



Dodge County Achievement Center Student Handbook 2026-2027

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Dodge County Achievement Center Handbook

DODGE COUNTY SCHOOL SYSTEM MISSION STATEMENT

Making a Difference: Every Student. Every Day.

DODGE COUNTY SCHOOL SYSTEM VISION STATEMENT

Educating today's students to succeed in tomorrow's world.



Purpose

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

Mission

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

Vision

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

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

Attendance

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

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

Attendance Policy:

Georgia law states that: "Every parent, guardian, or other person residing within the state of Georgia having control or charge of any child or children between their seventh and sixteenth birthdays shall enroll and send such child or children to a public or private school under such penalty for noncompliance, as provided." Attendance at Dodge Achievement Center is recorded by class period instead of by the day. Therefore, an absence from any class period is counted.

Absences:

The Dodge County Board of Education's official policy is that a student absent for more than 14 days per year will not receive credit for course work. This also applies to classes missed when students sign out early or sign in late. Excessive absences are defined as more than 7 absences during a semester. Any student in grades K-12 who has excessive absences from school or from a particular class during a semester may not receive credit for that subject. Students with 4 or more absences per 9 weeks or 7 or more absences per semester will be in jeopardy of not being able to participate in extracurricular activities or having privileges removed (such as, sports, clubs, school dances, field trips, parking passes, etc).

We do realize there are times when a student will have to miss school. When this does happen, it is vital that we receive a written excuse within three days after the child's absence even if you have already called the school. All excuses should be dated and signed by a parent or guardian and should specifically state the reason for the absence. Excused absences as defined by Georgia Law are:

- Illness
- Death in family
- Religious holiday
- Instances in which attendance could be hazardous as determined by the Dodge County School System
- Service as a Page in Legislature
- 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 or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of 5 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.

At three (3) absences, the child's teacher will make an attempt to contact the parent(s)/guardian(s) regarding the seriousness of continuing absences. Additionally the teacher will send the family a letter of official notification that their child has 3 absences. At five (5) absences, the teacher will notify the school counselor and the school counselor will contact the parent(s)/guardian(s) and will send the family a letter of official notification that their child has 5 absences. At this time, the parent(s)/guardian(s) will be asked to sign an attendance agreement that states how the school system and the parent will work together to improve the child's attendance. Once the agreement is signed, the student is on probation and attendance is monitored.

Attendance Recovery:

Students who accumulate 4 or more days per 9 weeks or 7 or more days per semester are eligible to participate in attendance recovery sessions that may include Saturday school, staff workday, early release day, summer school, or approved make-up days. Additionally, there will be a monetary charge for attendance recovery sessions. TARDIES AND EARLY DISMISSALS ARE INCLUDED IN DAYS MISSED IN CLASS.

For Students at DCMS, DCHS, and DCAC until the age of 16:

At ten (10) unexcused absences during the school calendar year, the student or parent may have truancy charges filed with DJJ on the student or parent and brought before the CHINS committee. Students with ten (10) or more unexcused absences will no longer be eligible for field trips or special events. If the parent/guardian feels an error has been made in calculating the absences or if extenuating circumstances concerning violations of the attendance policy exist, the parent/guardian must contact the school administration within ten (10) days of notification of the violation. The matter may then be brought to the attendance policy appeals committee for review.

When a pattern of poor attendance, even for excused absences, is ongoing over a period of time, the parent may be asked to meet with the attendance support committee.

In addition:

- a. No students are allowed on campus prior to 7:30.
- b. Students should enter, IN dress code (pages 6-8), through the bus ramp doors and report immediately to their assigned area.
- c. Students should be prepared for instruction with appropriate materials.
- d. Tardiness will not be accepted. Students arriving after 8:30 will be counted as Tardy and their assignment to DCAC will be adjusted accordingly. **Three tardies equal an absence.**
- e. The school day ends at 2:30, students must be off campus/in transit at that time.
- f. Early release will be allowed only when a student provides written notification to the DCAC staff at the start of each day. Written notification must include the name of the person who will be responsible for the student. The student may only leave when they have been signed out of the Director's office by the person named on the written notification.
- g. **EARLY SIGN-OUT** — A student who does not meet their academic requirements may not attribute the time deficit to early sign-out, Students who are signed out early will continue to be responsible for reaching their expected academic progress time of 30 quizzes per 5-day week.

