

Dear Students and Parents,

Welcome to Dodge County Middle School where a professional and qualified faculty and staff, parents and community who are valued and informed, and, most importantly, students who are supported and encouraged to do their best, come together to create a special place.

Our vision is for our school to be a place of high expectations leading to higher achievement for all. We are dedicated to providing the resources, the secure and positive environment, and the support necessary for student learning and high levels of achievement for all students. The partnerships formed between parents, students, staff, and community are valued and welcomed. This handbook provides information on opportunities, policies, and expectations for our students. Please use it as a reference throughout the year. Thank you for your cooperation and support.

Sincerely,

Dr. Elvis Davis, Principal

Marcie D. Jones, Assistant Principal

Dr. Jennifer Bellflower, Assistant Principal

Dodge County Middle School
5911 Oak Street
Eastman, GA. 31023
(478) 374-6492 (phone)
(478) 374-6484 (fax)
<http://dcms.dodge.k12.ga.us/>

Our Motto

“Believing and Achieving Together”

Our Vision

Success leading to graduation is a portal to lifelong learning.

Our Mission

Where we are all about DODGE:

**Dedicated to
Our
Desire to
Graduate
Everyone**

Este documento contiene informacion importante par la escuela. Si usted necisita esta information en Esponol por favor de llamar el Directorio de escolar Dodge en la Oficiana. El numero es 478--374-3783



DCMS Policies and Procedures
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Parental Involvement

The DCMS administration and staff encourage parent involvement and participation in all aspects of the school's programs. Parents are informed of activities taking place at DCMS and are provided information regarding programs, meetings, parent/teacher conferences, student progress, and parental involvement activities via the school handbook, parent advisory and school council meetings, school and system websites, letters and announcements to parents, student agendas, and through the local media. Copies of the Dodge County School System's Parent Involvement Policy and the DCMS Parent Involvement Policy are available to parents in the school's media center, at open house, and in the Dodge County Board of Education office.

Arrival Time

When students arrive on campus, they should report immediately to their homerooms or assigned area. Breakfast will be served in the lunchroom from 7:45 A.M. to 8:00 A.M. Students who do not ride the bus, but plan to eat breakfast at school, should arrive early enough to finish eating before the bell rings.

THE STUDENT DROP-OFF AND PICK-UP AREA IS LOCATED IN THE BACK PARKING LOT BY THE GYM. STUDENTS SHOULD NOT BE DROPPED OFF IN ANY OTHER AREAS OF THE CAMPUS.

STUDENTS ARRIVING ON CAMPUS BEFORE 7:45 A.M. SHOULD GO DIRECTLY TO THE LUNCHROOM AND EAT BREAKFAST. NO STUDENTS ARE ALLOWED ON CAMPUS PRIOR TO 7:30 A.M.

Tardiness/Early Sign-out

All students who arrive at school after 8:05 A.M. should report to the office for a tardy slip. In addition, students who sign out between 3:05-3:15 will receive a tardy for the class. Students who arrive later than 8:15 AM, or sign-out prior to 3:05 will be counted absent for the class. When changing classes, students should go directly to their next class. If a student is tardy for a class, he must have a note from his/her previous teacher to be excused. Excessive tardiness (more than 3 incidents) will result in disciplinary action.

Early Dismissal

Should a student find it necessary to leave school before 3:15 P.M., he/she must be signed out and picked up in the front office. Students who sign-out between 3:05-3:15 PM will receive a tardy for the class period. Parents are encouraged to limit early sign-outs to the beginning or end of class in order to prevent interruptions during instruction. **A student will be released only to the**

parents unless the school has been notified in writing by the parent that he/she has granted permission for someone else to pick up the child. Students should not leave the school campus at any time during the school day without permission from the office. Students who leave campus without permission will be considered truant and will be disciplined accordingly. Students will be counted absent for each class missed.

The school cannot prevent either one of a child's natural parents from picking him/her up from school unless the party having sole custody of the child provides the school with a legal copy of the court's custody order at the beginning of each school year and at any time when custody changes.

Students must be in attendance for at least ½ day in order to participate in extracurricular activities held on that day or evening.

ALL CAMPUSES ARE OFF LIMITS TO STUDENTS DISMISSED EARLY.

Attendance

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 non-compliance, as provided."

(OCGA § 20-2-690.1)

Attendance at Dodge County Middle School is recorded by class period instead of by the day. Therefore, an absence from any class period is counted. **If a student misses more than 10 minutes from any class, he/she will be counted as absent from the class missed and can prevent a student from achieving perfect attendance, and may require the student go before the appeals committee.**

Students who are present at least half the school day, until 11:30 A.M., for the whole school year will earn a Perfect Attendance award at the end of the year. Students who are present for the whole school day all year will earn a Perfect-Plus Attendance Award.

Absences

The following reasons for absences are considered valid by the State Board of Education, and students will be permitted to make up work missed due to any of the following absences:

1. Personal illness
2. Serious illness in family
3. Death in the family
4. Religious observances
5. Instance where attendance would be hazardous

Students should present a written excuse, upon return after an absence, to the front office within three days.

The following information should be stated on the excuse:

1. Date of excuse
2. Date of absence
3. Student's name

4. Reason for absence

5. Signature of parent or guardian

Students who have excused absences are responsible for arranging to make up their work. Makeup work must be completed within five days after returning to school. Unexcused absences are subject to the student receiving a zero for work missed. Absences for students who are suspended from school for disciplinary reasons are considered unexcused.

“A student whose parent or legal guardian is in military service in the armed forces of the United States 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 maximum 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.”(OCGA § 20-2-692.1)

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, and the student is found not guilty by the tribunal, any absences accrued during the suspension period will be excused by the school.

Excessive 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.***

Appeals Procedure: Students desiring an appeal may obtain information from the principal's or counselor's office. The administration of Dodge County Middle School realizes that occasionally students may be absent more than the 14-day limit. When the student or parent feels he/she has justification for an appeal, he/she may appear before the principal and request to appear before the absentee appeals committee. This committee shall hear the request and approve or reject the appeal for waiver of the policy. If the request is denied, an appeal may be made to the superintendent and/or the Dodge County Board of Education.

Students must be in compliance with the DCMS attendance policy to participate in reward-based field trips. Eighth grade students must comply with the attendance policy to ensure participation in end of the year activities, such as the promotion ceremony and picnic.

