

# Dawson County School System

## Dawson County Middle School Handbook School Year 2021 – 2022



[www.dawsoncountyschools.org](http://www.dawsoncountyschools.org)

28 Main Street

Dawsonville, GA 30534

(706) 265-3246

# DAWSON COUNTY SCHOOLS

A Charter System of Georgia

**Dr. Damon Gibbs**

***Superintendent***

(706) 265-3246

## **Board of Education**

Elaine Wilson, *Chair*

Doris Cook, *Vice-Chair*

Nathan Ingram

Roger Slaton

Karen Armstrong

## **Faculty and Staff Directory**

Phone: 706-216-4849

Fax: 706-265-1426

### **Administration**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Kim White	Principal	<a href="mailto:kwhite@dawson.k12.ga.us">kwhite@dawson.k12.ga.us</a>
Joshua Lipps	Assistant Principal	<a href="mailto:joshua.lipps@dawson.k12.ga.us">joshua.lipps@dawson.k12.ga.us</a>
Jordan LeFevre	Counselor	<a href="mailto:jlefevre@dawson.k12.ga.us">jlefevre@dawson.k12.ga.us</a>

### **Support Staff**

<b>Name</b>	<b>Position</b>	<b>Email</b>
Laura Daniels	Cafeteria Manager	<a href="mailto:ldaniels@dawson.k12.ga.us">ldaniels@dawson.k12.ga.us</a>
Erin Grigsby	Registrar	<a href="mailto:egrigsby@dawson.k12.ga.us">egrigsby@dawson.k12.ga.us</a>
Amanda Kubat	Nurse	<a href="mailto:akubat@dawson.k12.ga.us">akubat@dawson.k12.ga.us</a>
Melissa Knuth	ISS Para/Receptionist	<a href="mailto:melissa.knuth@dawson.k12.ga.us">melissa.knuth@dawson.k12.ga.us</a>
Gaye Palmer	Bookkeeper	<a href="mailto:gpalmer@dawson.k12.ga.us">gpalmer@dawson.k12.ga.us</a>
Karen Westbrook	Media Specialist	<a href="mailto:kwestbrook@dawson.k12.ga.us">kwestbrook@dawson.k12.ga.us</a>
Randy Mullis	School Resource Officer	<a href="mailto:rmullis@dawson.k12.ga.us">rmullis@dawson.k12.ga.us</a>
Karen Wilson	Tech Support	<a href="mailto:kwilson@dawson.k12.ga.us">kwilson@dawson.k12.ga.us</a>

## DAWSON COUNTY MIDDLE SCHOOL HOME OF THE TIGERS

Welcome to Dawson County Middle School and the 2021-2022 school year. To help ensure student success this year, it is imperative that parents and students understand school policies and procedures, as well as academic and behavioral expectations.

Each Dawson County School employee is dedicated to providing a safe, orderly, and productive learning environment for students.

Thank you in advance for reviewing this student handbook with your child.

Kimberly White  
*Principal, DCMS*

### **Dawson County Middle School**

Phone: (706) 216 – 4849

Fax: (706) 706-265-1426

Address: 5126 Hwy 9 S

Dawsonville, GA 30534

### **VISIT US ON OUR WEBSITE**

<https://dcms.dawsoncountyschools.org/>





## DAWSON COUNTY SCHOOLS 2021-2022 STUDENT CALENDAR

July

August

2-5 Pre Planning  
6 First Day of School

**JULY 2021**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**AUGUST 2021**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 Days

September

6 Labor Day (No School)  
23-27 Fall Break

October

21 Early Release/ Parent Conference  
22 Prof. Dev. (Student Holiday)

**SEPTEMBER 2021**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**OCTOBER 2021**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

18 Days

20 Days

November

11 Early Release/ Veteran's Day  
22-26 Thanksgiving Holiday

December

21 Early Release / Last day of 1<sup>st</sup> Semester  
22-31 Holiday Break

**NOVEMBER 2021**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DECEMBER 2021**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Days

15 Days

January

3 Prof. Dev. (Student Holiday)  
4 Students Return  
17 MLK Day (No School)

February

17 Prof. Dev. (Student Holiday)  
18-21 Student/Staff Holiday

**JANUARY 2022**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY 2022**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

19 Days

17 Days

March

10 Early Release/Parent Conference  
11 Prof. Dev. (Student Holiday)

April

4-8 Spring Break

**MARCH 2022**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2022**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

22 Days

16 Days

May

25 Early Release / Last day of 2<sup>nd</sup> Semester  
26-27 Post Planning

June

**MAY 2022**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JUNE 2022**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 Days

**TOTAL DAYS**  
180 - Students  
190 - Staff

### School Hours

	Begin	End	Early Release
Elementary	8:10 a.m.	3:05 p.m.	12:30 p.m.
Middle	7:45 a.m.	2:45 p.m.	12:15 p.m.
Junior High	7:40 a.m.	2:30 p.m.	12:00 p.m.
High	7:40 a.m.	2:30 p.m.	12:00 p.m.

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Release	<span style="background-color: #FFD700; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Pre/Post Planning/Prof. De
<span style="background-color: #FF69B4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> First/Last Day of Semester	<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Student/Staff Holiday

2021-2022 CALENDAR REVISED – APPROVED 3/9/2021

## Purpose/Direction/Commitments Statement

### **Vision:**

To be an exemplary school district, preparing students for success.

### **Mission:**

To provide quality instruction and student support that results in preparedness for college, career, and life.

### **Commitments:**

1. Graduation for ALL students.
2. Providing a safe, supportive learning environment.
3. Cultivating relationships with students, families, schools, and community.
4. Fostering a culture of engagement, innovation, and high expectations for student learning.
5. Providing extra-curricular activities and other opportunities, which develop life skills and positive personal growth.

### **Authority of the Principal**

The principal is the designated leader of the school. The principal, along with the school staff, is responsible for the orderly operation of the school. In cases of disorderly, disruptive, or dangerous conduct not covered in the Student Code of Conduct, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student and school and does not violate school board policies or regulations.

### **School Governance Councils**

The School Governance Council is a representative body composed of the principal, two teachers, at least two parents, and at least two business representatives from the community. The purpose of the council is to review and provide feedback on matters related to the operation of the school. All parents are invited to attend the school governance council meetings.

