child. All disciplinary actions include consequences that directly affect the student's academic and/or social agenda. Offenses involving drugs, alcohol, violence, sexual harassment, or theft are considered extremely serious and may result in immediate suspension, recommendation for expulsion, referral to a tribunal, and involvement of law enforcement officials.

In accordance with discipline procedures of Dodge County School System, offenses and required or recommended guidelines are outlined below for the information of school personnel, students, and parents. Dodge County High School uses a progressive discipline system. The consequence severity will increase with each reported incident. Each student will be punished according to the particular incident and his/her cumulative discipline history.

The following is a list of consequences used at Dodge County High School:

1. **Teacher Detention**

The teacher sets teacher detention based on his/her schedule. Teachers have the discretion to hold their detention in the morning, during break, or after school. Teachers are considered to be the first line of defense in discipline problems. Parents are encouraged to help the school solve the problem before it goes beyond this stage. Students who fail to serve detention assigned by teachers will be referred immediately to an administrator.

2. **Conferences**

Meetings involving the student, parent, teacher, and a counselor are used as a means of intervention prior to an office referral. Parents are encouraged to set up conferences with teachers at the first sign of a problem in the classroom through the counseling offices. Many times minor problems can be eliminated at this stage. Parents are encouraged to communicate regularly with teachers through the school email system. Parents can reach any school employee through school e-mail.

3. **Corporal Punishment**

Corporal punishment is offered as an option for minor discipline offenses.

4. **Supervised Cleanup (SC)**

Only an administrator may assign supervised cleanup. SC is held Monday-Friday both before school and after school. Morning SC meets outside the attendance office at 7:45 am to 8:15 a.m. Afternoon SC meets in the rotunda and is held from 3:15 to 3:45. Tardiness to SC will not be tolerated. Students will not be permitted to stay for SC if they are tardy. Missing SC may result in additional days added or assignment to In-School Suspension.

5. **Supervised Lunch (SL)**

Supervised lunch could be assigned as a consequence for minor discipline infractions. In addition, supervised lunch is assigned to students who are tardy to school/class. Students

are allowed two unexcused tardies per semester. On the third and subsequent unexcused tardy, a student will be disciplined appropriately. Four days of SL are assigned for each tardy after the first two. A student who is tardy ten times will be sent to ISS. If a teacher keeps a student, the student should get an excused tardy from that teacher. **Car trouble is not excused.** A student who is late to school will be given an unexcused tardy unless parents contact the attendance office prior to the student arriving at school.

6. **Restorative Justice**

Restorative justice may be assigned after-school and/or on Saturday mornings to address discipline offenses in lieu of or in addition to ISS.

In-School Suspension (ISS)

The purpose of In-School Suspension is to remove the disruptive student from the classroom and to **still afford the student the opportunity to complete assigned work.** Students assigned to ISS must report to the ISS room upon arriving at school. Students who receive discipline referrals while serving an assignment in ISS will be assigned additional days or suspended home. If a student is suspended home, he or she cannot return to DCHS without his parent or legal guardian returning with him or her for a meeting with the principal. Students will not be allowed to eat, sleep, drink, talk, or communicate in any way with other students while in ISS.

***Board of Education Policy adopted April 9, 2009: When a student has been sent to In-School Suspension for any reason, he or she may not participate in any extracurricular activity including the DCHS Prom when he or she is in ISS. This punishment starts at 8:22 am of the first day assigned and is complete at 3:15 pm on the day the student finishes his or her assignment.

7. **Restitution**

In certain situations, where damage and/or theft have occurred, restitution may be required as part of the disciplinary action. The principal will make this determination.

8. **Out of School Suspension (OSS)**

Students who receive OSS will receive an unexcused absence for the days of the suspension and will also lose credit in the classroom for any assigned work during the suspension. If a student is suspended home (OSS), he or she cannot return to DCHS without his parent or legal guardian returning with him or her for a meeting with the principal.

9. **Notification of Law Enforcement Officials**

Per Board of Education policy, severe disciplinary offenses may require notification of law enforcement officials. In addition, law enforcement officials may be notified during other circumstances that the principal deems necessary for student/faculty safety or disruption of the school day. Once an issue is turned over to the authorities, they determine the legal consequences issued. The student's disciplinary consequences at school will be determined by the Administrative Team at DCHS.

10. **Expulsion**

For a serious disciplinary offense, the Administrative Team may recommend that the student be expelled from the Dodge County School System. If this occurs, the student is entitled to due process.

11. **Alternative School Placement**

In serious discipline situations where the Administrative Team is recommending suspension with recommendation for expulsion from Dodge County High School, a student may be given the option of attending Dodge Achievement Center. Placement is typically assigned for one semester, but the assigned time may be longer depending on the severity of the offense.

Any student who begins Dodge Achievement Center (DAC) placement or **other alternative school** placement the same year that he or she is eligible to graduate, or becomes eligible to graduate, must satisfactorily complete all assigned requirements before applying to return to Dodge County High School. This includes completion of the assigned number of in-attendance school days at the DAC, be in good standing for attendance, and be in good standing for discipline. If a student is unable to complete all requirements including his or

her assigned number of school days in attendance at DAC, he or she will not be able to return to DCHS and will not be able to participate in the DCHS graduation. If all requirements are met prior to the graduation date, and after meeting with the principal (or his/her designee), the student may be eligible to re-enroll as a student at Dodge County High School. Once the student is re-enrolled at DCHS, he or she must meet all graduation requirements as outlined in the handbook in order to participate in the formal graduation ceremony and to be eligible to graduate from DCHS.

Board of Education Discipline Tribunal Hearing

In severe situations or situations where parents are appealing a disciplinary recommendation made by the school, a Board of Education Tribunal Hearing may be used. This hearing will be held at the Board of Education building in Eastman and will be an official taped proceeding. Attorneys are allowed at this level.

OFFENSE-DISPOSITION

1. Weapon possession or use on school property-Immediate suspension with recommendation for expulsion after proper determination by principal. *Proper notification of law enforcement authorities.
2. Assault on staff member or student-Immediate suspension with recommendation for expulsion. **Proper notification of law enforcement authorities.
3. DCHS prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, school official and/or school property. These acts include any written or oral statement by a person who willfully threatens to commit a crime even if there is not intent of actually carrying it out. Immediate suspension with recommendation for expulsion after proper determination by principal. *Proper notification of law enforcement authorities.
4. Sexual misconduct- Immediate suspension with recommendation for expulsion after proper determination by principal. *Proper notification of law enforcement authorities if applicable.
5. Sale, possession, use, or under the influence of alcohol on school property- Immediate suspension with recommendation for expulsion. **Proper notification of law enforcement authorities.
6. Sale, possession, use, or under the influence of drugs on school property-Immediate suspension with recommendation for expulsion. **Proper notification of law enforcement authorities. 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.
7. Bullying is prohibited. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically. Upon finding that a student has committed the offense of bullying, he/she will be dealt with in the following manner; First offense --- Three days' suspension; Second offense -- - Five days' suspension; Third offense --- assignment to an alternative school. Bullying is

defined as follows: An act which occurs on school property, on school vehicles, at 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:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 1. 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;
 2. Has the effect of substantially interfering with a student's education;
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 4. Has the effect of substantially disrupting the orderly operation of the school.
- d. Bullying is also defined as and includes acts of cyberbullying which occur through the use of electronic communication, "whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose."