Dismissal of Students

School dismisses at 3:15 P.M. Students must leave the school campus immediately after being released from class. The school will not be responsible for the safety of

students prior to 7:30 A.M. or after 3:45 P.M. **Changes in dismissal instructions for students will not be accepted on the phone because of the possibility of misunderstandings or misidentification. This includes early sign-outs. Parents should send or fax a signed note detailing any changes in dismissal for their child to the administration of DCMS.**

School Visitors

No one is permitted to enter a classroom for any reason without a visitor's pass obtained from the front office. Official business by parents or others must be authorized through the office.

Illness or Injury

Students who become ill or injured will see the DCMS nurse. In case of illness or serious injury, an attempt will be made to notify parent or guardian. If parents cannot be reached, the person listed as the emergency contact will be notified. If it appears that the student is in a serious situation, the proper medical assistance will be secured; the parents will be notified as soon as possible.

Medication

No medication will be administered from the office, not even Tylenol. In case of cuts or scratches, a local antibacterial antiseptic will be used. Students who bring medicine from home should turn it in to the nurse upon arrival at school. Students will only be permitted to take medication at school with written instructions from the parent, when the medication is in the original container, and if administered by the school nurse. Teachers are not permitted to give any medicine to students.

Nurse

A school nurse will be available to students at Dodge County Middle School. Parental release forms will be sent home during the first week of school. No medication can be administered without a signed release form. All students visiting the nurse must have a hall pass and nurse referral form.

Head Lice

If a child is found to have head lice, he/she will be isolated until someone picks him/her up from school. The child will be readmitted to school after no live lice are present and all nits (eggs) have been removed. All children who have been sent home because of lice must be brought to school by the parent and checked for lice and nits by the school nurse. No child will be allowed to stay unless he/she is free and clear of lice and nits. If you have problems with nit (egg) removal or recurrent head lice, please contact our school nurse or the health department.

School Breakfast and Lunch Program

Dodge County Middle School provides a nutritious and well-balanced breakfast and lunch daily. Information on the Free and Reduced Program is made available to all students at the beginning of each school year. If you desire to apply for either program, all forms must be completed correctly and returned to the school. All required information must be verified.

Notification of approval or denial will be given to the students. Students who bring their lunches from home will eat them only in the cafeteria. No canned or bottled drinks are allowed. No commercially prepared meals are allowed. Milk can be purchased for \$.35 per carton.

Water is available for students who do not drink milk.

The costs for student meals are as follows:

Regular Breakfast	\$.60
Reduced Breakfast	\$.30
Regular Lunch	\$1.72
Reduced Lunch	\$.40

Students may only purchase a la carte items if they purchase a school meal. These items must be purchased as students go through the line; students will not be allowed to return to the line. Also, students should not take anything from the salad bar unless they purchase a salad as their meal.

Students who forget their lunch money may borrow money from the front office no more than once per month. Students who owe money will be denied participation in extracurricular activities.

Searching Students

Any student may be searched where there is reasonable suspicion but circumstances make it impractical to secure a warrant. Example: If a student appears to be under the influence of drugs or alcohol, or if school officials have reasonable, reliable reports or suspicions that a student has in his/her possession drugs or a weapon, he/she may be searched. Other conditions under which school authorities would be acting properly in searching a student or his possessions are:

1. If the student has consented.
2. If the contraband item is in plain view.
3. If the evidence or contraband is discovered while responding to an emergency.
4. If the official has reasonable suspicions to believe the individual is armed and dangerous.
5. In all other circumstances where the school official acts to protect the life, property, and health of students, teachers, and other individuals. School lockers, as well as book bags, pocketbooks, and other private possessions may be searched by school officials and/or drug sniffing dogs if deemed necessary when private property is brought onto school property.

Classroom Rules

1. Follow directions when they are given.
2. Have pencils and ALL materials ready.
3. Raise hand to be recognized before speaking or getting out of your desk.

4. Food is to be eaten only in the lunchroom or at break.
5. Chewing gum is prohibited.
6. Keep hands, feet, and objects to yourself.
7. Groom only in the restroom. No aerosol spray deodorant or perfume allowed at school.
8. Show respect for others at all times.
9. Remain on task.
10. Classroom disruption is prohibited.
11. Inappropriate behavior in the hall, lunchroom, bathroom, and on the school bus is prohibited.

Consequences

The teacher may utilize any of the following discipline management techniques to address classroom rule infractions:

- Classroom detention.
- Isolation during lunch.
- Classroom isolation from peers.
- Student participation in conference with parent/guardian and teacher.
- Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).

Dress Code

Students should dress appropriately for classroom instruction. Extreme styles and fads should be avoided. Proper dress is conducive to good scholarship and behavior.

1. Students must wear shoes at all times. No 'slides' can be worn.
2. No short shorts or skirts. Shorts or skirts should not be shorter than 3 inches above the knee.
3. Mesh shirts, fish net jerseys, or sheer shirts may be worn only over another shirt that meets dress code requirements. No see-through or low cut blouses. No mid-riffs visible.
4. Hats, bandanas, do-rags, hoods, etc. and/or sunglasses are not allowed unless permission is given from the office or a medical condition requires it.
5. Extreme hair styles, Mohawk-style cuts, designs that are cut or shaved into the hair, and/or colors that create a distraction in the classroom are not allowed. Hair must be natural color.
6. Halter tops, crop tops, racerback tops, tank tops, spandex tops, and/or strapless dresses or tops are not permissible. Sleeveless shirts must be at least 3 inches wide at the shoulder.
7. All students must wear undergarments. Boxer shorts/underwear must be covered at all times. Pants must be worn no lower than hip level. Shirts longer than 6 inches below the student's natural waist must be tucked in. NO SAGGING. Repeat offenders may be subject to a "Shirt-Tail" agreement to tuck in their shirt and wear a belt for the remainder of the year.
8. 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 for school by the administration.

9. No excessively baggy pants, or bike shorts. No jeans with slashes or holes above the knee are allowed unless patched from the inside. This includes spandex shorts, tights, and/or nylon athletic shorts. Leggings, jeggings, or tight-fitting pants may not be worn as outer garments.

Shirts worn over leggings can be no shorter than 3 inches above the knee.

10. Any dress, emblem, jewelry, etc. that symbolizes any gang type of activity is prohibited. This includes hand signs, symbols or gang books, notched eyebrows, symbols or lettering cut into the hair, and/or gang related graffiti.