### **Student Agenda Book Information Receipt Verification**

Signatures below indicate that we have read and understand ALL of the information in the Student Handbook. Please call the school at (706) 216-4849 if you have a question.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Academics/Grading/Reporting

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### Courses

Each student will receive instruction in Language Arts (which includes Grammar, Writing, Spelling and Reading), Math, Science and Social Studies. Students will also receive instruction in connections classes such as Art, Band, Chorus, Computer Science, Health, General Music, Technology, and Physical Education.

Connections courses change at the end of each marking period. Students may choose to be in band and/or chorus, but all other connections classes are randomly assigned and may not be changed. Allowing the students to explore many different areas of specialty increases their knowledge and appreciation for courses that could develop into a life-long hobby or career. Band and Chorus are the only two connections classes that meet all year long. Connections courses are subject to change prior to each marking period. *Please note: students that select band or chorus will be allowed to transfer out of the class after the first or second nine weeks.*

### Parent/Teacher Conferences

Communication between home and school is extremely important in providing the best education for your child. A conference should be requested any time that you have questions or concerns about your child's progress at school. As a courtesy to our teachers, please schedule conferences in advance. Quality classroom instruction is a product of many hours of planning and should only be interrupted in emergency situations. Teachers are available for scheduled conferences during their planning time and/or after school. You may write, email or call the teacher to request a conference.

### Remediation and Recovery

The Dawson County Schools believe that the teachers conduct the most important assessment of student learning as they observe and evaluate students in the context of ongoing, standards-based activities. The teacher is responsible for assessing student progress and providing grades representing the student's academic achievement and mastery level.

Dawson County Schools has implemented standard guidelines for grades 6-12 when providing the opportunity for students to receive remediation and recovery on summative assessments. Best practices and evidence-based research on the topic of mastery learning supports this direction. Each school should maintain a level of autonomy while implementing a remediate and recovery philosophy while adhering to the following guidelines:

- To ensure mastery learning, every student will be eligible for remediation and recovery opportunities on summative assessments. Teachers may provide reteach/relearn assignments and offer opportunities for students to demonstrate mastery of the standards.
- Grades will replace the previous assessment score if improvement is demonstrated. We will not average the grades or cap the reassessment score. Mastery is mastery, and grades should reflect what the student has learned.

## **Report Cards/Progress Reports**

Report cards are sent out at the end of each nine weeks (twice per semester). Progress reports are issued every 4 1/2 weeks throughout a semester. Parents using their student's username and password may access student attendance and records via PowerSchool.

The following represents letter/numeric grade conversions for middle school courses

- A.....90 – 100
- B.....80–89
- C.....70-79
- F.....any grade below 70 is Failing

Dates of Progress Reports/Midterms/Finals will be posted on the school calendar and on the school website. Testing Dates will be posted on the schools website as well.

## **Schedule Changes**

Each student schedule has been created based upon individual academic needs and to maintain a favorable student-teacher ratio in the classroom. Schedule changes will not be made to place a student with, or away from, a particular teacher or student. Our teachers will work with the student and parent to resolve any problems that may arise without causing a disruption to the student schedule. Schedule changes will not be made to remove a student from one connections class in favor of another one. The exception to this rule would be to enroll a student in the band or chorus program if there is room in these classes to accommodate additional students.

## **Student Support Team**

Members of the Student Support Team include teachers and selected individuals who meet to review the progress of students who may be experiencing difficulty related to study habits, attendance, discipline, attitude, academic standing, or other factors that could provide significant. A teacher or administrator may convene this team at any given time to discuss and implement strategies to help students be more successful. This process could be utilized for any reason to best support the student.

## Athletics/GHSA

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Sport	Head Coach
Baseball	<a href="#">Tyler Baker</a>
Basketball (Boys)	<a href="#">Kevin Grigsby</a>
Basketball (Girls)	<a href="#">Natosha Beary</a>
Cheerleading (Football & Basketball)	<a href="#">Erin Grigsby</a>
Cross Country	<a href="#">Benjy Edwards</a>
Football	<a href="#">Andrew Grigsby</a>
Soccer (Boys)	<a href="#">Kevin Grigsby</a>
Soccer (Girls)	<a href="#">Allison Speece</a>
Softball	<a href="#">Jason Dyer</a>
Volleyball	<a href="#">Tanya Porter</a>
Wrestling	<a href="#">Andrew Grigsby</a>

### Eligibility Rules

Tryouts for each sport will be announced prior to the beginning of the season. All students are encouraged to get involved in school organizations, clubs, activities, and sports. Students must meet the following requirements to participate in middle school sports and activities:

1. The student must be in good standing with DCMS (Administration).
2. Students must have a physical, on an approved form, signed by a Medical Doctor (MD) on file in the Athletic Director's office prior to any tryout or practice.
3. The student must be passing 4 out of 6 classes for the year.
4. The student must attend all practices and meetings unless excused.
5. Participation in extracurricular activities is a privilege. Coaches and administration reserve the right to dismiss any student if deemed necessary.

### Student/Parent Concussion Awareness Form

Concussions at all levels of sports have received a great deal of attention and state laws have been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor "ding" to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or

long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area are crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

#### Common Signs and Symptoms of Concussion

- Headache, dizziness, poor balance, clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

#### By-Law 2.68: GHSA Concussion Policy:

In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include, licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

- a. No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- b. Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.
- c. It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at [www.nfhslearn.com](http://www.nfhslearn.com) at least every two years – beginning with the 2013-2014 school year.

Each school will be responsible for monitoring the participation of its coaches in the concussion management course and shall keep a record of those who participate.

## Attendance

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### Georgia Compulsory Attendance Expectations

O.C.G.A. 20-2-690.1 requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, and homeschooling. If a parent, guardian, or another person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that each day's absence constitutes a separate offense. Violators will be prosecuted.

For purposes of this notice, the term "parent" includes any adult who has charge and control over the child, including a biological, adoptive, foster, or stepparent, a guardian or any other person who has primary responsibility for the child's welfare. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance in school.

Older children share the responsibility for their school attendance with supervising adults and are subject to adjudication in Dawson County Juvenile Court as an unruly child for violation of this statute. A complaint will be filed in the Juvenile Court of Dawson County against a child ten (10) to fifteen (15) who is habitually and without justification truant from school. For the purposes of determining the pursuit of court complaints, truancy is defined as five (5) or more days of unexcused absence from school. Please note that parents may themselves choose to file truancy complaints prior to any complaint made by the school system. If a student is sixteen (16) or older, any complaints regarding truancy must be filed by the parents.