See Board Policy in *Student Code of Conduct* in this *Handbook*.

8. The school buildings and grounds of the Dodge County Schools are tobacco-free. The sale, use, or possession of tobacco in any form is prohibited in all buildings, grounds, and at any school-sponsored activities. This includes the sale, use, or possession of electronic cigarettes/vapes of any kind. Students caught using and or possessing an e-cigarette or vape will be subject to progressive consequences to include being sent home with a parent, ISS, restorative justice, notification of law enforcement, OSS, and/or alternative school. Confiscated vapes will be considered contraband and will not be returned to students or parents.
9. Dab pens-Using and/or possessing a vaporizing device that contains a cannabis concentrate (Dab pens)-Suspension, notification of law enforcement, recommendation for alternative school or expulsion.
10. Fighting --- Immediate Suspension. *Proper notification of law enforcement authorities.
11. Classroom disturbances --- Discretion of principal with possible suspension.
12. Profanity or vulgarity --- Discretion of principal.
13. Refusal to carry out instructions of staff and/or disrespect --- Discretion of principal with possible suspension.
14. Misbehavior on school bus-Removal from the bus for up to 10 days.
15. Skipping class/assigned or required activities --- 4 days Supervised Cleanup for first offense/parent notification; 3 days ISS for all subsequent violations.
16. Failure to accept disciplinary action --- Suspension or recommendation for expulsion.
17. Repeated violations/misbehavior --- Recommendation for expulsion.
18. Leaving campus without permission --- Discretion of principal.
19. Parking and traffic violations --- Discretion of principal.
Students may not sit in cars once they enter school property/campus. Students may not return to their cars during the school day without the assistant principal/resource office as an escort.

20. Breaking and entering, theft, vandalism --- Discretion of principal; possible restitution required and/or possible notification of law enforcement.
21. Students are not permitted to participate in events that cause substantial disruptions of learning opportunities and/or threaten the safety of other students or staff. This includes walkouts, petitions, picketing, trespassing, inciting disturbances, accosting fellow students, etc.
22. Students are not permitted to video, record, and/or post on-line the images, videos, pictures, etc. depicting events that occur on campus or at a school function that negatively reflect on DCHS. Discretion of Principal
23. Administrators are authorized to take disciplinary action for conduct that occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event; or (c) en route to and from school or a school activity. Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could include but would not be limited to a felony or an offense that would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including but not limited to in-school suspension, short-term suspension, referral to a disciplinary tribunal, and assignment to an alternative educational program/site. (Board of Education Descriptor Code JCDA: Criminal law violations/off-campus misconduct: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal.)
24. School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct and record in school.
25. Criminal law violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

**Law enforcement authorities and the district attorney will be notified when deemed necessary at the discretion of the principal with concurrence of the superintendent after proper determination.

The following offenses may result in parent conference, supervised lunch, supervised clean-up/study, corporal punishment, or suspension with consideration being given to the student's discipline history; degree of premeditation, impulse, etc.; age; disability; strength of evidence; willingness to cooperate; and the seriousness of the offense.

Excessive tardies-Students are allowed **two** unexcused tardies per nine weeks. On the third and subsequent unexcused tardy, a student will be disciplined appropriately. Four days of SL are assigned for each tardy after the first two. A student who is tardy ten times in a semester will be sent to ISS. If a teacher keeps a student, the student should get an excused tardy from that teacher.

Car trouble is not excused. A student who is late to school will be given an unexcused

tardy unless parents contact the attendance office prior to the student arriving at school.

- Late sign-ins and early dismissals-Instructional time consists of 180 days at 330 minutes per day/53 minutes per class. Optional classes are offered before and after school as needs arise. Late sign-ins and early dismissals greatly infringe on this instructional time. Unexcused late sign-ins or early dismissals will count as unexcused absences and/or tardies.
- Chewing gum-Chewing gum is prohibited.
- Lunchroom-Students cannot leave the lunchroom during lunch without permission from the teacher/assistant principal assigned for the duty in that area. Only seniors are permitted to sit outside during lunch in the Senior Area. Students may purchase a well-prepared meal or bring lunches from home. Commercially prepared food cannot be taken to the cafeteria nor can persons outside of the school deliver food to a student on campus. If a family is unable to pay for lunches, applications for assistance may be obtained from the lunchroom. Students should go to the cafeteria in an orderly manner. Cutting in the lunch lines will not be permitted. All papers, food, etc. should be removed from the floor, table, and grounds before the students leave lunch. **Students who cut in line, leave trays, become disruptive, or any other minor offense will be given lunchroom cleanup and/or supervised cleanup.** Good manners and cleanliness are expected in the cafeteria at all times. During lunch, students are not allowed anywhere in the building except the lunchroom, **to the snack machines, to their lockers, or to the bathroom. To leave the lunchroom, a student must have the appropriate hall pass. A hall pass may be used by only one student at a time. All students must report to the lunchroom during their assigned lunch period.**
- Food and Drinks in the Building-No food or drinks are allowed in any area of the building except the lunchroom, unless authorized by teacher/administration. Students are not permitted to purchase drinks between classes. Snacks and drinks are sold before school, at lunch, breaks, and after school. Students should not take food or drinks to any class, unless authorized by the teacher/administration. Students should throw all trash in the cans when they finish eating or drinking. Students who want to eat breakfast must eat in the lunchroom or teacher's classroom (with permission).
- Inappropriate Display of Affection-Students are not to display inappropriate behavior such as holding hands, kissing, caressing, etc.
- Parking Restrictions-Students are prohibited from parking lots and other restricted areas without permission from Dodge County High School administration. Students must have a DCHS parking permit to park on DCHS property during school hours (7:00 AM - 4:00 PM). To obtain a permit, a student must present a valid driver's license, proof of insurance and the tag number of the vehicle(s) he/she may be driving on campus.

The cost of a parking permit is \$25.00. If the permit is lost or stolen, there is a \$10.00 replacement fee. The parking permit must be displayed in the approved vehicle on the left, bottom corner of the front windshield at all times while the vehicle is on DCHS property during school hours (7:00 AM - 4:00 PM). The number on the parking permit must match the number on the parking space. If a student is illegally parked, he/she may be subject to disciplinary actions that include but are not limited to suspension of driving privileges on campus, In-School Suspension, supervised clean up, or any other disciplinary actions deemed appropriate by the school. Continuous discipline problems, excessive tardies, and/or nonpayment of fine & fee may result in loss of parking permit. (Discretion of the principal)

Parking permits will be sold for a designated period of time, prior to school beginning each school year. Parking permits will also be sold during the school year before or after school and during breaks as needed.