11. Belts must be buckled, sashes tied, buttons buttoned (except at the neck) and suspenders properly worn.

12. No earrings, studs, or spacers for male students. Earrings/studs for female students may only be worn in the ear. No students are allowed to wear gauges. No other visible body piercings are allowed.

13. No "grills" or non-corrective dental appliances are to be worn at school.

14. Pajamas and/or bedroom shoes are not allowed and should not be worn to school.

15. No "healies" or skate-type shoes allowed at school.

School dress code applies to all school activities.

Student dress shall be neat and in good taste as dictated by common sense and propriety. The school authorities reserve the right to make the final judgment as to what is neat and in good taste. Students who are inappropriately dressed will be required to change into appropriate clothing or to wear a lab coat for the remainder of the day, **based on** the following consequences:

1st Offense –Warning and allowed to change into appropriate clothes

2nd Offense –Wear a lab coat and sign dress code agreement

3rd Offense – Wear a lab coat and go to ISS

Conference

There are scheduled parent-teacher conferences during the school year. Students and parents are encouraged to initiate other conferences with teachers and administrators about attendance, behavior, class work, grades, and extracurricular activities. Conferences may be scheduled by telephoning the school office. Parents should schedule a conference if their child receives a failing grade in any subject on his/her report card or progress report.

Promotion Policy

Students are required to pass 3 out of 4 subjects (ELA, Math, Science, Social Studies) for promotion. Summer school may be an option for some students needing to earn credit in **ONE** failed class. 8th Grade students must also pass the Language Arts and Math sections of the Georgia Milestones Test to be eligible for promotion. The final decision on promotion/retention of the student will be made by an appeals committee.

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. 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. Bus discipline is handled by the bus shop. Questions or concerns about discipline incidents that occur on the bus should be addressed to the Bus Shop at 374-6487.

Media Center

The school library or media center is open at all times during the school day. This enables students and teachers to have open access to the library at all times. All students are taught library skills, courtesy, and usage. Misuse of the library privileges could result in the loss of such privileges. Books checked out from the library are to be returned promptly and in good condition by the due date. Students are expected to pay for any book that is lost or excessively damaged while it is checked out. The media specialist is most willing to assist students, teachers, and parents in the library. **Students who owe library fines will be denied participation in extracurricular activities.** Students are encouraged to use the media center.

Accelerated Reader

Dodge County Middle School encourages all students to read. Participation in the Dodge County Middle School Accelerated Reader Program is supplemental to the Reading curriculum and rewards those students who endeavor to read above and beyond that required in class. Any student involved in any form of cheating on the Accelerated Reader will be dealt with by the administration. Accelerated Reader tests taken under another student's name will be removed from the student record and both parties will be punished for cheating. If caught cheating, all students involved will be disqualified from receiving any Accelerated Reader rewards, honors, and/or prizes, as well as any extra credit awarded for participation.

Lockers

Lockers are provided to students at DCMS in order to reduce the amount of materials students are required to take with them from class to class. Lockers and locks will be assigned to students by the school. It is the responsibility of the student to maintain a neat locker and to utilize the locker in an appropriate manner. **Lockers may be searched at any time.** Locker privileges may be revoked and disciplinary action taken if a student misuses their locker or tampers with another student's locker.

Students may only visit their lockers at assigned times, therefore, it is important that students secure all required materials needed for class from their locker. Students will not be allowed to visit lockers during instructional time.

Counselor

The guidance program at Dodge County Middle School is developmental and preventive. We are interested in the total positive development of students. A school counselor is available to work with students and teachers in classroom guidance activities. Students are offered the opportunity for individual or group counseling sessions. Students may make appointments by coming by the guidance office. In an emergency, students should obtain permission from their teacher to come to the counselor's office immediately.

Scheduling

Students will be scheduled for 4 academic classes and 1 Connections class daily. Unless students are scheduled for semester or year-long Connections, they will rotate Connections each nine weeks. Any schedule changes must be made within the first 5 days of the new nine weeks, and NO CHANGES will be made unless approved by the principal.

Telephone

The telephone at school is for **emergency use only**. Unless approved by an administrator, students will not be allowed to call home for non-emergency reasons. In case of sickness, the school nurse will evaluate the student and call parents if necessary.

Cell phones / Electronic Devices

Dodge County Schools' Rules for Electronic Devices-
(Adopted July 2017)

Students are permitted to possess cell phones and other electronic devices during the school day. These devices may be utilized **only as part of the instructional process as directed by the teacher**. Cell phones should be **turned off and out of sight at all other times**. Failure to comply with this rule will result in confiscation of the device and disciplinary consequences for the student which may include supervised cleanup, ISS, and/or OSS.

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 (7:45-8:00 a.m. and 3:15-3:45 p.m.).

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 may **not** use tape recorders, video cameras, cell phones, or other electronic devices to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reason(s), at the **discretion of the teacher with written approval by the building principal**. 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. Care must be taken to protect the privacy rights of students. 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.

Advisement Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

Academic advisers can assist in this process by helping the student understand options, determine resources and, when necessary, identify alternatives. While students are urged to keep parents informed of plans and progress, the advising relationship uniquely is between the academic adviser and the student. Each middle school student will be assigned an adviser to remain with them through their 3 years at DCMS.

Curriculum

Dodge County Middle School offers a comprehensive curriculum that enables each student to develop to his/her maximum potential. In addition to the regular academic subjects, connections courses are offered to stimulate interest and expose students to possible career choices. Additional programs provided at DCMS include gifted, learning disabled, behavior disordered, and other special education programs.

High School Credits

Dodge County Middle School 8th grade students can potentially earn high school credit in available classes. Students can earn .5 credit for semester courses and 1 full

credit for a year-long course for successful completion of course requirements in the following:

- Health (1/2 unit)
- PE (1/2 unit)
- Basic Agriculture (1 credit)
- Algebra 1 (1 credit)
- Advanced Physical Science (1 credit)

Honor Students

Any student who has an overall average of 90 or above for the sixth, seventh, and eighth grades will be considered an honor student. Honor students will be determined at the end of the third nine weeks grading period during the eighth grade year.

Honor Roll

An honor roll will be announced at the academic awards ceremonies for each nine weeks grading period. Students obtaining a 90 or above in every subject are listed on the honor roll.

A-B Honor Roll

Students earning all A's and B's in their classes for each nine weeks grading period will be recognized with a picture in the local newspaper.