A child may be placed on probation for truancy by the Juvenile Court Judge upon admission or determination of guilt (adjudication) to a truancy charge. This probation may last for up to two (2) years and may include specific conditions, including, but not limited to: a curfew, community service, participation in a truancy reduction program or counseling, and/or monetary fines. The District Attorney and/or the Department of Juvenile Justice may also request a protective order to ensure that the parent(s) actively assist the child's compliance with conditions of probation, including attendance in school.

Further unexcused absences from school by the youth may result in immediate sanction by the Department of Juvenile Justice, including a possible violation of probation, which may result in more severe penalties, up to and including detention. If you have questions regarding the information included in this document, please contact the Principal of your child's school or the School Social Workers, who will be glad to address any questions you may have.

### Daily Attendance Procedures

When returning from an absence, a student must bring a written note (within 3 days) from the parent. Excused absences are defined as any absence of a student resulting from illness or from

family illness, death within the immediate family, doctor and dentist appointments, special and religious holidays observed by the student's faith, conditions rendering school attendance impossible or hazardous to the child's health and safety, and mandated appearances like a court summons. Students are to bring in a note for the absence upon their return to school. Any note brought in after three (3) days will be considered unexcused. Dawson County Board of Education Policy JB provides additional information on attendance.

### **Student Arrival and Dismissal**

1. DROP-OFF BEGINS AT 7:05 A.M.
  - Students should NOT arrive before 7:05 a.m., and they may not exit vehicles before this time. There are no adults on duty to supervise students before this time.
  - All students MUST be dropped off at the front of the school. Parents must enter the school using the entrance on Highway 9. The Dawson Forest Road entrance is for buses only.
2. DISMISSAL BEGINS AT 2:45 P.M.
  - Car riders will be dismissed promptly at 2:45 p.m., and bus riders will be dismissed as soon as all buses have arrived.
  - Parents must enter the car rider line to pick-up their child. For safety concerns, students will not be allowed to cross the car rider line and get into a parked car.
  - **If you are picking up your student, you must pull all the way forward, at the direction of the staff member on duty, so that more students may enter/exit their vehicles at one time.**
  - Drivers and students must follow the direction of the person directing traffic to maintain a safe area.
  - Students MUST be picked up no later than 3:00 p.m. The school does not provide after school care, and there are no staff members on duty later than 3:00 p.m. Chronic lateness in picking up your child will result in referral to the school social worker.
3. LATE ARRIVAL
  - The instructional day begins promptly at 7:45 a.m. Any student arriving after 7:45 a.m. is considered tardy and must sign in at the office.
4. EARLY DISMISSAL
  - **Early dismissals are not permitted after 2:15 p.m.** Early dismissals that do not meet the criteria for being excused (see approved excused attendance reasons) will be counted unexcused. Students will be released only to the parent or to those persons listed by the parent on the student information sheet.
5. TRANSPORTATION CHANGES
  - All requests for transportation changes should be made in writing in the morning by noon. In emergency situations only, a parent may call the front office NO LATER THAN 2:00 to request a change in transportation.

## Perfect Attendance

Perfect attendance is determined by daily attendance. The definition of daily attendance is as follows: A student is counted present when he/she is in school for at least  $\frac{1}{2}$  the school day. For a student to be counted for the period, he/she must be present for at least  $\frac{1}{2}$  of the academic class time.

## Procedures

It is the commitment of the schools to provide a learning environment that is intellectually challenging and prepares our students to be productive and successful members of our society. We believe that attendance is a factor that significantly affects the day-to-day effectiveness of the learning environment as well as the success and productivity in the workplace. Students are expected to provide documentation for absences as they occur. The school Attendance Support Team (AST) monitors student attendance and communicates with parents/guardians to address attendance issues before student achievement is affected. The AST meets as needed to review student attendance issues. Parents are invited to those meetings to present any additional information or extenuating circumstances related to the matter. The AST will contact parents to schedule an appointment.

Dawson County Schools will accept no more than 10 parent-generated excuses. Also, schools will verify all excuses from medical offices once 10 are accrued. An exception is allowable with proper documentation from a medical or mental health practitioner indicating the current treatment, the student's diagnosis, and that their condition may require absences that do not necessitate an office visit, per treatment plan.

PowerSchool Student Information System records absences according to this legend:

- "E" – Excused absence from parent note
- "U" – Unexcused absence
- "M" – Excused absence/an office note brought in from a doctor/dentist visit
- "C" – Excused absence/documentation for a court appearance
- "B" – Excused absence/note from the parent stating death in the family

## Monitoring Attendance

In order for the attendance policy to work effectively, there must be communication between the school administration, students, and parents/guardians. The following outlines the operation of the attendance plan for this school year:

1. Parents may access their child's attendance and grades through the Internet using PowerSchool:
  - a. Log onto the website: <http://ps.dawson.k12.ga.us>
  - b. Enter username (it will be a number)
  - c. Enter password
  - d. Click on the blue link on "Grades & Attendance" page
  - e. If you have problems with this procedure, contact your child's school.

2. Students will be given a progress report every 4 1/2 weeks which will display a grade in each subject as well as the number of days absent in the class. The student will be expected to take this report home to be viewed by the parent/guardian. The parent/guardian should expect this procedure to occur and question his/her son/daughter if it does not happen. It is essential that the student brings this report home and present it to the parent/guardian so the parent will know the number of days missed in each class. Again, absences coded "E", "M", "C", or "D" does not require seat time. It is imperative that a student brings in a note from the doctor or dentist, court documentation, or a note from a parent confirming a death in the family so that seat time will not be required. A student has 3 days to get the necessary documentation turned into the office. Failure to turn documentation in on time results in the absence of being declared unexcused "U".
3. The Progress Report/Report Card is the documentation of all absences (excused and unexcused).
4. Excessive unexcused absences ("U's") will count toward absences in the Compulsory State Attendance Law.

### **Tardy Policy**

The faculty and administration of Dawson County Middle School believe that students learn best when they are present for instruction. Students who are tardy not only negatively impact their own learning but the learning of their classmates by disrupting and distracting the classroom. It is the responsibility of the student to get to school on time and to be in class and ready to go.