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. Devices should be powered off and not on your person. 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 which may include parent contact, supervised cleanup, ISS, and/or OSS.

Appointments should be made by parents/legal guardians to bring the student and meet with the principal (or his/her designee) to pick up device(s) before or after school (7:45-8:00 AM, 3:15-3:45 PM). Appointments can be scheduled for the school day following a student's device being confiscated by calling 478-374-7711 and speaking with someone in the front office. Appointments will be scheduled based on the availability of the principal (or his/her designee).

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.

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.

STUDENT OFFENSES AND DISCIPLINE PROCEDURES

In accordance with discipline procedures of Dodge County School System, offenses and required or recommended guidelines are outlined above for the information of school personnel, students, and parents. In the case of expulsion or long-term suspension (more than 10 school days) students are entitled to due process. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in Board policy relating to suspension or expulsion.

A local board of education which has a student who attempts to enroll or who is enrolled in any school in its system during the time in which that student is subject to a disciplinary order of any other school system is authorized to refuse to enroll or subject that student to short-term suspension, long-term suspension, or expulsion for any time remaining in that other school system's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school was an offense for which suspension or expulsion could be imposed in the enrolling school. (OCGA 20-2-751.1)

Any student serving any out-of-school suspension, expulsion, or DAC placement will be prohibited from attending and/or participating in curricular and extra-curricular activities until suspension/expulsion/DAC placement is completed. Board policy adopted April 9, 2009: When a student has been sent to In-School Suspension for any reason, he or she may not participate in any extracurricular activity including the DCHS Prom while he or she is in ISS.

DUE PROCESS

In the cases of expulsion or long-term suspension (more than 10 school days),

students are entitled to due process. Accordingly, any student who feels that expulsion or long-term suspension for an infraction of the rules is unjust or too severe has the right to appeal to the teacher, the assistant principal, principal, the superintendent, and finally, the Dodge County Board of Education. In keeping with the standard policy, appeals must be made to this chain of command.

DRESS CODE

At Dodge County High School, we believe that we are preparing our students to be successful in their future endeavors. As students prepare to enter the world, they will have had the preparation for appropriate dress and grooming. Students must be in compliance with the dress and grooming code the instant that they enter the school grounds.

Students who are found in violation of dress code are subject to disciplinary action. Disciplinary actions may include:

- Counseling/Warning the student
 - Calling parents to bring a change of clothes
 - Corporal Punishment
 - Supervised Cleanup
 - ISS
 - Short term suspension
 - Recommending long term suspension for flagrant or repeated violations
1. Fads and styles in dress that differ extremely from conventionally accepted standards are prohibited.
 2. Hats or other headgear, including hair curlers or hair picks, should not be worn by students.
 3. Students' shirts should be buttoned. No clothing that permits the midriff to show and no halter-type dresses are permitted. No open-back shirts, low-back shirts, or shirts that are worn off the shoulders are permitted. Shirts should be high enough in front so that no cleavage shows.
 4. Boys' and girls' shorts, mini-skirt hems, or short type pants should not be higher than three inches above the knee.
 5. No "grillz" or "gold teeth" coverings are allowed, and no sunglasses may be worn either over the eyes or on top of the head while inside the buildings. Students may not wear hats, caps, sunglasses, combs, picks, etc., inside the building. Bandanas and bandana print clothing are prohibited on school property.
 6. No skirts with high splits higher than 3".
 7. Students must wear undergarments. Boxer shorts/underwear must be covered at all times. Pants must be worn no lower than waist level. **NO SAGGING.**
 8. No tank tops for males or females. Straps on all shirts should be at least 3 inches wide with no undergarments showing.
 9. Outer clothing that **resembles** pajamas, loungewear, or underwear is prohibited.
 10. Appropriate shoes must be worn at all times. Bare feet and bedroom slippers are not allowed. Shoes must be worn as intended by the manufacturer. For example, shoes designed for laces must be laced up and tied, etc.

11. Chains hanging from pants, belt loops, book bags, etc. will not be allowed.
12. The only type of piercings allowed at school are ear piercings and small nose studs. Gauges, nose rings, eyebrow rings, or other facial piercings are NOT allowed.
13. No excessively baggy pants and no underwear should be visible. Pants legs must be worn down at all times. Pants legs may not be worn tucked into socks nor may they be banded with rubber bands. Shirts worn with leggings, yoga pants, or spandex of any kind must be long enough to cover the entire buttocks and front evenly around. (No high low shirts and no front tucking).
14. No see-through blouses or skirts, including athletic jerseys. Mesh shirts or fish net jerseys may be worn only over another shirt. No low cut blouses.
15. Jeans, pants, skirts, etc. which are cut, slashed, or have holes in them 3 inches above the knee and expose any skin are prohibited. Holes of extreme size are prohibited.
16. T-shirts with vulgar or suggestive advertisements, etc., are not acceptable. All clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes but is not limited to offensive words and designs and/or depictions of violence (blood, gore, skulls, satanic themes, death, weapons), sex, hate groups, gangs, tobacco products, drugs, and alcohol. T-shirts in reference to illegal activities (drugs, gangs, etc.) are not appropriate attire for school and will not be worn.
17. No clothing, visible tattoos, or other article which may indicate membership in a gang may be worn or displayed at school or at any school function.
18. A student shall not dress, groom, wear, or use emblems, insignias, badges, jewelry, motifs, or other symbols to draw unnecessary/unusual attention to himself/herself where the effect is to distract unreasonably the attention of other students or otherwise to cause disruptions or interference with the operation of the school.
19. A student must tuck in his or her shirt if the length of the shirttail hangs six inches past the top of his natural waistline. When tucked in, the excess shirt must not hang past the before mentioned length. Any shirts that are in question should be referred to the principal's/assistant principal's office for a decision.
20. All students are expected to dress properly. Student dress and appearance shall be neat and in good taste as dictated by common sense and propriety. Any student whose dress is in question should be referred to the assistant principal's office for a decision. The administration of Dodge County High School reserves the right to make final decisions concerning proper dress of students.

ATTENDANCE POLICY

The Dodge County School System's Official policy is that a student absent for more than 7 days per semester for a semester course or 14 days for a year-long course will not receive credit for course work. **DISMISSALS ARE INCLUDED IN DAYS MISSED IN CLASS.** Students who exceed 7 days per semester or 14 days for a year-long course may be allowed to receive their credits upon completion of approved make-up days and payment of a monetary charge for attendance at those make-up days.

Unexcused absences: All absences not excused by the office are unexcused. Students will not be allowed to make up work for an unexcused absence. These students will receive a zero grade for work missed including tests. Suspensions are unexcused absences, unless the suspension is served in the alternative school, DC Board approved (March 2022).

**Excessive unexcused absences throughout the school year can result in loss of privileges. Loss of privileges can include but not limited to: Homecoming, Parking, Prom, GradBash, Field Trips, Athletics, Extracurricular Events. Excessive absences are 14 unexcused days per year, or 7 unexcused absences per semester according to attendance policies.