Grading System

90-100	A
80-89	B
70-79	C
Below 70	F
Incomplete	Inc

Students cannot receive a grade over 100 on their report card **EXCEPT** in classes where quality points are earned (gifted and accelerated).

Progress Reports

A progress report is given to each student every 4 1/2 weeks. It is to be signed by the parent. Progress reports should be signed and returned within three days. Failure to return progress reports will result in break detention until returned. Replacement or additional progress reports may be purchased for \$1.00 in the office.

Report Cards

Report cards are issued every nine weeks. The report card is to be signed by the parent and returned to the school within three days. Failure to return report cards will result in break detention until returned. Replacement or additional report cards may be purchased for \$1.00 in the office.

Hall Pass

Any student who is out of class must have a designated hall pass. All hall passes must be filled out completely and signed by the teacher. Students are allowed restroom breaks throughout the day. Students should not go to the restroom without permission.

Break

All students will have a break during the day. Break may be taken away for misbehavior or failure to comply with school rules.

Extracurricular Activity/Field Trip Policy

Field trips will be taken to support academic classroom instruction, in addition to rewarding students for positive behaviors. Students will be allowed to participate in school-sponsored activities and/or field trips unless they are currently serving out-of-school suspension, ISS, or have a discipline record determined by the administration to be excessive. Students must be cleared of all fines and/or fees due to Dodge County Middle School to participate in field trips and/or extracurricular activities. Additional guidelines may be established for students participating in 'reward-based field trips'. Parents and students will be notified, in writing, what the requirements will be for students to be eligible to participate. Students must also be meeting the requirements of the promotion policy to participate in field trips.

Fine and Fee

Students may be put on the DCMS Fine and Fee list for;

- overdue or damaged books
- vandalism
- theft
- damage to property
- cafeteria bill

Students on the list do not receive report cards or progress reports until the fee is paid. Students are also not allowed to participate in field trips, reward days, assemblies, or extracurricular activities until the fee is paid.

School Clubs and Organizations

The following information is provided in order that parents or legal guardians may be informed of the opportunities available to students at DCMS. Parents and guardians have the option of declining permission for their student(s) to participate in any club or organization offered at Dodge County Middle School on the form provided in this handbook. **OCGA 20-2-705**

BETA Club

Purpose: The purpose of the National Beta Club shall be to promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and

assist students in continuing their education after high school.

Advisors: Angela Peacock, Pam Baggett, Paula Cook, Nora Jean Reaves, Brooke Villegas, and Petey Peterson.

Activities: The BETA club is a service organization and as such recognizes teachers and staff on Teacher Appreciation Day, provides a Faculty Christmas Breakfast, collects and donates money, food, and toys to local charities at Christmas, recognizes Secretaries on Secretary's Day, sponsors the Miss Dodge County Middle School Pageant, recognizes 8th graders at the annual awards program, and participates in academic and arts competitions at the state and national level.

4-H

Purpose: The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive, and contributing members of society. This mission is accomplished through "hands on" learning experiences focused on agricultural and environmental issues, agriculture awareness, leadership, communication skills, foods and nutrition, health, energy conservation, and citizenship.

Advisor: Keisha Jones

Activities: County 4-H Curriculum/Club Meetings, 4-H Camp, Project Achievement, State 4-H Council the Georgia Youth Summit.

Fellowship of Christian Athletes (FCA)

Purpose: 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.

Advisors: Juaquita Williams, Wendy Rogers, Marcie Jones

Activities: Summer camps, retreats, rallies, clinics, banquets, coaches outreach events, and other programs.

Future Farmers of America (FFA)

Purpose: FFA helps its members to develop their own unique talents and explore their interests in a broad range of agricultural career pathways.

Advisors: Jody Cravey

Activities: Competitions, livestock shows, banquets, and other programs.

Drama

Purpose: Provide students the opportunity to display their acting skills through try-outs, practice, and participation in a stage play during the school year.

Advisors: Sandy Gay and Liz Batchelor

Activities: School play

Students with a Goal (SWAG)

Purpose: The SWAG program is designed to promote achievement and overall growth socially and emotionally. Students will be exposed to setting goals, making healthy decisions, and the appropriate way to handle and overcome adversity as they move through the stages of life.

Advisors: Victor Baxter and Juaquita Williams

Activities: Field trips, monthly meetings, mentorship opportunity, and community involvement activities.

Student Council

Purpose: Advise administration in regards to student concerns, suggestions, and ideas for school improvement.

Advisors: Sheila Honeycutt, Elvis Davis, and Juaquita Williams

Activities: Weekly meetings, student orientation trainings, hall decorations, etc.

Athletic Program

Dodge County Middle School offers a competitive interscholastic program for athletics. All students who participate must meet eligibility requirements specified by State Code IED No Pass/No Participate Policy. Students who participate in the competitive program must have a physical examination signed by a licensed physician prior to the student's participation in any tryout, practice, or conditioning. Proof of insurance is required for all students who participate in any athletic activity, including tryouts.

Sportsmanship

Students are expected to display good sportsmanship at all times during athletic events. Students are reminded that they are under any rules and regulations of DCMS during all athletic events and subject to disciplinary action in the event of inappropriate behavior. Disciplinary action, if necessary, may include immediate removal from the activity and may result in being banned from other such activities for the remainder of the school year. It should be stressed that visiting teams are our guests and should be treated in a manner that we would want to be treated when visiting other schools.

School Discipline

All rules and regulations concerning student behavior at Dodge County Middle School are designed to give every student an opportunity to participate in an orderly educational process. Students who disrupt class are depriving others of this opportunity. The administration and faculty of DCMS will not allow any student to disrupt the educational process in our school. 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 in our school.** Each classroom teacher is responsible for the discipline of his/her students. However, serious or continual discipline problems will be referred to an administrator.

Failure to return any signed office referral on the next school day will result in ISS.

Discipline Procedures

Disciplinary action will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. Discipline may include:

*Student participation in conference with parent/guardian, teacher, and/or principal.

*Restriction from school programs and special assemblies.

*Assignment to supervised study, lunch, or clean-up.

*Isolation from peers.

*In-school suspension (ISS).

*Corporal punishment.

*Participation in the cleaning/repair of any damage caused to the school-related environment.

*Suspension from school (OSS).

*Financial restitution for the repair of any damage.

*Development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).

*Participation in a school-service project which enables the student to be engaged in the desired character trait(s).