Discipline for tardiness begins at the start of each new semester. A student will be considered tardy if the student is not in his/her class when the bell rings. Appropriate discipline may be applied to habitual tardiness, determined by the school administration. Students who are tardy to school or class must first report to the office to receive an admit slip to class. Failure to follow this procedure will be considered skipping.

### **Personal Absences (Vacation/Trips)**

Personal absences due to vacations/trips are unexcused; however, the student will be allowed to make up his/her work. The absence should be prearranged with the school school teachers.

### **Makeup Work**

Students who are absent from school are expected to make up all missed work. Makeup work is required for excused absences. For every day a student is absent, he/she has that many days plus one to make up his/her work. Makeup work is the responsibility of the student.

If a student leaves school the day of a test and misses the test, the student must take the test the day he/she returns to school. If extended absences are necessary, parents should contact the counselor for additional information or make-up work or possible homebound teacher assignments.

## Counseling/Registration

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### Guidance and Counseling

Dawson County Middle School offers a comprehensive counseling program. Students receive opportunities to better understand themselves, improve relationships with others, make good decisions, set academic and personal goals, and cope with life's stressors. The program seeks to ensure all students can achieve success through academic, career and personal/social developmental experiences. The school's counseling program is a joint effort between the counselor, teachers, administrators, parents or guardians, students and the community.

Services provided to DCMS students include:

1. Personal/Social/Career Guidance: lessons that address developmental objectives that have been identified by students and/or faculty. Career lessons will be completed as mandated and students will use YouScience to complete these lessons.
2. Group counseling: The counselor will meet as scheduled with small groups of 6-8 students as needed throughout the year to explore ideas, feelings and behaviors as they relate to those participating in the group.
3. Individual counseling: The counselor will meet students by appointment to discuss their individual social emotional wellbeing, academic success, and career development.

### Bridge Bill

Students at Dawson County Middle School participate in Career Guidance throughout the school year. Career Guidance lessons occur through classroom guidance lessons. These opportunities encourage students to think about their future, what skills and abilities they possess, and what courses may be of interest to them in high school and beyond. As part of Career Guidance, DCMS uses YouScience for surveys, career information and beyond. House Bill 400, known as the Bridge Bill, has provided certain guidelines for each grade level. Below is an overview of those guidelines. Parents will be notified upon completion of their student's Individual Graduation Plan. If you need a hard copy of this IGP or additional information, you may contact the school counselor.

6th grade students will: Complete the Snippet Career interest survey, and then explore their Career Clusters.

7th grade students will: Complete the Snapshot Career in aptitude and interest inventory. After completing the survey they will explore Career Clusters.

### Transfers and Withdrawals

Students transferring from other schools must provide:

- Official Transcript from the previous school
- Withdrawal Form from the previous school
- Birth Certificate

- Social Security Card
- GA Immunization Form #3231
- Proof of Residency (can be a mortgage, lease, or utility bill)
- Legal Guardianship documents (if applicable)

The Registrar can assist in obtaining records from a previous school if needed. These items are necessary before scheduling. Students interested in enrolling at DCMS from a Home School situation must provide the following information:

- Birth Certificate
- Social Security Card
- GA Immunization Form #3231
- Proof of Residency (can be a mortgage, lease, or utility bill)
- Legal Guardianship documents (if applicable)

Students transferring to other schools or withdrawing from DMCS for any other reason must meet with the school Registrar. The student's parent(s) must be present to sign the withdrawal form. The student must empty his/her locker, return all textbooks/library books, school-issued iPads, and pay all necessary fees. The student must have each teacher sign the withdrawal form and receive a transfer grade. This must be completed before records can be released to other schools/agencies. Students are not allowed to withdraw themselves.

## Daily Routines/Common Requests

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### **Closed Campus**

Dawson County Middle School operates a closed campus during the school day. Students are not allowed to check out of the school to eat meals off campus. Students are not allowed on campus after school hours unless they are under the direct supervision of a teacher, coach, or sponsor. A student is considered on campus when he/she arrives on the school campus by any means. Once a student is on campus, he/she may not leave the campus for any reason without following proper procedures regarding checking out.

### **Visitor Policy**

All visitors to the school must be approved through the principal's office. Visitors must report to the front office immediately upon entering the school, present photo identification, and obtain a visitor's pass. The school administration retains full discretion relative to visitors at school and may deny admittance.

### **Delivery of Gifts/Invitations/Flowers/Balloons/Foods**

Personal deliveries to students are not permitted. Invitations to individual students will not be accepted. Students may not have flower arrangements in their possession during the school day. Any such personal items or gifts should be delivered to the home of the student to whom they are sent. Students will NOT be called from class to pick up food deliveries to the school by a parent. Food that has not been delivered by a parent will not be accepted. Fundraising activities are exempt from this rule.

### **Fundraising and Solicitation by Students**

The principal or superintendent must approve any soliciting for money and fundraising by students including the selling of any article or subscription.

### **Hallways**

The agenda book will be used as a hall pass and will be required for students when in the hallways during school hours. Anytime it is necessary for a student to be out of class, the agenda book must be signed by a teacher. During class changes, students should be quiet, orderly, walk on the right side of the hallway in single file lines, and should proceed directly to their destination. There will be no boisterous conduct or horseplay in the hall at any time.

### **Homework**

Homework will be assigned at teacher discretion to reinforce skills taught in class.

## **Lockers**

Lockers will not be utilized at the middle school. Students may carry small book bags that fit under student desks.

## **Lost and Found**

Lost and found items for all grades will be near the nurse's station. Items not claimed after a reasonable time (end of 9 weeks) will be donated to charity.

## **Media Center**

The Media Center is open from 7:05 a.m. to 2:35 p.m. each day. If additional time is needed, arrangements will be made. Students are not allowed to have open drinks, food, or chewing gum in the Media Center.

Students will be required to check out materials using their school ipad. Students will be limited to two (2) items checked out at a time. All patrons, students, and faculty will be expected to pay for any items checked out and lost.

## **Money and Valuable Items**

Students should **not** bring large amounts of money or valuables (jewelry, designer purses, etc.) to school. Students should bring only the amount of money that is necessary for them to meet obligations of the cafeteria, etc. Large payments of any type should be paid by check. The school is not responsible for items that are lost or stolen.