Daily Class Schedule:

7:30	Staff Arrival
7:30-8:00	Morning Arrival
8:00-8:15	Breakfast
8:15-11:15	Instructional Block 1
11:15-11:45	Lunch
11:45-2:30	Instructional Block 2
2:30	Early Bus/Drivers/Walkers
3:15	Dismissal

Campus Security

1. All students assigned to DCAC will be **searched** upon entering DCAC and will be subject to search at any time during the day.
2. Students may NOT bring bags of ANY type, shape or size, except, female students may bring a SMALL purse, as determined by the Director, to be kept in the office and accessed at restroom breaks.
3. Students may not bring in ANY outside food, drinks, or snacks. Students will be allowed to bring in store bought plastic water bottles with the seal NOT broken. Students will have access to the water fountain.

Dodge County Schools' Rules for Electronic Devices

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

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

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

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

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

Other Items Prohibited at DAC/PLC

All electronic devices (including cell phones, pagers, smart watches, devices to produce music, flash drives or cameras), blankets, lighters, alcohol, cigarettes, e-cigarettes, pouches of any kind (nicotine, caffeine, etc.), drugs, drug paraphernalia and weapons (as defined by the DCSS policy manual and student handbooks), and any other contraband to be determined at the Director's discretion.

School Visitors' Regulations

All visitors must report to the principal's office to sign in and for a visitor's permit. 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 administrator will notify the police and report the incident to the office of the superintendent of schools.

Student Progress

Students assigned to DCAC are expected to maintain academic progress at a rate adequate to keep them on target with their peers at their home school. Students are expected to complete thirty quizzes (30) of academic progress over a five-day week (minimum of 6 quizzes per day).

Instruction

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

1. **Computer Work Computer Work** (60% computer based learning). Students will use a computer based program for instruction.
2. **Textual Assignments** (20% assigned reading of approved texts)
3. **Projects** (10% service learning, job shadowing, edgenuity, etc.)
4. **Note Taking** (10% every lesson must have written notes to be used for lesson instruction)
5. **Courses that include Milestone Tests have additional EOG/EOC Preparation:** (This preparation may be additional computer work- 20 hours of Study Island, USA Test Prep, or a similar program and/or teacher prepared review packets may also be required for completion.) Students must have 80% of the content material completed before being able to take the Georgia Milestone Test. Benchmark assessments will be taken each nine weeks to track progress.

Georgia Milestones

Beginning with the 2014-15 school year, the Georgia Milestones End of Course(EOC) and End of Grade(EOG) assessments will be administered. Students in middle school grades six through eight are required to take the Georgia Milestone EOG Assessments. Students in high school are required to take the Georgia Milestones EOC Assessments for specific courses. For students taking the Georgia Milestones EOC assessments, grades will count as 20% of the final grade for the classes in which the tests are administered.

Student Behavior

- a. Classroom disruption includes but is not limited to; making unnecessary noises, sleeping, being unprepared, unrelated talking during instruction, preventing other students from participating in instruction, and engaging in activities other than those conducive to the learning process (as determined by the staff/faculty of DCAC).
- b. Classroom procedures include, but are not limited to:
 1. Follow directions when they are given.
 2. Remain on task.