*Participation in a small group or individual counseling session(s) for repeat offenders in conjunction with assigned disciplinary disposition.

*Placement in an alternative education program until such a time as the student meets the exit requirements for the alternative school program.

*Disciplinary tribunal and/or recommend expulsion from the regular school program for up to one calendar year.

*Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

* Students who have been incarcerated during the school year will be required to attend the alternative school for a transition time to be determined by the administration.

Parents who adamantly object to the disciplinary measures outlined above should notify the school administration at the time of the student's enrollment.

Students who receive an office referral which warrants corporal punishment shall return a consent form with a parent's signature. The administration must have written consent of the parent/ guardian on file prior to the administration of corporal punishment.

Due Process

All students are entitled to due process. Accordingly, any student who feels the assigned punishment for an infraction of rules is unjust or too severe has the right to appeal. In keeping with the standard policy, appeals must be made in the following chain of command: teacher, school administrator, superintendent, and Dodge County Board of Education.

Supervised Lunch

Supervised lunch is an alternative available to administrators in lieu of paddling, ISS, and OSS. Like ISS, this option enables students to remain in school and complete all school assignments. Supervised Lunch may be offered as a choice to parents and students, along with

paddling and ISS, for certain infractions. The ISS coordinator will supervise SCU each day. Students assigned to Supervised Lunch will be served a boxed sandwich lunch that meets nutritional requirements.

In-School Suspension (ISS)

The In School Suspension Program will serve all students at Dodge County Middle School who have displayed a pattern of behavioral problems such as disrespect, disruption of classes, failure to follow rules, etc. This program will enable these students to remain in school during a specified period of suspension and allow them to complete all school assignments. Grades will not be affected if all work is completed satisfactorily. Extra ISS time can be added if work and/or behavior are not satisfactory. A student in the In School Suspension Program will remain in the program for a set number of days. The number of days spent in the program will be counted as a student being present in regular classes. A student assigned to the ISS program is not allowed to participate in any extracurricular activities such as sports, clubs, class field trips, etc., until ISS time is completed. Students assigned to ISS will be served a boxed sandwich lunch that meets nutritional requirements.

A student's days in ISS are not unlimited. If ISS appears ineffective, alternative disciplinary options will be considered.

After School Clean-up (ASCU)

After School Clean-up (ASCU) is an alternative available to administrators in lieu of paddling or ISS for some offenses. Only administrators may assign ASCU. Like ISS, this option enables students to remain in school and complete all school assignments. DCMS staff members will supervise ASCU each day. After school clean-up will require students to remain on campus from 3:15-3:45 PM.

Students are required to have their own transportation. If a student is late, does not complete the assignment, or misses a day of ASCU, the administrator may assign ISS or OSS for the balance of the assigned time. Four days of ASCU are required to equal 1 day of ISS. **A student's days in ASCU are not unlimited. If ASCU appears ineffective, alternative disciplinary options will be considered.**

Out-Of-School Suspension (OSS)

In some disciplinary dispositions, out-of-school suspension may be necessary. Students assigned OSS are not permitted on campus for any reason at any time during the period of suspension. All absences that result from a student being suspended are considered unexcused. In addition, allowing students to make-up missed assignments due to the suspension will be left to the discretion of the teacher.

Dodge County Achievement Center (DCAC)

In lieu of expulsion, students may be assigned to Dodge County Achievement Center for a prescribed period of time. Also, a student who has been incarcerated for any reason during the school year will be required to attend DCAC for a transition time to be determined by the administration. Students who are assigned to DCAC will be required to sign and adhere to a behavior contract upon returning to DCMS. If a student violates the behavior contract, he/she may not be allowed to participate in year-end activities, such as field trips. For 8th grade students, this may include field trips, picnic, and/or promotion ceremony.

Students' Behavior Code

The following list of disciplinary offenses and possible dispositions are in accordance with the policies and procedures of the Dodge County Board of Education. They are submitted as information for school personnel, students, and parents. **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.**

Disciplinary Offenses and Dispositions

1. Classroom disruption. - Administrator's discretion.
2. Campus disturbance. Students are not permitted to participate in activities that cause substantial disruptions of learning opportunities and/or threaten safety of other students. This includes walkouts, petitions, picketing, trespassing, or inciting disturbances, etc. - Administrator's discretion, and possible suspension.
3. Breaking and entering, theft, vandalism. - Immediate suspension with recommendation for expulsion, restitution required.
4. Rude or disrespectful behavior. - Administrator's discretion, possible suspension.
5. Refusal to follow instructions. - Administrator's discretion, possible suspension.
6. Threatening staff or students. - Immediate suspension with recommendation for expulsion. Proper notification of law enforcement authorities.
7. Verbal or physical assault or battery toward school employees, other students, or persons attending school events. - Immediate suspension with recommendation for expulsion. Proper notification of law enforcement authorities.
8. Bullying. - 3 days ISS first offense, 5 days ISS second offense, immediate suspension, possible notification of law enforcement authorities and/or assignment to alternative school third offense. Refer to the state law on bullying on page 11.
9. Profanity, vulgarity, obscene language, gestures, writing, pictures, etc.- Administrator's discretion, possible suspension.
10. Fighting or instigating a fight. - Immediate suspension, proper notification of law enforcement.
11. Weapons and related objects. Weapons of any kind are not allowed on the school campus or at any school

function. This includes "look-alike" play weapons. Refer to weapons policy pg. 11. - Immediate suspension with recommendation for expulsion, proper notification of law enforcement.

12. Drugs/alcohol use, sale, possession, distribution and/or under the influence. This also includes "look-alike" substances or paraphernalia. - Immediate suspension with recommendation for expulsion, proper notification of law enforcement.

13. Tobacco products possession, use, and/or distribution. Tobacco is not allowed on campus. This also includes paraphernalia, e-cigarettes, matches, and/or lighters. - 3 days ISS first offense, 5 days ISS second offense, suspension subsequent offenses.

14. Inappropriate personal contact. (hugging, kissing, holding hands, etc...)- Administrator's discretion.

15. Gambling. - Administrator's discretion.

16. Skipping class, being in an area without permission, or leaving class without permission. - Administrator's discretion.

17. Cheating – Receive zero and notification of parents. Administrator's discretion.

18. Refusal to accept disciplinary action. - Immediate suspension.

19. Sexual harassment / misconduct. - Administrator's discretion and possible suspension. Proper notification of law enforcement.