Disciplinary Hearing Suspensions: If a student is involved in a discipline incident, and he/she and his/her parents/legal guardian elect to go before a disciplinary tribunal for a formal hearing, if the student is found not guilty by the tribunal, any absences accrued during the suspension period will be excused by the school.

Excused absences: All absences excused by the office are excused. Students will be able to make up work assignments and to turn them in on the assigned date. Make up work will be due one week after the student returns to school. There will be a one-day grace period on parental notes and three days on legal excuses (ex. doctor, dentist, court, etc.). Legally excused absences will count as one of the 7 days allowed. Excuses must be picked up by the student in the lunchroom before school, or a tardy will be issued by the attendance office for entry to class.

Unlawful absences and/or truancy: Penalty may also include referral to a social worker and/or juvenile authorities. The Georgia State Law requires that the student's school year consist of 180 days and he or she attend school to age 16. Absences defined by Georgia Law are:

- A. Illness;
- B. Death in family;
- C. Religious holiday;
- D. Instances in which attendance could be hazardous as determined by the Dodge County School System;
- E. Service as a Page in Legislature.
- F. A student whose parent or legal guardian is in military service in the armed forces of the U.S. or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a max of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Hospital/Homebound: Definition: H/B refers to those students who have medically diagnosed physical conditions that restrict them to their homes or hospitals for a period of time that will significantly interfere with their educations. Eligibility and placement information may be obtained from the counselor's office or the assistant principal's office if such physical conditions exist.

Student Pregnancies: Days absent due to pregnancies may be excused; however, all work missed must be made up. * Detailed information about this procedure must be obtained from the counselor's office.

College Visitations: Students will be allowed one excused absence for the purpose of visiting universities, colleges, technical or vocational schools. **All college visits must be pre-approved through the attendance office.** For visits to be counted as excused, students must furnish the Attendance Office an official letter from the institution visited. This letter must be on official letterhead of the institution and must include the student's name, the date visited, and a brief statement of activities the student engaged in during the visit. An official of the institution must sign the letter. Approved college visitation days are counted as excused absences. Students should be allowed to make up work.

Non-instructional day (Field trip): Days absent due to field trips (FTR) are excused; however, all work missed must be made up. A student is allowed **ten** (10) non-instructional days per school year. Any field trip day over ten is an excused absence.

APPEALS PROCEDURES: **NOTE**: Students desiring an appeal may obtain information from the assistant principal's office. The administration of Dodge County High realizes that occasionally students' absences may be more than the 7/14-day limit. When the student feels he has justification for an appeal, he may contact the assistant principal and request to appear before an absentee appeal committee. The absentee appeal committee shall hear the student's request and approve or reject the appeal for waiver of the policy. If the request is rejected, the appeal for a waiver may still be made to the superintendent and/or the Dodge County Board of Education.

TRANSPORTATION POLICY FOR FIELD TRIPS/ATHLETIC TRIPS

1. All students must ride school transportation to all activities unless special circumstances exist. In these instances, parents must obtain permission to transport from the head coach and/or Athletic Director, the Director, or the Advisor/lead teacher. A parent or legal guardian may SIGN students out and must make visual contact with the coach/sponsor in charge of the sporting event or field trip in order for students to not ride the school bus.
2. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will assign students to a bus before leaving on any trip. Head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will use an attendance list for taking attendance to verify attendance every time the bus changes locations and students disembark and/or board the bus. Students will be expected to ride the same bus for the duration of each trip.
3. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will take attendance from established bus roster before initial departure of bus(es) and each time students exit and reboard the bus. Roster and itinerary (if necessary) will be located at the front of each bus used on the trip and signed off by the head coach and/or Athletic Director, the Director, or the Advisor/lead teacher on each bus on final exit from the bus.
4. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will give a copy of the bus roster to the DCHS attendance office at least 15 days prior to the trip. Sports teams should email and give a hard copy of sports rosters and schedules, including early release times, to the attendance office by August 1 for fall sports, October 15 for winter sports, and February 15 for spring sports. Head coaches of said sport are responsible for letting the attendance office and school know of any changes to rosters and schedules.
5. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher is to maintain (in their possession for the duration of the trip/event) a passenger list with emergency contact numbers.
6. Written parental permission is required for students participating in each field trip or once per sports season for recurring away events.
7. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher shall make a notation on the permission form of any student with a health concern and carry a copy of this information on the trip.

DISTANCE LEARNING PLAN

In the case of school closures due to unforeseen circumstances, the Dodge County

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

INCOMPLETES/MAKE UP WORK

Students with excused absences will be allowed to make up missed work. It is the student's responsibility to obtain the appropriate make-up work from their teachers. All incompletes/make up work must be completed within one week after the student returns to school. Failure to clear incomplete/make- up work assignments will result in an automatic zero for the work missed. The time and nature of the work may be designated by the teacher during the official working hours - 7:45 AM - 3:45 PM. Students with unexcused absences will not be given an opportunity to make up work and/or clear incompletes.

PROCEDURE FOR NON-ATTENDANCE WITHDRAWAL

1. Notify guidance office of withdrawal.
2. Student will immediately be withdrawn from the computer, records flagged, and student's name will be listed on morning report as withdrawn. Students are not to be withdrawn on teacher roll until name is listed on the morning report.
3. Locker will be checked for textbooks or if textbooks are returned, the guidance office will distribute books to classroom teachers. Teachers must report to front office books not returned with amount due, textbook number, and name of textbook - records will be flagged accordingly. Grades must be issued immediately and reported to guidance office; incomplete grades are not allowed.

NO STUDENT SHALL BE DROPPED FROM THE ROLLS WITHOUT PERMISSION FROM THE PRINCIPAL.

GEORGIA TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT

On April 16, 2015, Governor Nathan Deal signed SB 100 into law (<http://www.legis.ga.gov/Legislation/20152016/154057.pdf>). Effective July 1, 2015, schools will have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. A **Certificate of Enrollment** form will be provided by the school to the student to certify that a student is eligible for a driver's license or learner's permit. Please allow 24 hours to office to fulfill request.

STUDENT IMMUNIZATION

The Georgia Immunization Law states that any students entering any grade must present a Georgia certificate of immunization. Military, physician, or family records or out of state certificates are not acceptable.

**A 90-day waiver may be granted for students entering from out of state.

**A 30-day waiver may be granted for students entering from another Georgia school.

EYE, EAR, AND DENTAL CERTIFICATES

All students new to Georgia public schools must provide eye, ear, and dental certificates within 120 days of entrance to school.

STUDENT EXTRACURRICULAR INELIGIBILITY

Ineligible students cannot participate in any GHSA extra-curricular activities and/or competitive school-sponsored programs. Examples are: all individual and team sports, cheerleading, literary meets, etc. Ineligible students are not allowed to try out for a team or program even though the team or program will not be in operation until the next school year.