3. Classroom disruption is prohibited.
 4. Raise your hand to be recognized.
 5. Do not get out of your seat without permission.
 6. Respect others and their property as you would want them to respect you and yours.
 7. Keep hands, feet, and other objects to yourself.
 8. The teacher releases the students.
 9. Students may not be outside of their classroom without permission from a faculty member. No more than one student, at a time, per class may leave.
 10. Inappropriate behavior in the hall, lunchroom, bathroom, and on the school bus is prohibited.
- c. Students may be assigned responsibilities each week including, but not limited to:
1. Taking out trash from classrooms and offices
 2. Sweeping hallways and stoops
 3. Policing restrooms; etc.

Lunch Procedures

- a. Lunch and breakfast are delivered to the classrooms, but may be eaten in the lunchroom or other designated area.
- b. Form a single line to receive lunch.
- c. Return in a single file line to the classroom.
- d. Students' will be assigned (on a rotational schedule) responsibilities to help clean the lunchroom including:
 - Wiping tables,
 - Sweeping floors,
 - Taking out trash, etc.

Students must behave courteously during breakfast and lunch. Eating areas should always be left clean and free of trash and trays. DCAC is not an open campus. Students are not allowed to leave campus during lunch. All students must be in the designated areas.

*****PLC students may bring in breakfast/lunch, but all containers must be original and sealed upon morning inspections. Fast food should not be brought into the school. DAC students are not allowed to bring lunch to school.**

Trespassing

DAC: Students assigned to DAC are not allowed on ANY other Dodge County School System campus for ANY reason. DAC students are not allowed to attend ANY extra-curricular activities on or off ANY DCSS campus. This includes any events on the DCAC campus that are not DCAC organized events. (each incident will result in 10 days added to DCAC days)

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

Transportation

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

Driving Privileges

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

DAC Dress Code

PANTS

- Pants, capri pants, or knee length shorts should be ***khaki in color***.
- Pants are to be worn at an appropriate height (on the hips — absolutely **NO SAGGING**).
- Pants must not have logos, insignia, pictures, or writing.
- **No low-rider** or **hip-hugger** are allowed.
- Items of clothing that are determined, by the staff and/or LEA's, to be related to **GANG** activity will be treated as "gang symbols" and will result in a 5 day suspension.

SHIRTS

- All shirts must be polo style collared shirts.
- All shirts must have short, three-quarters, or long sleeves. No sleeveless tops are allowed.
- No shirts may be worn inside-out.
- No see-through apparel or net apparel may be worn at any time. No low cut or see-through blouses, shirts, or jerseys may be worn. No undergarments should be visible. No cleavage or mid-drifts are to be exposed.

SHOES

- All shoes must be worn as designed, shoestrings or straps must be present and must be tied in a bow or fastened securely. Sandals **MUST** have a strap on the heel.
- No flip flops, bedroom shoes, Crocs, slides, backless shoes, "heelys" or skate-type shoes, or heels higher than 2 inches.
- Students must wear the appropriate shoes upon entry. No changing of shoes.

SEASONAL WEAR

- **Hooded jackets or hoodies will not be worn.** All jackets will be removed during searches. Trench coats and excessively large jackets are prohibited.
- Hats, bandanas, headbands, head-rags, do-rags, hoods, etc., and/or sunglasses are not allowed to be worn in the building unless permission is given from the office or a medical condition requires it.

JEWELRY/BODY PIERCING/TATTOOS

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

OTHER

- All students must wear undergarments. Undergarments must be covered at all times and should not be visible.
- Hair picks and combs are not allowed.

***DRESS CODE PASSES:** If a student earns a dress code pass provided by the DCAC staff or administration, the student must adhere to the DCHS and DCMS school dress codes in addition to the following:*

NOT ALLOWED:

- Jewelry of any kind
- Sagging pants
- Untied shoelaces
- Students must wear shoes at all times.
- See-through or low cut revealing blouses. No midriffs or cleavage visible.
- Exposed body parts
- Hoods, hooded jackets, or hoodies
- Head gear, Hats, bandanas, headbands, head-rags, do-rags, hoods, etc. and/or sunglasses are not allowed to be worn in the building unless permission is given from the office or a medical condition requires it.
- Short shorts, dresses, skorts, or skirts. Shorts, dresses, skorts, or skirts should not be shorter than 3 inches above the knee.
- Bedroom slippers (house/shower shoes)
- Pajamas (this includes pajama pants)
- Halter tops, crop tops, racerback tops, tank tops, spandex tops, and/or strapless dresses or tops are not permissible.
- Jeans with slashes, holes, or cuts above the knee that expose any skin are prohibited. Holes of extreme size are prohibited.
- Leggings, jeggings, or tight-fitting pants and clothing may not be worn as outer garments. Shirts worn over leggings can be no shorter than 3 inches above the knee.
- Any clothing with obscene or suggestive slogans and/or pictures is not allowed. This includes, but is not limited to, advertisements for beer, drugs, other alcoholic beverages, portrayals of violence, symbols for death or the occult, skulls, weapons, or any other image deemed inappropriate or as a distraction for school by the administration.

- Hair must be well groomed. Extreme hairstyles, colors, and fads that would interfere with the learning process or cause a disruption of the educational environment are prohibited.
- Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

****No student shall dress in such a way as to distract from the learning process of other students. DCAC administration reserves the right to determine if clothing is appropriate to be worn to school.***

PLC Dress Code

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

Not Acceptable:

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

****No student shall dress in such a way as to distract from the learning process of other students. DCAC administration reserves the right to determine if clothing is appropriate to be worn to school.***

Bus Students

Riding a school bus is a privilege that can be taken away at any time for disruptive or unsatisfactory conduct. Bus students are expected to obey the rules and regulations given by the bus driver and/or bus monitor. A bus conduct report will be sent home to notify parents of a student who persists in disregarding the bus driver's authority. He/she may be denied bus transportation or may be duly punished. School bus rules are designed to ensure the student's safety while being transported. Please make sure that your child is aware of the bus rules and is encouraged to obey them.

Consequences

(Director's discretion applies to ALL situations)

- **Violation of the Attendance Policy:**
 1. Written reprimand and additional days' assignment to DCAC, based on the attendance violation (progressively increasing).
 2. Upon the third offense, an Attendance Committee will meet for the purpose of determining student attendance to DCSS.
- **Violation of the Dress Code Policy:** Offenders will be referred to the administration for appropriate disciplinary action. Possible disciplinary action includes, and is not limited to:
 1. 1st offense- change of clothing. (School closet or from home)
 2. 2nd offense - MIR and parent contact for a change of clothes
 3. 3rd offense 1 Day OSS
 4. 4th offense 2 Days OSS
- **Violation of Campus Security:**
 1. Written reprimand and additional days' assignment to DCAC (progressively increasing).
 2. Upon the third offense, the Student Support Team will meet to determine student attendance at DCSS.
 3. A security violation that is determined to be a crime under the Ga. Code will result in a recommendation for tribunal to determine student attendance to DCSS.
- **Violation of the Student Behavior:**
 1. Written reprimand (MIR) and/or counseling
 2. Written reprimand (OR), counseling, out of school suspension and/or additional days assigned to DCAC.
 3. Upon the third major offense, recommendation for tribunal to determine student attendance to DCSS.

- **Violation of the Trespassing policy:**

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

Consecutive MIRs may result in an Office Referral (OR)

Educator's Handbook

Educator's Handbook is a tool to help teachers, parents, and administration track student behavior. Any student who receives corrective action should receive an MIR (Minor Incident Report), and it should be reflected in EH. This tool allows teachers to document behaviors and classroom discipline strategies. It is important that teachers involve parents in the behavior modification of these classroom disruptions.

Restorative Justice

Restorative Justice may be used in lieu of consequences, OSS, or corporal punishment. Students will complete assignments such as character building, behavior modification, etc. Parents may also be asked to participate in the assignments and meetings.

Medication

All medications, authorized by a medical prescription from a licensed physician or available over the counter, to be administered at DCAC must be stored in the original container and secured in the Director's office. Parents/guardians should bring the medication to the school. Students are not allowed to bring medications. These medications are to be disposed of and/or administered by a designee of the DCAC Principal.