20. Chronically disruptive behavior. - Administrator's discretion and possible suspension.

21. Forgery. Students shall not forge or falsify signatures on any school documents such as tests, discipline slips, and/or report cards. - Administrator's discretion.

22. Misbehaving for a substitute teacher. - Administrator's discretion.

23. Gangs or gang-related activity- Immediate suspension with recommendation for expulsion, proper notification of law enforcement.

24. Any other conduct considered by the principal to be disruptive. – Administrator's discretion.

25. Administrators are authorized to take disciplinary action for conduct which 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 or 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 impact on school discipline, the educational function of the school, or the welfare of the students and staff.

Gangs and Gang-related Activities

The Dodge County Middle School administration takes seriously its responsibility to maintain a school environment free of violence, intimidation, or other behaviors which threaten the safety and well-being of students and staff. Anti-social and/or criminal activities of gangs or gang-like groups threaten the school environment and interfere with the educational process. Anti-social and/or gang activities will not be tolerated. Gangs, gang affiliations, and gang related activities are

barred from all school buildings, school buses, school related activities, and school property at all times.

A "**gang**" is defined as any group of students who are known to be associated or affiliated by common colors, creeds, symbols, signs, names, etc. and who engage in delinquent or disruptive activities at school or school sponsored events.

Activities of gangs/associations/organizations including recruitment, initiations, hazing, intimidation, retaliation and/or related activities which could potentially cause bodily danger, physical harm, or personal degradation or disgrace and result in physical or mental harm to students are prohibited as are all forms of criminal activity. The use of language, hand signals, graffiti, tattoos, haircuts, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with such a group is hereby prohibited.

School administrators will monitor the school environment and parents will be informed of suspected gang involvement and/or activities. If an administrator verifies a student's involvement in gang activity, the parent or guardian will be informed and appropriate law enforcement agencies will be notified. **An administrator need only show association with a known gang or group and any violation of school rules or disruptive behavior to verify gang activity.** Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or recommendation for expulsion.

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 standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension, or expulsion. Information concerning drug and alcohol counseling, rehabilitation, and reentry programs can be obtained from the school counselor or administrative staff. Compliance with the standards of conduct is mandatory.

Weapons Policy

It shall be unlawful for any person to carry, to possess or to have under control any weapon within a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. "School safety zone" means in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of postsecondary education." "The term **weapon** means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or 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 weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106." O.C.G.A. § 20-2-1184 requires schools to report weapons violations to law enforcement if a student possesses a firearm, incendiary device, or other dangerous weapon; or if the student is involved in an assault using a "hazardous object," as defined in O.C.G.A. § 20-2-751 of the education code or is involved in a second offense with a weapon on campus. It shall be a violation of school rules for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound." O.C.G.A. § 16-11-127.1

Bullying

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

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:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

- b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.
4. Applies to acts of cyberbullying which occur through the use of electronic communication, "whether or not such electronic act originated on school property or with school equipment, if the electronic communication
- a. is directed specifically at students or school personnel,
 - b. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
 - c. 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."

Procedures are developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. 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. However, upon a finding by the disciplinary hearing officer, panel or tribunal 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.

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.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Harassment/Discrimination

It is the policy of the Dodge County school district that racial, sexual, or other forms of harassment or discrimination by other students or employees of the school district based upon his/her race, color, religion, national origin, age, disability, or gender should promptly report the same to the principal of this school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

State Code 20-2-1013 - Textbooks

FREE TEXTBOOKS SYSTEMS; CARE AND PROTECTION OF TEXTBOOKS, LIBRARY BOOKS, AND MEDIA MATERIAL; REIMBURSEMENT BY PUPILS OR PARENTS.

(a) The State Board of Education is authorized and directed to inaugurate and administer a system of free textbooks for the public schools of this state. The State Board shall have authority to promulgate and enforce such rules and regulations as may be necessary for that purpose.

(b) All textbooks, library books, and media materials purchased by local units of administration with State Quality Basic Education Program funds or any other means of acquisition shall remain the property of the local unit purchasing or acquiring them. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its textbooks, library books, and media materials as a condition to receiving all or part of the state contributed Quality Basic Education Program funds allotted to the local unit. Such policies may include any of the following sanctions against a pupil who fails or refuses to pay for lost or damaged textbooks, library books, or media materials at replacement cost.

(1) Refusal to issue any additional textbooks, library books, or media materials until restitution is made; or

(2) Withholding of all grade cards, diplomas, or certificate of progress until restitution is made.

No local unit of administration shall require any pupil or parent to purchase any textbook, library book, or media materials except in cases where the pupil damages, loses, or defaces such items either through willful intent or neglect.

(Ga. L. 1937, p.896&3; Ga. L. 1994, p.1936&2)

Agenda

An agenda will be provided to each student at the beginning of the school year at no cost to the student. However, if an agenda is lost, stolen, or damaged, it must be replaced at the expense of the student. The replacement cost of an agenda is \$5.00. Students will be referred to an administrator for misuse of the agenda.

Bus Ramp Rules

1. All students must be seated until their bus arrives and has come to a complete stop.
 2. Students should remain seated until given permission by the staff member on duty to board the bus.
 3. When boarding the bus, students should form a single file line with no pushing or breaking.
 4. Students who do not remain seated or fail to follow the directions of the staff member on duty will receive an office referral.
-

School Insurance

School insurance may be purchased through the school. All students taking part in extracurricular activities must present proof of insurance.

School Policies

The student is the responsibility of the school from the time he/she boards the school bus in the morning until he/she returns home on the bus at the end of the school day. All school policies apply to students on any campus, the school bus, or any school sponsored activity away from campus. Disruptive behavior may result in the student being banned from a specific school campus and/or any extracurricular activities.

Restroom Use

Students are not allowed to leave their classes to use the restroom without permission and a hall pass. Students who have a physical problem that would necessitate using the restroom more often than regularly scheduled times should have a doctor's statement on file in the office. Students are expected to use all bathroom facilities appropriately. Vandalism or damage to restroom facilities will result in disciplinary action and restitution in accordance with school policy. Horseplay and roughhousing in the restrooms are prohibited.

Pledge of Allegiance/Moment of Reflection

Each day during homeroom, a moment of reflection will be observed. All students are expected to stand and remain quiet during this time, but not required to participate. Misbehavior will be subject to the behavior code of the school and handled just as any other behavior problems.