LOCKERS

Only locks issued by the school may be used on lockers. Any other lock will be cut off. Lockers should remain locked at all times. Lockers are school property and may be searched for

reasonable cause(s). Lockers are also subject to search by a drug dog as deemed necessary by school officials. A misplaced combination is subject to a \$1.00 recovery fee. Students are expected to keep their lockers clean and neat. Students may not share a locker, and students should not write in their lockers. Students may visit their lockers according to the following schedule:

- Visits are to be before and after school; 1st break; between classes at the risk of an unexcused tardy.
- No visits during advisement or during any portion of the instructional/class times unless it is an absolute emergency.

SEARCHING STUDENTS

Any student may be searched with a duly issued warrant. Any student may be searched without a warrant where there is reasonable suspicion and such circumstances that make it impractical to secure a warrant. (Example: Where a student is obviously under the influence of drugs, or where school officials have reasonably reliable reports or reasonable suspicion that the student possesses drugs and/or dangerous weapons and where the student could get away if the authorities delayed to get a warrant.)

Other conditions under which school authorities would be acting properly in searching a student or his possessions without a warrant are:

- a. If the student has consented.
- b. If the contraband item is in plain view;
- c. If the evidence or contraband is discovered while responding to an emergency;
- d. If the official has reasonable suspicions to believe the individual is armed and dangerous; and
- e. In all other circumstances where the school official acts to protect the life, property, and health of students, teachers, and other individuals.

Cars, book bags, or other private possessions may be searched by school officials and/or a drug-sniffing dog where deemed necessary when private property is brought onto school property.

PARENT NOTICE OF TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

In compliance with the requirements of federal requirements, the Dodge County School District informs parents that you may request information about the professional qualifications of your student's teacher(s), and of paraprofessionals who provide instructional services to their children. The following information may be requested:

- a. whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- b. whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications of certification criteria have been waived;
- c. the college major and any other graduate certification or degree held by the teacher;
- d. whether the student is provided services by paraprofessionals, and if so, their

qualifications. If you wish to request information concerning your child's teacher's qualifications, please contact the Dodge County Board of Education office at 478-374-3783.

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 student 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 or guardian 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 Angelia Bowen, DCHS Registrar, within 30 days of the first day of school.

INSPECTION OF STUDENT RECORDS BY PARENT

No local school board system, whether county, independent, or area, shall have a policy of denying, or which effectively prevents, the parents of students who are in attendance at or who have been enrolled in any facility within such system the right to inspect and review the education records of their children. A parent shall be entitled to inspect and review only information relating to his or her own child and if any material or document in a child's record includes information on another student, such information regarding any other student shall not be made available for inspection or review except to the parents of that student. Both parents of a child shall be entitled to inspect and review the educational records of their child or to be provided information concerning their child's progress. Information concerning a child's education record shall not be withheld from the noncustodial parent unless a court order has specifically removed the right of noncustodial parent to such information or unless parental rights have been terminated. (Code 1981, 20-2-720, enacted by Ga. L. 1994, p. 531, 1.)

DCHS PUBLICITY POLICY

Dodge County High School publishes positive activities, honors, and work of our staff and students. Throughout the school year at DCHS there may be opportunities for your child to be interviewed, identified, and/or photographed/filmed for use in school publications, including, but not limited to, publication via school/district website or other technological publications, newspapers, radio, television, or film. Unless you, as a parent or guardian request otherwise, this information may be disclosed to the public upon request. You have the right to refuse that your child be interviewed or photographed and for information to be disclosed to the public upon request by notifying the school principal in writing within 15 days of the first day of school.

Public Notice

The Dodge County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

- Administrative/Information
- Support Animal Science
- Audio/Video Technology and Film
- Business Information and Technology
- Early Childhood Education
- Engineering/CAD
- JROTC - Army
- Nutrition and Food Science
- Automobile Maintenance and Light Repair
- EMS/Firefighter
- Agriculture
- Animal Science

Persons seeking further information concerning the career and technical education offerings and specific prerequisite criteria should contact:

Brandi Vaughn;
CTAE Director
350 Pearl Bates
Rd. Eastman, GA
31023
478-374-7714 ext. 105

Inquiries regarding nondiscrimination policies should be directed to:
Tonya Brown
720 College St
Eastman, GA
31023
478-374-3783
tbrown@dodge.k12.ga.us

DRUG-FREE SCHOOL POLICY COMPLIANCE

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

- Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standard of conduct is violated. The sanctions to be imposed for violations may include conferences, suspension, and/or expulsion.
- Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or administrative staff.
- Compliance with the standards of conduct is mandatory.
- Parents or students wishing to receive or review the entire board policy on student or employee drug use and/or possession may receive a copy of this policy upon request.
- Unfortunately, students from time to time choose to become involved in substance abuse of this type. If this occurs, DCHS is equipped with a well-qualified staff of counselors and teacher/advisors to assist these students.
- A nurse and a mental health counselor are available by appointment at our school-based clinic. Students are urged to take advantage of these services as necessary.
- All rules and policies concerning behavior at Dodge County High School are designed to give every student an opportunity to participate in an orderly educational process.
- Students who disrupt class are depriving others of their opportunities to learn. The administration and faculty of DCHS will not allow any student to disrupt the educational process of this school.

RULES AND REGULATIONS NOT COVERED

All rules and regulations cannot be covered in the space of this handbook. However, students can be held accountable for any unwritten rule or regulation that might impede the educational process of this institution.

GRIEVANCE AND SUGGESTION POLICY

The School Board is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or school administrator. Each complaint or suggestion shall be considered upon its own merit. An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

Uniform Grievance Procedure:

Level One: Appropriate school level staff member
Level Two: Administrator or Supervisor
Level Three: Superintendent
Level Four: District Board of Education

RESOLUTION OF COMPLAINT

- (1) If there is a complaint submitted by a parent or guardian of a student or a student that alleges any violation of the Gender Equity in Athletics Policy (O.C.G.A. 20-2-315):
 - A. The complaint must be submitted in writing to the Coordinator and must include

the complaint's name, address, phone number, and a statement describing your complaint in sufficient detail so that the Coordinator can determine the basis and nature of the complaint. It is important that the Coordinator receive all information that you may wish to present for his consideration of your complaint.

- B. The complainant will be contacted within 3 school days of the receipt of the written complaint so that a time can be scheduled to allow presentation of any additional information that the complainant may wish to present to the Coordinator. The Coordinator may, at the Coordinator's discretion, schedule a hearing regarding the complaint. (2) After the Coordinator has conducted an investigation of the complaint a written decision setting forth the essential facts and rationale for the decision on the complaint shall be rendered no later than 30 days after the receipt of the complaint. (3) A copy of this decision shall be

provided to the complainant within five days of the date of the Coordinator's decision.