Positive Behavior Interventions & Supports (PBIS)

PBIS (Positive Behavioral Interventions and Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning. PBIS Mission Statement: Building character and teaching responsibility by developing outstanding, accountable, respectful students within a safe learning environment. PBIS promotes optimal student achievement (academic and behavior) by using a proactive systems approach for creating and maintaining a safe and effective learning environment by utilizing a Positive Behavior Interventions & Supports system.

Seniors

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.

Graduation Policy

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

Graduation Requirements

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

Areas of Study:

English/Language Arts*

Mathematics*

Units Required:

4

4

Science*	4
Social Studies*	3
CTAE and/or Fine Arts and/or Foreign Lang. (Students planning to enter or transfer to a University System of Georgia institution must take two units of the same foreign language.)	3
Health and Physical Education* (3 units of JROTC may be used to meet the requirement-not offered at DCAC)	1
Electives	4
Total Units (Minimum)	23

*Required Courses and/or Core Courses

REQUIREMENTS FOR GRADUATION PARTICIPATION DCAC GRADUATION CEREMONY

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

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

Students must adhere to the DCAC graduation dress code to participate in the graduation ceremony. Only students enrolled at DCAC can participate in the DCAC Graduation Ceremony if all requirements above are met.

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

Dodge County Schools Special Education District Distance Learning Plan

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

- Special education teachers will be available for communicating with students and parents/guardians of both students on their caseload and with the special education students that they teach regarding these guidelines for the continuation of remote learning. All case managers will be encouraged to document at least one instructional support contact per week offering during any emergency school closure as consultative support to the students on their caseloads and may use a contact log that can be found in the google shared file for the special education department titled forms. Ways of providing support through communication may include email, text, or phone. Communication for resource availability or general information may be posted on the Dodge County Schools website, Facebook, or Remind 101.
- Special education teachers will plan and implement differentiated instruction to include modifications and accommodations as outlined in Individual Education Plans (EPs) for the students that they teach.
 - Teachers with established Google Classrooms should continue to provide learning activities and tasks through the online platform. Many of our homes do not have access to high speed internet and rely on weak cell tower reception. In addition, some of these tower connections are on limited data plans. Therefore, teachers will design learning activities and tasks in such a way that takes this into account.
 - They may utilize existing software and web-based programs (I.e. Odysseyware, Unique Learning, Study Island, That Quiz, ABC Mouse, Education Galaxy, USA Test Prep, News ELA) to assign lessons, etc. That also means, students/parents will be supplied with login information. Parents may also be provided the following link: Digital Learning Resources found on GaDOE website

<https://www.gadoe.org/ExternalAffairs-andPolicy/communications/Pages/Digital-Learning-Resources.aspx>

- Teachers of students with disabilities who teach small group classes (resource) will create and send home packets (with students or parents can pick up from the school) as described for all students in the general expectations listed above if they do not currently use an online platform or to use to provide additional support.
- Teachers of students with disabilities who serve their students in an interrelated program (coteaching/collaborative/consultative models) will ensure that assignments provided by the content teacher (both hard copy and digital) are modified or accommodations are provided if that support is suggested by the student's IEP. Where there are consumable workbooks, they will be sent home with the students or parents can pick them up from the school.
- Additionally, special education students should be assessed on IEP goal progress during the distance learning process to the extent possible. Teachers of students with disabilities should include opportunities to work and progress on their individual IEP goals. This allows for students to work on skills specific to their IEP goals as well as grade level skills/content. These items may be in addition to those listed above or incorporated as part of the work in the packets.
- Assistive technologies, to include items such as text read-aloud, will be made available to those students requiring such accommodations as outlined in IEPs.
- Students needing speech, occupational and physical therapies: Therapists are encouraged to make weekly contacts with parents. Online resources are located on the Dodge County Schools Homepage.
- Additional and specific packets of information will be sent to parents via email, via mail or a hard copy may be provided at the school for parents to pick up at any time.
- Parents and families will be able to participate in teleconference IEP meetings. Special education teachers are available for communicating with parents/guardians regarding IEP meetings and other IEP information for the students on their caseload. If an annual review meeting or transition meeting is due to be scheduled or take place during the emergency closure, case-managers will contact parents and schedule the meeting via teleconference, if parents agree with this method. This is provided that all required members can attend.