Assemblies

Good behavior is expected at all assembly programs. The number and frequency of assemblies will be determined by the overall student behavior. Individual students who misbehave may also be banned from participating in future assemblies.

Non-Discrimination--Title IX –Section 504

There will be no discrimination on the basis of sex, race, age, creed, color, or handicap in the educational programs, activities or employment practices in this school system. The Superintendent or designee who has been appointed as the school system Title IX/ Section 504 Coordinator shall be responsible for supervising the Dodge County Board of Education's efforts to comply with all aspects of the legislation regarding discrimination including Title IX of the Educational Amendments Act of 1972 and section 504 of the Rehabilitation Act of 1973, for investigating both employee and student complaints and for establishing and monitoring grievance procedures that provide for prompt and equitable resolution of such complaints.

Tonya Brown
Section 504 / ADA
Coordinator
720 College Street
Eastman, Ga
(478) 374-3783

Parent Notice of Teacher and Paraprofessional Qualifications

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 children. The following information may be requested:

- (1) 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;
- (2) whether the teacher is teaching under any emergency or provisional status through which the Georgia qualifications or certification criteria have been waived;
- (3) the college major and any graduate certification or degree held by the teacher;
- (4) 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.

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: Lawanda Gillis
Office Address: 720 College Street, Eastman, Georgia 31023
Telephone Number: 478-374-3783

The Title IX Coordinator is:

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

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 which is available in the school office, the central office, or on the District website.

FERPA Directory Information Notice

Dodge County Middle School has designated the following information as directory information:

- Student name
- Student participation in official school clubs and sports
- Weight and height of students if he/she is a member of an athletic team
- Awards received during the time enrolled in the Dodge County School System

Unless the parent / guardian requests otherwise, the directory information may be disclosed to the public in the form of newspaper articles (honor roll, athletics, etc.), the school yearbook, and /or any other school-related publication. You have the right to refuse to allow all or part of the above information to be disclosed. If you wish to exercise this right, you must notify **the principal of Dodge County Middle School** in writing.

Band

Band classes of instrumental music are offered at Dodge County Middle School in grades 6 through 8. Band registration is handled through the band director. Each student must provide his/her own instrument. Beginning band students start instruction in their sixth grade year. Seventh and eighth grade band students participate in various school performances. Students are enrolled in the band course for the entire school year. A student may be removed from the band or denied the privilege of participating in performances, parades, field trips, extracurricular activities, etc. at the discretion of the band director and principal if the student is in violation of school or band policies. Band policies and guidelines will be provided to parents of any band student when he/she enters the program. A parent-teacher contact is required before a student will be allowed to leave the band program. Any schedule changes must be made within the first 5 days of the new nine weeks.

Personal Items

Since many articles of clothing, notebooks, books, etc. get misplaced, students should mark their personal items with some identification. Large amounts of money should not be brought to school. Purses, jewelry, and other valuable items should not be left unattended. Magazines and other materials that are not school related should not be brought to school. **Dodge County Middle School is not responsible for any lost, damaged, or stolen items brought to the school by the student. The school is under no obligation to investigate or recover lost, stolen, or damaged property.**

Quality Points

Quality Points will be awarded for the gifted classes and Accelerated Math because they exceed the core education requirements. These points will be added to the student's cumulative average each nine weeks. Quality points will be given in the following courses:

6 th , 7 th , and 8 th grade Gifted	2 points
6 th and 7 th grade Accelerated Math	2 points
Algebra 1	2 points
Advanced Physical Science	2 points

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.

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.

Grievance Procedure:

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

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.

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

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

P-Positivity R-Respectful I-Integrity

D-Determination E-Excellence

Ways to be recognized as having PRIDE

- Individual PRIDE Points
- Team PRIDE points

- School pride events
- Grading period celebrations
- End-of-year celebrations
- Student of the week
- Breakfast of Champions
- Positive office Referral

SIGNATURE PAGE

Please sign below indicating that you have read the Student Handbook (pages 1-15). If you have any questions, please talk with your child's principal or his/her designee. Thank you for your cooperation in helping the system provide quality education for all of our children.

Este documento contiene informacion importante par la escuela. Si usted necisita esta information en Esponol por favor de llamar el Directorio de escolar Dodge en la Oficiana. El numero es 478--374-3783

Parent/Guardian Signature _____

Dismissal of Students (page 4)

Changes in dismissal instructions for students will not be accepted on the phone because of the possibility of misunderstandings or misidentification. This includes early sign-outs. **Parents should send or fax a signed note detailing any changes in dismissal for their child to the administration of DCMS.**

By signing below, I acknowledge that I have been informed of the school's policy on dismissal of students.

Parent/Guardian Signature _____

Movie Policy

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

Parent/Guardian Signature _____

Surveys

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

Parent/ Guardian Signature _____

Student Name _____

Grade _____

Homeroom Teacher _____

STUDENT CODE OF CONDUCT

Student Offenses and Disciplinary Actions



Dodge County Schools

T. Michael Hilliard, Superintendent
P. O. Box 1022 – 720 Oak 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.

T. Michael Hilliard, Superintendent

Revised July 2017

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:

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

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

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

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

Authority of the Principal

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

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

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

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

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

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

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and

waiver must be approved by the parents and administrators from both the home school and the Dodge Achievement Center.

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.

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

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

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

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

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

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

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

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.

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

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

agreement/policy.

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

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

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

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

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

Willful and persistent violations of the student code of conduct.

Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

Students who possess any weapon described in paragraph 1 will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

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

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

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

Theft.

Extortion or attempted extortion.

Possession and/or use of fireworks or any explosive.

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

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

Classroom and school disturbances and/or disruption.

Violation of school dress code.

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

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

Inappropriate public displays of affection.

Gambling or possession of gambling devices.

Moving and non-moving driving violations.

Giving false information to school officials.

Cheating on school assignments.

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

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

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

Criminal law violations/Off-Campus Misconduct: A student whose conduct off campus results in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the education process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

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

Definition of Terms

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

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: In accordance with Georgia law, Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network or other electronic technology of a local school system that is 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3) any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; b) has the effect of substantially interfering with a student's education; c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

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

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

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

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

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

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

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

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

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance of combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

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

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

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

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

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this Code of Conduct includes, but is not limited to:

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

Student Support Processes

The Dodge County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention, Student Support Teams, school

counselors, and chronic disciplinary problem student plans.

Through one or more school or school related organizations, students may have access to a mentor. Parents who are interested in their child being assigned a mentor should notify the school principal of this desire.