APPEAL OF COORDINATOR'S DECISION

- (1) A complainant shall have a right to appeal the decision of the Coordinator to the Dodge County Board of Education by written request for appeal received by the Board within 35 days of the date of the Coordinator's decision.
- A. The written request for an appeal of such decision to the Board of Education shall be delivered to the Superintendent's Office located at 700 College Street, Eastman, Georgia 31023.
- B. The written request for an appeal to the School Board shall include the complainant's name; address; phone number; a copy of the Coordinator's decision and a statement describing the basis of the appeal in sufficient detail so that the Board can determine the basis and nature of the complainant's objection, if any, with the essential facts and rationale for the Coordinator's decision.
- C. Upon the filing of the appeal, the Superintendent shall request that the Coordinator forward to the School Board all information considered by the Coordinator in rendering the decision. The superintendent may also request such additional information as may be deemed appropriate for consideration by the School Board in the review of the Coordinator's decision.
- D. The School Board's review on the Coordinator's decision shall then be scheduled for the next regularly scheduled School Board meeting unless there is less than 10 days before such meeting; or the School Board grants a request by the complainant to reschedule the hearing. In either event, the hearing shall then be scheduled for the next regularly scheduled School Board meeting.
- E. The Board shall review the essential facts and rationale for the decision on the complaint as found by Coordinator and affirm the decision; or take whatever action the Board may deem appropriate to insure compliance with Georgia Law and the Rules and Regulations of the State Board of Education.
- (2) A complainant may appeal the decision of the Dodge County Board of Education to the State Board of Education within 30 days of the Board's decision in accordance with the procedures specified in O.C.G.A. 20-2-1160.

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: pconnell1@dodge.k12.ga.us

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The School District does not discriminate on the basis of race, color, religion, national origin, disability, or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI Coordinator is:

Name or Title: Dr. Patricia Connell
 Office Address: 720 College Street, Eastman, Georgia 31023
 Telephone Number: 478-374-3783

The Title IX/Title II Coordinator is:

Name or Title: Tonya Brown
 Office Address: 350 Pearl Bates Road, Eastman, Georgia 31023
 Telephone Number: 478-374-7711

The Section 504 and Americans with Disabilities Act Coordinator is:

Name or Title: Tonya Brown
 Office Address: 720 College Street, Eastman, Georgia 31023
 Telephone Number: 478-374-3783

The Sports Equity Coordinator is:

Name or Title: Athletic Director Phillip Brown
Office Address: 350 Pearl Bates Road, Eastman, Georgia 31023
Telephone Number: 478-374-4019

EQUITY IN SPORTS

It is the policy of the Dodge County Board of Education that no student shall, on the basis of gender or race, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by Dodge County Board of Education.

Any question, comment or complaint by a parent or guardian of a student or a student regarding gender equity in athletics, either intramural or interscholastic athletics, should be submitted in writing to the Coordinator by delivery to the Office Address above or by placing the written complaint in the student suggestion box located at the Principal's Office.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Equity in Sports) is located in the School District policy manual that is available in the school office, the central office, or on the District website.

DODGE COUNTY SCHOOL DISTRICT

Fraud, Waste, Abuse and Corruption Procedure

The Dodge County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Dodge County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities. These procedures include, but are not limited to the following programs: Title I, Part A; School Improvement 1003(a); Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV-B, 21st CCLC; Title VI, Part B, Special Education and Rural and Low Income, Title X, and Part C-McKinney-Vento Act.

Definitions

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Dodge County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

“Waste” means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“Abuse” means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

“Corruption” includes dishonest proceedings, bribery, debasement, alteration, or perversion of

integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Dodge County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or Superintendent's designee of the Dodge County Board of Education at 720 College Street, Eastman, GA 31023.
2. Any employee with the Dodge County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (478) 374-3783. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Dodge County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be available at all schools and facilities and on the Dodge County Schools website (www.dodge.k12.ga.us.)
7. A report shall be made to the Chairman of the Dodge County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.

8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Dodge County High Guidance Department Planning Tips

The Guidance Department has prepared some suggestions that we feel will be helpful to you as you make plans for your future. You are planning not only for your high school years, but also for training, education, and employment beyond high school.

- a. Know Yourself.
 - i. Achievement, abilities, interests, and ambitions are important factors to be evaluated in setting your goals.
 - ii. Initiative, responsibility, and personality will determine your degree of success.
- b. The World of Work
 - i. Explore the many occupational fields prior to entering high school; evaluate this information as it relates to your self-evaluation. Don't select an occupational field or goal just because "Uncle Charlie" or "Aunt Jane" is successful or thinks it is for you.
- c. Plan for your vocation as early as possible.
 - i. Start planning your future upon entering high school. Get some experiences in the various occupations that interest you. Find out all you can about these occupations. Talk to people actually doing the work in which you are interested. For instance, talk to your teachers about contacting people in careers that appeal to you. (Secure vocational information from updated sources.)
- d. Select your College or Technical School.
 - i. Investigate the schools that offer training in the field of your choice.
 - ii. Talk to people who have attended these institutions if possible.
 - iii. Find out the cost of your proposed course of study and what scholarships the school you selected offers.
 - iv. Learn about projected demands for the field of employment you select.
- e. Plan your high school program.
 - i. Certain courses are required for entrance to College or Technical School.
- f. LEARN TO STUDY!
 - i. Your teachers can help you learn good study habits for various subjects.
 - ii. Work hard to constantly improve your study habits. You'll be glad you did.
- g. Strive for good grades.
 - i. Grades of "B" or better are called "recommended" grades. You must have recommended grades to be eligible for most scholarships. Good grades are important. If you are not getting recommended grades, talk to your teacher about your difficulty.
- h. Become a well-rounded individual.
 - i. Develop hobbies.
 - ii. Participate in school, community, and church activities.
 - iii. Broaden your field of interest through reading and contacts with people.
- i. Plan Finances.
 - i. Parents and students should consider the combination of savings, scholarships, loans
 - ii. and part-time student jobs when planning the financing of higher education. (Get new information.)
- j. Learn about College or Technical School acceptance.
 - i. A few degree-granting institutions require applicants to take admission examinations of some kind. Secure information on these tests from the Admissions Office of the University/College or Technical School that you plan to attend or from your high school counselor.
- k. Prepare for scholarship applications early.
 - i. Get references, transcripts, and other materials in order before the deadline.

- ii. Obtain scholarship application blanks by December 1 of the year before you expect to
- iii. start college.

Seven Habits of Highly Responsible and Successful Students

1. Set Goals - Goals help you focus on what's important. You will say "yes" to the vision of your future.
2. Plan Your Time - Use a calendar; write down commitments.
3. Study Every Day - Review vocabulary words, notes, etc.
4. Take Notes in Class - Take notes when the teacher is talking.
5. Have Your Tools - Remember to have paper, pencils, and books.
6. Keep your Commitments - Do your assignments well and on time.
7. Get ready ahead of time - Being late or early is a choice you make.

Dodge County High School Guidance Department PLANNING is the KEY to unlocking the door to your future!

**Planning Checklist
9thGrade**

- Take challenging classes that will enhance your future plans.
- Get to know your school counselor.
- Talk to adults in a variety of professions; learn what training is needed for each job.
- Look for summer jobs in your field of interest.
- Take the PSAT in October for practice.
- Get involved in club and extra-curricular activities--band, music, etc.
- Maintain good grades.
- Strive for HOPE eligibility.
- Take and pass the Georgia Milestone Assessment Tests.