If it is not possible to hold the meeting via teleconference or if parents want a face-to-face meeting, case managers will document this and will work to reschedule and reconvene these meetings as reasonably as possible after school resumes normal activity.

Dodge County Wellness Policy

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

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

Smart Snacks

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

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

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

Nutrition Standards for All Foods Sold in Schools:

The rule DOES NOT apply to:

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

Fundraisers

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

Examples:

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

Fundraiser Exemptions

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

Dodge County Wellness Specific Goals

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

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

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

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

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

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

PLC Students ONLY:

The following applies only to PLC students. These rules are not applicable to DAC assigned students.

General PLC Information - The Dodge Performance Learning Center is a small, non-traditional school within the Dodge County School System that serves both middle and high school students. It is specifically designed for students who are not succeeding in or who have disengaged from the traditional school setting and for those who desire a smaller, blended computer-based learning environment. We operate collaboratively with Dodge County High School and Dodge County Middle School. The program includes an intense academic component anchored by an online instructional system and project-based learning. The PLC maintains a business-like environment focused on structure, accountability, and personal support. Furthermore, our program is designed to support students through offering a more individualized approach to learning. Our goal is to reengage students, support their academic progress, and help them successfully work toward graduation.

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

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

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

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

Discipline - There is No In-School Suspension at PLC. Infractions worthy of ISS may be cause for placement at DAC or Out of School Suspension. Multiple infractions may result in removal from the PLC program.

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

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

Media Center - The PLC does not have a media center. PLC students are encouraged to use the Public Library.

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

DCAC Corporal Punishment Procedures

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

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

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

Having read and understanding this policy, I, _____ (Parent Signature)

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

Witnessed by _____ (DCAC Director) _____ (Date)

Handbook Acknowledgement

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

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Movie Policy/Survey Consent

Occasionally, students are allowed to watch movies in the classroom. All movies shown will carry the rating G or PG. I give permission for my child to view PG movies. Additionally, my child has permission to complete surveys deemed necessary by the Georgia Department of Education, RESA, educational institutions, and the guidance and administrative staff of DCAC.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

DCAC Student Media Consent and Release Form

Throughout the school year, students may be highlighted in efforts to promote DCAC activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our schools through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media. DCAC nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. Also please understand that you will not receive monetary compensation for your child's participation.

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

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

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

**Dodge County Achievement Center
1400 Martin Luther King Drive
Eastman, Georgia 31023**

PARENT-SCHOOL COMPACT

2026-2027

Revised 2/23/26

Dodge County School District Goals:

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

Dodge County Achievement Center Goals:

Common Core Georgia Performance Standards are implemented effectively and efficiently in 100% of classes. This is evidenced by students achieving at state performance targets on the Milestone tests in Biology, 10th Grade Literature/Literature II, Algebra, and US History. In addition, students will demonstrate college and career readiness and obtain a graduation rate of 99%

School Responsibilities:

Dodge County Achievement Center will:

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

Parent/Guardian Responsibilities:

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

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

Student Responsibilities:

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

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

Dodge County Achievement Center, students participating in the Title I, Part A program, and their families, agree that this compact outlines

How the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve that state's high standards. This School/Parent Compact is in effect during the school year **2025-2026**.

COMPLAINT PROCEDURES for Title I Part A

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

Filing a complaint process:

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

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

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

Additional Steps (if required)

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

Contact for Complaints

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

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

Teacher Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature _____ Date: _____