## **School Equipment and Property**

Any school equipment and/or property (band instruments, iPads etc.) should be considered on loan for the period the student uses such equipment and/or attends the middle school. In the event of loss or abuse of instruments, equipment or property, restitution payment will be determined by the replacement or repair cost.

## **School Telephones**

School phones are to be used for business purposes. Permission may be granted for student use only for urgent calls. Students will not be allowed to use the phone to retrieve forgotten assignments, to make after school arrangements, etc. Students will not be called out of class to accept phone calls, and the front office staff is not able to take phone messages for students. Please provide instructions to your student in advance if they are to ride the bus, go to parent pick-up, etc. The office will relay **emergency** messages to students provided the caller gives his name, relationship to the student, and the nature of the emergency.

## **Use of Electronic Devices (Policy JCDAR)**

The Dawson County Board of Education recognizes that electronic media, including the Internet, instructional software, and cloud-based applications and resources provide access to a wide variety of instructional resources. All Dawson County schools have Bring Your Own Technology and/or district-provided 1:1 environments to support instructional programs and to be used for instructional purposes.

The use of electronic communication devices and other electronic media during the regular school day must be in support of, and consistent with the vision, mission, and goals established by the Dawson County Board of Education. All users of the Dawson County School District's networks and/or devices, services, and applications must maintain strict compliance with all applicable ethical legal rules and regulations regarding access and usage. All users of DCSD technology resources and facilities must agree to and sign the terms of the Dawson County School District's Internet Acceptable Use Agreement and

Responsible Use Guidelines. Inappropriate use is subject to local school disciplinary action, up to and including a disciplinary tribunal hearing, or disciplinary action in accordance with the DCSD Student Code of Conduct. The superintendent may establish additional guidelines for use of electronic devices/resources.

### **I. Purpose**

The mission of Dawson County Schools (DCS) is to prepare students to compete globally. The system provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission and inspire students to contribute and excel. Information and Communication Technology is an integral part of DCS's curriculum across subjects and grades in developmentally appropriate ways.

### **II. General Procedures**

Students may bring personal electronic devices to school at their own risk and are responsible for the safety and security of any personal electronic device brought to school. The district assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.

Students shall use district-provided electronic devices for educational purposes only. The district provided electronic devices are required to be in a protective case at all times. Students are expected to care for district-provided electronic devices. Students who leave their district provided electronic devices at home are still responsible for completing their daily course work. Students who repeatedly leave their devices at home may be subject to disciplinary action. The principal has the authority to develop additional guidelines for student usage.

Students may not employ the photographic, video graphic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video

capture, recording or reproduction of the same of any student or staff person without the express consent of the staff person, or under the supervision of a teacher or administrator. This section applies at all times while on school premises including school buses or at school-sponsored events, regardless of the location.

Under no circumstances may personal electronic devices or district-provided electronic devices be used in locker rooms, restrooms, or rooms designated for changing clothing, regardless of location.

### III. Standards for Responsible Use

- A. Students who are permitted to use personal electronic devices or district-provided devices during instructional time shall exhibit respect for the educational environment by:
  - 1. Following classroom teacher instructions for use;
  - 2. Using devices only as they do not distract from the educational process or disturb other students;
  - 3. Respecting copyright rights of others; and
  - 4. Refraining from using devices to cheat or assisting others to cheat.
- B. The use of personal electronic devices or district-provided devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or drivers.
- C. At public events where allowed, students may use personal electronic devices or district-provided devices to photograph, video graph, or record the audience. Events that do not involve copyrighted materials may be recorded.
- D. Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor email pictures or recordings to others without the express advance permission of the persons in the photograph or recording.
- E. The use of personal electronic devices or district-provided devices is also subject to applicable law and other district policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet, and district email. If a violation occurs which involves more than one district policy, consequences for each policy may apply.

### IV. Consequences for Violations

- A. Failure to keep a device powered off or appropriately secured.
  - 1. At the first infraction, the staff person shall require the student to secure the device and turn it off. The staff member may require the student not to respond to a call. The student will be reminded as to the consequences for failure to keep the device powered off and appropriately secured.
  - 2. At a second infraction, the staff person shall confiscate the device and turn it into the school office, where the student may retrieve it after the close of classes for the day. The staff member may require the student not to respond to a call.

3. At a third infraction, the staff person shall confiscate the device, notify the parent or guardian, and turn it into the school office where the parent or guardian may retrieve the device. The staff member may require the student not to respond to a call. At a third infraction, the student will forfeit the privilege to possess or use a personal electronic device at school.
- B. Inappropriate use of a device.
1. At the first infraction, the staff person shall confiscate the device, turn it into the office, inform the parent or guardian of the infraction, and reeducate the student on appropriate use. The student may be subject to other disciplinary actions based on the circumstances of the infraction.
  2. At the second infraction, the student will forfeit the right to possess or use a personal educational device at school without the express permission of the principal or administrator. The student may be subject to other disciplinary actions based on the circumstances of the infraction.
  3. If any infraction is a violation of the law, school authorities will notify the appropriate law enforcement agency.
- V. Responsibility
- A. These regulations/guidelines shall be reviewed on an annual basis to assure that the use of personal electronic devices or district-provided devices remains consistent with providing an appropriate educational environment for all students.
  - B. Classroom teachers are responsible for guiding the appropriate use of student personal electronic devices or district-provided devices while students are under their supervision. Teachers shall not require the use of personal electronic devices or district-provided devices for purposes of learning or completion of class requirements. Teachers are responsible for reporting inappropriate use.
  - C. Students are responsible for the appropriate use of any device brought to school. Students are responsible for reporting inappropriate use to their teachers, administrators, or other school staff.
  - D. Parents are responsible for working with school principals to identify those situations where exceptions to this regulation are necessary to secure the health or safety of their children and to participate in creating a plan for appropriate use under their family circumstances within the educational environment. Parents are responsible to reinforce the appropriate use of personal electronic devices or district-provided devices by their children.
  - E. The Principal is responsible for communicating this regulation to all school staff, and to all students.

All members of Dawson County Schools' community agree to follow the Dawson County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

- Use digital devices, networks, and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.