10th Grade:

- Continue taking challenging classes.
- Register to take the SAT/ACT class offered at DCHS.
- Meet with your school counselor.
- Talk to your parents, teachers and advisor about your future career plans.
- Take the PSAT in October.
- Take the SAT in January.
- Take the ACCUPLACER Test.
- Research Dual Enrollment opportunities.
- Explore career interests.
- Maintain good grades - remember HOPE eligibility.
- Take and pass the Georgia Milestone Assessment Tests.

11th Grade:

- Review your transcript for graduation requirements.
- Research career options.
- Review Dual Enrollment Options (Tech Schools, colleges, and special purpose schools).
- Take the PSAT in October.
- Register to take the SAT/ACT class offered at DCHS.
- Register to take the SAT in November or January.
- Register to take the ACT in December or April.
- Take the ASVAB test.
- Take and pass the Georgia Milestone Assessment Tests.

- Meet with tech school, college, and military recruiters.
- Explore scholarship possibilities.
- Consider college/technical school visits during spring and summer breaks.
- Register for senior classes.
- Consider Work Study Programs in your field of interest.
- Mail NCAA eligibility if appropriate.
- Maintain good grades. Check on HOPE eligibility.
- Begin to plan and apply to various technical schools and colleges.
- Take the ACCUPLACER Test for early entrance to technical school.

12th Grade:

- Review graduation status. (Know what your graduation requirements are.)
- Continue to take challenging classes.
- Register to take the SAT/ACT class offered at DCHS.
- Send for college/technical/specialty school information, or get it from the counselor's office.
- Check your selective service status.
- Begin sending applications early to the schools you plan to attend. Request transcripts.
- Check deadlines.
- Attend meetings with technical/college representatives.
- Attend financial aid meetings.
- Apply for scholarships.
- Begin job search by using GCIS, the Internet, etc.
- Take the ACT or SAT in November, December, January, or April (if needed).
- Take the ACCUPLACER Test for acceptance to a technical school.
- Take and pass the Georgia Milestone Assessment Tests. Become familiar with the interviewing process.
- Meet deadlines.
- Continue to search for financial aid (scholarships, jobs, etc.).
- Write "thank you" letters to all the people who wrote recommendations for you.
- Request final transcripts.

CLUBS/ORGANIZATIONS

Clubs and 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. Dodge County High School offers our students the opportunities to be involved in the following clubs listed below along with the Faculty Advisor/Advisors, Mission or Purpose, and a description of possible activities. The following clubs have met protocol and will be active during the 2024-2025 school year.

New clubs will only be started at the beginning of each school year and should be submitted NO LATER than the last two weeks of the previous school year in order to be considered for the following year. All clubs submitted will have to follow the school procedures of submitting a statement, purpose of the club, and a faculty advisor, to be considered.

4-H –Keisha Jones, Ashley Hodge– The 4-H Club at DCHS promotes youth through leadership and community projects. The 4-H club, participates in District Project Achievement in several areas of interest. Students may also attend summer camp and State Council.

Anchor Club – Bailey Wilson, Lori Williams, Glennie Whitley– Anchor Club is sponsored by the Eastman Pilot Club. It is a service club for girls from the senior, junior, and sophomore classes. Club members participate in community service projects and teacher projects. Scholarships are available through Pilot Club International as well as the sponsoring Pilot Club.

Art Club – Laurie Kirkley – Our mission is to provide art club members with an opportunity to express their creativity through the creation of artworks and give back to our community, school and others, using our talents and gifts in unique ways.

Beta Club –Christina Hawkins, Crystal Brown, Kristy Callier, Pam Powers, Angie Slaughter, Brianna Mobley, Sheena Orange– To recognize and encourage all high achieving students at DCHS. Sponsor DCHS Honor’s Night, fundraisers for American Red Cross or Cystic Fibrosis; buy flowers for Homecoming contestants, Christmas project.

Book Club–Abby Ross–Two book clubs available for different types of readers. A Lazy Book Club will have meetings once a month. The group will read one book per semester. This is for students who love to read, but find it hard to find the time to read. A Silent Book Club will be for students to gather and share what book they are reading. Students do not have to be reading the same thing and will provide opportunities for good book recommendations.

Debate Team – Jada Jones and Jessica Jones – To promote public speaking at DCHS. The members of the DCHS Chapter of the National Forensics League meet occasionally to help improve their speaking and presentation skills for classes and other competitive events such as literary, debate, etc.

EMAC Club–Edie Steinmann–The EMAC Club aims to foster an interest in understanding world languages (German, Latin, and Japanese) and their respective cultural traditions. We will attend a Japanese cultural conference (every other year), eat out at a Greek restaurant, have an Oktoberfest celebration with traditional German foods, and gather for other activities to allow students to socialize in a non-academic setting. The club will be for current EMAC students, and juniors and seniors who have completed their two years of EMAC.

Family, Career, and Community Leaders of America – Ashley Jones, Laura Ryals – To promote personal growth and leadership development through family and consumer sciences education. FCCLA is a national student organization that helps students become leaders through school and community service projects. In order to earn the FCCLA red and white graduation cords, students must be active members for at least two years, one of which must be their senior year.

Fellowship of Christian Athletes – TBD– To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. FCA holds meetings with food, fellowship, and Bible studies, attends Gameday in Athens.

French Club – Wendi Camp, Jessica Jones, Cori Robertson – To promote cultural awareness of France and other francophone countries. Five course French dinner prepared and served by instructor and students, Conversation Circle, Christmas project (adopt a family), French theatre production, dinner at a French restaurant, homecoming activities, and French movies.

Future Business Leaders of America – Tiffany Thomas – To bring business and education

together in a positive working relationship through innovative leadership and career development programs. FBLA competes at regional and state levels each year. Also completes service projects like canned food and toy drives.

Future Farmers of America –Jody Cravey, Lisa Walker – FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education. FFA constructs pole barns, has three forestry contests, and a livestock show every year. Members participate in tractor driving, fruit sales, providing teacher’s breakfast, land judging, and meats judging.

Garden Club –Tonya Battle, Lori Williams – To maintain and beautify DCHS. The Garden Club plans to develop a garden that will enhance student learning as well as beautify our campus.

Georgia High School High Tech Program-Jenny Cravey, Dusty Durden-GVRA is a comprehensive community-based program providing youth with disabilities a link to academic and career-development experiences that enable them to successfully meet the workforce demands of the 21st century. The program consists of state government agencies, school systems, non-profit organizations, community organizations, and the private sector working together to provide seamless services for students with disabilities in the local community. These partners work closely together to identify and provide needed services for students with disabilities that will help them succeed in the workforce.

Girls and Guys for Christ – Chad Smith, Christy Sheffield– GGFC strive to promote high moral character and to show Christian love through our service in the school and community. The club plans welcome back activities, See You at the Pole, Thanksgiving for a needy family, adopt a family for Christmas, True Love Waits, foster care satchels, teacher appreciation breakfast, homecoming parade, Christmas parade, and helped support a missionary to Africa and help financially to build a school in Ghana, Africa.