Parent Involvement

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

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

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

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

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

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

Visitors on Campuses and in Schools

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

Student Conduct on School Buses

The goal of the Transportation Department of the Dodge County Board of Education is to transport children in a safe and timely manner to and from school. While the law allows the school system to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, and only at that time, does he or she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the appropriate bus stop at the end of the day. It is the intent of the Dodge County School System to operate a safe and efficient transportation program for students. Such intent is predicated on desirable behavior of bus passengers and consequences of misbehavior. Bus incidences will be dealt with by the Transportation Director and a school administrator. Since the bus is considered an extension of the classroom, discipline for incidents on the bus may also include discipline on the school level as well.

Bus Misbehavior

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

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) During regular school day transportation, students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device. On field trips, driver discretion should be used regarding students' use of any electronic devices.

(3) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective Devices.

(4) If a student is found to have engaged in physical acts of violence as defined by Code Section 20-3-751.6, 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 20-3-751.4 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:

- Political affiliations;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- Income other than that required by law to determine program eligibility.

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:

- 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;
- Any protected information survey, regardless of funding; and
- 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:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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

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.

Public School Choice Options

A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option, then the parent shall be responsible for transportation to the school.

The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend if that setting is appropriate for the student's needs. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for more information about transferring to a State School.

Private School Choice Option

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

Teacher Authority & Administrative Support

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

School Closing Procedure

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

Discrimination or Harassment

The Board of Education prohibits discrimination or harassment and retaliation for reporting such acts against students on the basis of race, color, national origin, sex, religion or disability. Students/ parents are entitled to express concerns or dissatisfaction regarding discrimination because of race, color, national origin, sex, religion or disability.

The purpose of this procedure is to describe a process that can be used to resolve such concerns or dissatisfaction. Students/parents may discuss matters informally with teachers, counselors and administrators at the school level. Special Education teachers and Special Education coordinator are also available to provide assistance to students and/or parents who feel that the school or school system has discriminated against students with disabilities.

If matters in question in the above paragraphs cannot be resolved informally and the student/parent feels that a formal complaint should be made, then the student/parent should use the complaint process outlined in Policy JAA, which is available on the district's website.

Drug Free Schools

Rationale

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

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

imposed if the standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension or expulsion.

3. Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or administrative staff.
4. Compliance with the standards of conduct is mandatory.

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

Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Dodge County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this system is: Rex Hodges, 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	Pam Melvin
Title VI	Dr. Lawanda Gillis
Section 504 & ADA	Tonya Brown
Sports Equity Coordinator & Title IX	Tonya Brown

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

Section 504 Procedures

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Parental Right to Know

All parents of students in the Dodge County School District may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) 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;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition, parents will be notified by the school when their child has been taught for four consecutive weeks by a teacher who is not highly qualified.

If you wish to request information concerning your child's teacher's qualification, please contact Dr. Lawanda Gillis, Director of Curriculum and Professional Learning, at 478-374-3783, or email her at lgillis@dodge.k12.ga.us.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(A) 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.

(B) 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.*

(C) 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. 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.

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:

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.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult his or her teacher or a member of the administrative staff for clarification.

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

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

Safety

- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts.
- Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

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

Hardware

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

Dodge County Schools Information Technology offers a Guest Network for connection purposes.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that is inappropriate or unacceptable. Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

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

1. Download any files, especially music and videos, from the Internet.
2. Use any form of "instant or private messaging" software on student devices.
3. Install any applications or software onto Dodge County Schools' computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to Dodge County Schools systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on Dodge County Schools computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other Dodge County Schools networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
12. Attempt to log onto the network as a system administrator.
13. Any user identified as a security risk may be denied access to the network.
14. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.
15. Any damage to the student Chromebook/or device is the responsibility of the user.

Consequences

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

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action as defined by the school administrations.

Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of Dodge County Schools may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Improper Use and Content

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

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

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

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

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

Social Networking Sites

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

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

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

- Users should not make statements that would violate any of Dodge County Schools' policies, including its policies concerning discrimination or harassment;
- Users must uphold Dodge County Schools' value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;

- Users may not disclose any confidential information of Dodge County Schools or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

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

Theft and Vandalism

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

"Netiquette"

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

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

Waiver of Warranties; Limitation of Liability

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

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines, which connect Dodge County Schools Network both internally and externally, are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. Dodge County Schools reserves the right to require the purging of files in order to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space.

By signing this electronic technology and Internet contract, both student, parent/guardian and staff are stating that they have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at Dodge County Schools. Violations may result in a loss of access as well as other disciplinary and/or legal action.

Compulsory Student Attendance

Georgia Code Section 20-2-690.1 establishes consequences for parents and students who fail to comply with compulsory school attendance. The law establishes that:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

Furthermore, it is recognized that students who miss more days from school typically do not perform as well in their academic achievement. For both educational purposes as well as for compliance with state law, parents or guardians are strongly encouraged to insure that students arrive at school on time, remain at school all day, and attend school unless extreme and justified circumstances merit their absence.

The Dodge County School System’s Attendance Protocol establishes penalties and procedures for enforcing excessive tardiness, early releases, and absences. Violation with the court sanctioned attendance protocol may result in referrals to the Department of Family & Children Services, Department of Juvenile Justice, and/or the Superior Court. Help us support student achievement by supporting student attendance.

Student Organizations, Clubs, and Co-Curricular Organizations

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.

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: _____

Parent/Student Signature Page

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

1. Acceptable Use and Internet Safety Guidelines Student and Parent/Guardian Agreement: *(Every student, regardless of age, must read and sign below)*

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.

 Student Name (PRINT CLEARLY) Student Signature

 Parent Name (PRINT CLEARLY) Parent Signature

 Home Phone Date

 Address

HELP PREVENT POSSIBLE ACTIONS OF SCHOOL VIOLENCE

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

1-877-729-7867

SCHOOL PRINCIPALS/DIRECTORS

Dodge Achievement Center	Dr. Jennifer Bellflower	374-4756
Dodge Pre-K	Mrs. Keri Lancaster	374-6496
North Dodge Elementary	Mrs. Cindy Screws	374-6690
South Dodge Elementary	Mrs. Sonya Bundick	374-6691
Dodge Middle	Dr. Elvis Davis	374-6492
Dodge High	Dr. Susan Long	374-7711

Dodge County Schools

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