- Show respect for myself and others when using technology including social media.
- Give acknowledgment to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Guidelines, Use of Electronic Device Policy, and Internet Acceptable Use Policy will be reviewed each school year together with students and teachers and will provide a framework for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology. (Adapted/modified from Forsyth County Schools Responsible Use Procedures).

Parents who do not wish for their child to use the Internet must request and complete an Internet Restriction Request Form from the principal. Once completed, the form will be kept on file at the school and alternate assignments will be provided whenever Internet use is an integral part of the unit. Although an alternate assignment will be given, the assignment cannot approximate the actual use of the Internet. Students who lack Internet skills will be at a competitive disadvantage when entering many professions in the future.

### **Personal Electronic Devices**

Dawson County Board of Education Policy IFBG addresses personal electronic devices. Personal electronic devices can provide educational value when used for educational purposes, including content delivery and to enhance the learning process. Students are allowed to use personal devices on the school network in a responsible and legal manner, subject to the Dawson County Schools' Use of Electronic Device Policy and Internet Acceptable Use Policy, in order to achieve educational objectives. Students' personal devices are to be used at the discretion of the classroom teacher and building administrators. The use of personal electronic devices is a privilege, and students may be denied access at any time.

Students who bring their personal devices to school are responsible for servicing those devices. The district will not maintain, service, repair, or be held responsible for any personal electronic devices brought to school by students.

## Discipline/Code of Conduct

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### Behavior Card

In addition to teacher-established expectations in each class, the DCMS Behavior card is designed to monitor minor infractions in our school and reinforce positive behavior. Students receive a new card each 9 weeks. Points are deducted depending upon specific behaviors. Consequences are determined by the number of points deducted each class period, and students are recognized through our PBIS program (PROWL) for meeting expectations. The behaviors and consequences are listed on each behavior card. It is recommended that parents/guardians consistently monitor their student's behavior card and communicate any concerns with your child's teacher.

\*\*\* Major offenses will result in automatic office referral \*\*\*

### Positive Behavior Intervention and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. Through this tiered system, negative actions are redirected and positive actions are acknowledged. Through the collaborative efforts of the administration, teachers, and students, school wide behavior expectations have been established. (PROWL- Persevere, Reach out with Kindness, Own your Actions, and Be Willing to Put Others First, Lead with Integrity)

### Code of Conduct (Policy JCDA)

Schools are to have clear expectations and a consistent and appropriate discipline procedure. Of equal importance, is that parents are given the opportunity to review expected behavior and Codes of Conduct. The Code of Conduct can be found on the district website; however, a hard copy may be provided upon request. Parents should be actively involved in the efforts to redirect disruptive and inappropriate behavior. The use of student support services administered through the counseling/guidance office will be an integral part of the school's overall discipline plan. The administration and staff of DCMS are committed to providing the safest and most effective learning environment for all students. Parent input is solicited and parents are invited to contact the school with any questions or comments.

The Student Code of Conduct can be found on the Dawson County Schools website on the Student Services Department [page](#).

### Conduct Outside of School

Any behavior which could result in being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property or which disrupts the education process will be reviewed for school disciplinary action, which may include: ISS, OSS, Long- Term Suspension/Expulsion. Notification from law enforcement, the Department of Juvenile

Justice, or the court system that a Dawson County Middle School student has been taken into custody or charged with a felony or a delinquent act that would be a felony if committed by an adult, will prompt the school principal to collect pertinent information. A determination will be made of whether the student's continued presence at school presents a potential danger to persons or property at the school or may substantially disrupt the educational process. A due process tribunal hearing will be held with a panel of district administrators to consider the evidence and make final decisions on recommendations made by the school. Any student transferring to Dawson County Middle School from a juvenile YDC or another disciplinary state facility will be placed in the Crossroads Alternative School program for a length of time to be determined by the principal.

### **Unauthorized Items**

Personal/unauthorized items that are dangerous or interfere with the learning environment are prohibited at school (i.e., skateboards, skates and rollerblades, knives of any length, large sums of money, collector cards, playing cards, yo-yos, chains, hairdryers, laser pointers of any classification, and Bluetooth speakers).

Failure to comply with the above will result in the confiscation of items deemed inappropriate by the administration.

The school will not be responsible for loss or theft of valuables/money. Students in classes that require changing clothes are specifically instructed to secure their own valuables. The school is not responsible for securing personal items.

### **After School Detention**

After School Detention is held twice a week on Mondays and Wednesdays from 3:00- 4:00 p.m. Students are expected to bring study materials with them and are to remain busy. Students who do not attend an assigned detention after two attempts have been made to schedule it will be assigned ½ day of ISS the following day.

### **Saturday School**

Saturday School is a disciplinary consequence that is part of the school's progressive discipline plan. Parents and students are notified in advance of the assigned date, time, and requirements. If a student is assigned Saturday School for disciplinary reasons and does not report, he/she will receive additional consequences.

### **In-School Suspension**

In-School Suspension gives students an opportunity to serve a consequence while continuing their studies in a supervised and isolated environment. Students are separated from their regular assigned classrooms and from other school activities, can continue their progress with classroom assignments, and are provided additional instruction in essential skills and knowledge areas when

needed. Students misbehaving in ISS will be immediately removed and placed in Out of School Suspension. Students may not participate in or attend any extracurricular activities (either home or away) while serving In-School Suspension. To do so will result in added days of suspension. Students who are absent on their scheduled ISS day(s) will be required to complete the ISS assignment upon returning to school.

### **Out of School Suspension**

Students may be suspended out-of-school for major or repeated discipline offenses. Suspended students are not to be on campus and may not participate in or attend any extracurricular activities (either home or away). To do so will result in added days of suspension. The school administration reserves full discretion in the assignment of OSS.

### **Crossroads Alternative School**

Crossroads Alternative School is designed to meet the needs of students in grades 6-12 who have been placed on long term suspension from their regular school setting due to disciplinary infractions. The program is a blended model of online learning and traditional instructional practices and focuses on the remediation of behavioral issues that frequently interfere with the learning process. Students transition back to their home-based school once they have successfully completed their assigned time. A transition committee will review the students' progress and performance and determine eligibility for a transition back to the home school.