History Club –Cori Robertson, Jodi Spivey – The purpose of the DCHS History Club is to encourage the study of history beyond the classroom experience and celebrate the history of Dodge County, Eastman and DCHS. Planned projects include ongoing research into our county, city and school. Possible activities include: Monthly meetings with guest speakers, competition preparation, and work on projects for various historical events like Veterans Day, MLK Day, and Women’s History Month; designing and creating a Local History Display that could be exhibited at different schools within our system; there may also be opportunities to participate in National History Day competition and field trips to visit historical sites.

Interact Club – TBD – Interact is a service and social club for young people ages 14-18. The DCHS Interact Club is sponsored by the Eastman Rotary Club, which guides the Interactors in developing local and international service projects. The Interact Club is self-governing and self-supporting, offering many opportunities for members to develop valuable leadership and teamwork skills. Our club carries out local service projects that benefit the school or community and international projects that develop an understanding of the world and promote good will. In the past our Interact has been involved in volunteer work for Habitat for Humanity, the Boys and Girls Club of Eastman, the Dodge County (Eastman) Chamber of Commerce, Georgia Aviation and Technical College and various other local organizations. We have speakers from different organizations and disciplines to speak at our meetings, wrote Christmas cards to our soldiers overseas, wrap Christmas presents for 3rd world children, went to the nursing homes to sing

Christmas carols and in general, try to have good fellowship while we follow our club's motto of service.

Key Club – Amy Jones, Lisa Walker - Key Club is an international student-led organization that provides its members with opportunities to provide service, build character, and develop leadership. Members will be able to influence the focus of the program, as this will be the first year.

Each month, there will be some sort of community service project in addition to quarterly projects. Scholarships are available through Key Club International as well as the sponsoring Kiwanis Club.

LitMag-Abby Ross-Literature Magazine Club will be a compilation of student work ranging from poetry, essays, interviews, creative fiction, art, photography, etc. The magazine will be published once a year virtually, possible published copies. Meetings will be held twice a month.

Math Club – Kelly Bryant, Kristy Callier,– Math Club is a fun and competitive activity for students of all levels. It is a great way for students to develop intuitive thinking skills and learn new types of math. Students will not only learn new material, but they will apply their previous knowledge from school to fun and challenging problems in the real world setting. Furthermore, they will learn to view math not as a set of rules or guidelines, but as an art. Math is a subject full of creativity and opportunity that many students enjoy. Besides the academic benefits, Math Club is also a great way to meet new people and develop teamwork skills. Math Club participates in competitions throughout the year.

Science Club –Lindsey Thomas, Karen Thompson, Paula Vaughn - The purpose of the Science Club is to develop our members' understanding and use of science and publicize the prevalence of science and technology in our everyday lives. Planned projects include beautification of our new facilities by purchasing and planting of different plant species, developing a biological/ecological walking trail around our campus, identify and catalog plant and animal species along that trail, develop an outdoor teaching area and continued to evolve participation in and support in our school's involvement in Science Fair and Science Quiz Bowl. We have discussed such projects as Adopt a Highway and developing an Earth Day here at DCHS.

Skills USA - Joey Jones– To provide educational and occupational experiences for students that will assist them in becoming productive citizens in the community. Activities include SkillsUSA Fall Leadership Conference, Region Competitions, State Leadership Conference and Competitions in Atlanta. Members participate in the National SkillsUSA Recognition Week and Teacher Appreciation Week.

Members plan and host an Employer Appreciation Banquet and conduct many community service projects. They also conduct blood drives for the American Red Cross.

Spanish Club –Myona Clemons – To give students further exposure to Hispanic culture and allow for socializing in a nonacademic setting. Have meals in Mexican restaurants, built floats for parades, gotten together for cookouts, and had flag football games, made piñatas and celebrated Hispanic holidays.

Spirit Club – Lindsey Thomas– The Spirit Club works hard to promote school spirit. It is the driving force behind school-wide projects and events. Members should be creative, passionate, and enthusiastic.

Students should like to cheer on our Indians and consistently attend DCHS games and events.

Student Council – Kristy Callier, Crystal Brown, Brianna Whisonant, Christina Hawkins, Jada Jones, Amy Mullis, – Student Council and class officers are dedicated to developing student leaders in our school and community. Student Council including the class officers hold regular meetings and promote school spirit by sponsoring and leading in activities such as decorating the school for special events, homecoming spirit week, homecoming “Pow Wow,” and the annual talent show. During the school year, Student Council and class officers are asked to serve as hosts for various school activities as well. The president of Student Council and each class president serve on the student advisory committee and regularly meet with the principal and other administrators to assist in making decisions that affect school policy and activities.

Tribe Scribe – Amy Mullis – To keep the high school and community aware of the excellent things happening at DCHS through journalistic endeavors. Members produce student published newsletter for the community, student published web sites for DCHS, Tribe Scribe, and Dodge County Schools, and student published literary magazine online. Other marketing and public relations activities are completed as requested by the administration. Students are regularly involved in journalistic activities such as writing and interviewing.

OTHER DCHS ORGANIZATIONS/ACTIVITIES

Organizations

Band
EMAC
JROTC

Varsity Basketball Cheerleading
Boys Cross Country
Girls Cross Country
Varsity Competition Cheerleading

Youth Apprenticeship Program (YAP) Freshman Academy

Tribe Scribe

ESports

Competitive Interscholastic Activities

Debate

One-Act Play Spring Literary Choraliers/Chorus Baseball

J.V. Baseball Boys Basketball

J. V. Boys Basketball

9th Grade Boys Basketball Girls Basketball

J.V. Girls Basketball

Flag Football

Varsity Football Cheerleading

J. V. Football Cheerleading Football

J.V. Football Boys Golf Girls Golf Boys Soccer Girls

Soccer Softball

J. V. Softball Boys Tennis Girls Tennis

Boys Track & Field Girls Track & Field Wrestling

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 (paddling) 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 by 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 travelling 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	Dr. Patricia Connell
Section 504 & ADA, Title II	Tonya Brown
Sports Equity Coordinator & Title IX	Tonya Brown; Phillip 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

ESSA Section 1112(e)(1)(A) In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s). Right to Know In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher –
 - a. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived: and

- c. Is teaching in the field of discipline of the certification of the teacher 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications
2. In Georgia, parents' right to know notification requirements apply to all LEAs and schools/programs within each LEA. Notification best practices:
 - a. All parents must be notified within 30 calendar days of the start of school or upon enrollment.
 - b. The notification must:
 - Include the name of the LEA and school
 - Use the language of the law
 - Contain the month/year of dissemination - if included in another document, the primary document must contain a date.

If you wish to request any of this information, please contact Dr. 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:** 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:** I have read, understand and agree to abide by the terms of the Compulsory Student Attendance Laws
- 3. Student Conduct on School Buses:** 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 Mrs. Darla Faulk	374-6691
Dodge County Elementary School	Dr. Sheila Honeycutt	374-6690
Dodge County Middle School	Dr. Jennifer Bellflower	374-6492
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 Oficina. El numero es 478-374-3783. Gracias