### **Student Conduct and Responsibilities**

The middle school years are optimal for increasing student responsibility and fostering independence. Becoming a responsible, organized young person is a necessary and essential part of education. The following expectations are held for each middle school student:

1. Students will be expected to bring pencil, paper, books, iPad, and other necessary materials to class each day.
2. Students will be expected to keep their school-issued iPad charged for instruction and to handle it in a manner appropriate for an expensive electronic tool (no tossing, spinning, etc.)
3. Students will be expected to maintain their agenda book, in which all classroom and homework assignments are recorded. Parents are expected to check the agenda book consistently to assist the student with organization. Students who do not have their agenda may receive consequences.
4. Students are expected to treat others with respect at all times.
5. Students may carry small backpacks that fit on the shelf under their desk without hanging over.

### **Student Dress Code**

Middle school students are in transition from childhood to adolescence to young adults. The very nature of this age requires that the clothing be modest in appearance. Each student deserves an educational environment free from distractions or influences that take away from

his/her opportunity to learn. Student attire should demonstrate respect for oneself, fellow students, and teachers. The following articles of clothing should not be worn at school:

1. Clothing that advertises alcohol, drugs, or cigarettes or having inappropriate language or context.
2. Tank tops, strapless tops, or spaghetti straps.
3. Clothing with low/revealing necklines.
4. Shirts exposing the midriff or back or with large armhole openings.
5. Hats, hoods, visors, headbands with protruding objects (ears, etc.) or sunglasses. (hats may be worn on designated hat days, but the student may not wear a hat with a fishhook)
6. Chains, spikes, fish hooks, or other sharp objects.
7. Pajamas or pajama pants (except on designated spirit days)
8. Any clothing, tattoos, jewelry, make up, or other items that interferes with or disrupts the legitimate function of the learning environment.

Additionally, please note the following:

1. Undergarments should never be visible.
2. Shorts, dresses, and skirts must be an appropriate length in order to avoid disruption of the school day. The final decision of appropriate dress will be made by the administration
3. If wearing leggings or bike shorts, the shirt must be an appropriate length in order to avoid disruption of the school day. The final decision of appropriate dress will be made by the administration.
4. Holes in jeans must NOT be higher on the jeans than fingertip length.

The administration reserves the right to interpret the appropriateness of student dress and appearance. Any clothing or appearance that detracts from the educational process will not be allowed. Repeated dress code violations will be treated as any other discipline infraction and may result in detention, Saturday School, ISS, OSS, or other consequences as designated by the administration.

### **Weapons (Policy JCDAE)**

It is the policy of the Dawson County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. 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.
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, other bludgeon-type weapons, 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 chukka, nunchuck, 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 terms shall not include any of these instruments used for classroom work authorized by the teacher.

### Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardians will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct at the start of school or upon enrollment, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions. The code of conduct is also available via the school and district websites.

### **Bullying (Policy JCDAG)**

The Dawson County Board of Education believes that all students 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; 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; or
  - 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 applies to acts which occur on school property, on school vehicles, at designated school bus stops, 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. 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, photoelectric or photo-optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or another 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 addressed by a range of consequences through the progressive discipline process, as stated in the School 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.

At the start of the school year or upon enrollment, 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.

## **Drugs and Alcohol**

Any student who uses (under the influence), is in possession of or distributes illegal drugs, controlled substances, or alcohol on school property or at any school function is subject to immediate suspension, referral to a discipline tribunal hearing, and possible referral to law enforcement officials. Any nonprescription medicine, look-alike, or substance represented as a drug, will be treated in the same manner as drugs/alcohol. Student lockers, vehicles, classrooms, or other areas may be subjected to drug-sniffing K-9 units in any case where school officials have reasonable suspicion to believe that drugs or other like contraband or improper substances may exist. Schools are required only to have reasonable suspicion that a violation of school policies has occurred before initiating a search. Refer to Dawson County Board of Education Policy JCAB. All medicines (prescription and over-the-counter) etc. must be secured in the nurse's office.

## **Tobacco/E-Cigarettes**

Dawson County Schools are 100% tobacco-free. The Code of Conduct addresses the possession and use of tobacco and/or e-cigarettes. Students in possession or using tobacco or e-cigarette products or paraphernalia are subject to disciplinary action.

## **Falsifying Reports**

Students and parents have the right to report the misconduct of school personnel to the Professional Standards Commission. However, "falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student" is prohibited. This action is considered to be a Level III or Level IV disciplinary offense as indicated on the student Code of Conduct.

## **Educational Rights**

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### **Student Equal Opportunity and Non-Discrimination Statement**

No person shall, on the basis of sex, race, color, national origin, marital status, pregnancy, age, native language, religion, creed, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in Dawson County Schools. All students in the Dawson County School System are assured equal rights to all educational programs offered in the system. Recruitment efforts shall be made where programs/courses are non-traditional in nature.

### **Access to Student Records**

It is the policy of the Board of Education that the School District shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act), and the Pupil Protection Rights Amendment (PPRA). The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, eligible students and parents, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act and the Pupil Protection Rights Amendment, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights.

### **FERPA and PPRA Notices**

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

Without the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without the prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. §99

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is

enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a) Student's name, address, and telephone number;
- b) Student's date and place of birth;
- c) Dates of attendance at schools within the school district;
- d) Honors and awards received during the time enrolled in the district's schools;
- e) Grade level.

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with the Georgia Board of Education Rule 160-5-1-.14, Transfer of Student Records.

### **Definition of Terms Used in PPRA**

- "Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.
- "Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- "Personal Information" - Individually identifiable information including (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

### **Requirements**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed

by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

### **Grievance Procedures**

The right to file a grievance shall be taken in the following order: (1) Teacher, (2) Principal, (3) Superintendent, (4) Dawson County Board of Education, (5) GA Board of Education, and (6) Superior Court. The most effective solution for all concerns lies close to the parties involved. In many instances, matters may be either resolved or more efficiently addressed by communication. Complete information regarding complaints and grievances is covered under the Board of Education Policy GAE.

### **Harassment (Policy JCAC)**

It is the policy of the Dawson County School District to prohibit any act of harassment of students by other students or employees based upon race, color, sex, national origin, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any

such act by a student or employee shall result in the prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, which should also be reported. Harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent or other individuals who believe that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in Policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or an administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms, or expression of, prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

### **Gifted Notification**

The Dawson County School System follows the state-mandated gifted rule (160-4-2-.38) in providing services to those students who are identified as gifted. State guidelines require that parents/guardians of all public school students being considered to receive gifted education services be informed of the referral procedures and eligibility criteria, the notice of initial consideration for gifted education services, evaluation guidelines, types of services provided and instructional methods, continuation criteria, probationary status, and termination of services.

The Dawson County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12. A gifted student meets the eligibility criteria as identified in rule 160-4-2-.38 and as defined in the GaDOE Resource Manual for Gifted Education Services.

Teachers, counselors, administrators, parents or guardians, peers, self, or other individuals with knowledge of the student's abilities may refer a student for consideration for gifted education services.

The Georgia Board of Education has set two standards of eligibility:

- A student may qualify by meeting a mental ability composite score plus an achievement test requirement, or
- A student may qualify by meeting 3 of the 4 criteria: mental ability, achievement, creativity, and motivation.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by the Dawson County School System upon the system's receipt of an eligibility report. A student transferring from a Georgia public school system to a Dawson County School must meet the criteria for continuation of gifted services established by the Dawson County Board of Education. Dawson County Schools shall not recognize gifted eligibility established in another state.

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians also must provide written consent before students determined to be eligible for gifted education services can receive these services.

Parents of gifted eligible students will be notified in writing of the types of services that will be provided, the academic standards to be met, how students will be evaluated, and program continuation criteria annually. Additionally, parents will be notified if their gifted child begins to have difficulties that could result in a probationary period or possibly termination of services. At any point in this process, parents or guardians may schedule a conference to discuss eligibility requirements and service options.

For additional information, please call your child's school or Dr. Nathan Hand, the system's 6-12 Director of Secondary Instructional Services, at (706) 265-3246, extension 1041 or email at [nathan.hand@dawson.k12.ga.us](mailto:nathan.hand@dawson.k12.ga.us).



## *Dawson County Schools*

*28 Main Street  
Dawsonville, GA 30534  
(706) 265-3246  
FAX (706) 265-1226*  
[www.dawsoncountyschools.org](http://www.dawsoncountyschools.org)

**Dr. Damon Gibbs**  
*Superintendent*

**Board Members:**  
Karen Armstrong  
Doris Cook  
Nathan Ingram  
Roger Slaton  
Elaine Wilson

### Dawson County Schools

Black's Mill Elementary  
Principal: Mrs. Cindy Kinney  
(706) 216 – 3300 Ext. 1210  
[ckinney@dawson.k12.ga.us](mailto:ckinney@dawson.k12.ga.us)

Kilough Elementary School  
Principal: Dr. Teresa Conowal  
(706) 216 – 8595 Ext. 2010  
[tconowal@dawson.k12.ga.us](mailto:tconowal@dawson.k12.ga.us)

Riverview Elementary School  
Principal: Mr. Adam Maroney  
(706) 216 – 5812 Ext. 1910  
[adam.maroney@dawson.k12.ga.us](mailto:adam.maroney@dawson.k12.ga.us)

Robinson Elementary School  
Principal: Mrs. Page Arnette  
(706) 265 – 6544 Ext. 1110  
[parnette@dawson.k12.ga.us](mailto:parnette@dawson.k12.ga.us)

Dawson County Middle School  
Principal: Mrs. Kim White  
(706) 216 – 4849 Ext. 1310  
[kwhite@dawson.k12.ga.us](mailto:kwhite@dawson.k12.ga.us)

Dawson County Junior High School  
Principal: Mr. Brody Hughes  
(706) 216 – 5801 Ext. 1810  
[bhughes@dawson.k12.ga.us](mailto:bhughes@dawson.k12.ga.us)

Dawson County High School or  
HighTower Academy  
Principal: Mrs. Michael Negley  
(706) 265 – 6555 Ext. 1410  
[michael.negley@dawson.k12.ga.us](mailto:michael.negley@dawson.k12.ga.us)

Dawson County Schools  
Asst. Supt. Human Resources &  
Operations: Mr. Hershel Bennett  
(706) 265 – 3246 Ext. 1021  
[hbennett@dawson.k12.ga.us](mailto:hbennett@dawson.k12.ga.us)

2021 – 2022 School Year

Educators in the Dawson County School System take pride in the educational opportunities they provide your children. The staff is committed to seeking continually to improve instruction and all components of the school's educational process.

It is hoped that as a parent you will become involved in our improvement efforts as we continue to set high expectations and to monitor student achievement. You are encouraged to get to know your child's teacher and the class routines and expectations.

In compliance with the requirements of the Elementary and Secondary Education Act of 1965 as amended through P.L. 114-95, enacted December 10, 2015, the Dawson County School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and paraprofessionals. We are proud of the professional credentials of Dawson County's teaching staff and are prepared to furnish to you upon request the professional qualifications of any of your child's teachers. The information you may obtain includes the following:

Whether the student's teacher...

- has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under an emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of certification of the teacher.

Further, you may know the qualifications of any paraprofessional who provides services to your child.

To request any of the above information, please contact Hershel Bennett, Assistant Superintendent of Human Resources & Operations, at [hbennett@dawson.k12.ga.us](mailto:hbennett@dawson.k12.ga.us) or at (706) 265-3246, extension 1021. You may also contact your child's principal at the number or email shown on the left. We hope that this year will be a productive one for your child.

Sincerely,



Dr. Janice Darnell

*Executive Director of Instructional Support & Student Services*

# One to One Technology (iPads) and Personal Devices

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## iPad Student Agreement and Expectations

This Agreement is entered into between the Board of Education of Dawson County School District (hereafter “DCSD”), the student, and the Parent(s)/Guardian(s) of the Student.

DCSD will provide each student with an iPad, which the student is to use as a positive learning tool in coordination with the DCSD curriculum. Although this Agreement authorizes the student’s use of the iPad for the year, the iPad is the property of the DCSD and must be returned upon the DCSD’s request, when the student withdraws, or on the last day of attendance for the current school year.

DCSD will also provide and manage a G Suite for Education account for your child. G Suite for Education Core Services is an education productivity tool from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Dawson County, students will have access to G Suite for Education Additional Services including YouTube, Google Earth, and Google Photos. Students will use their G Suite accounts and access to additional services to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

To receive an iPad to use, the student and his or her parent/guardian must sign and submit to the DCSD this 1:1 iPad Student Use Agreement and the Acceptable Use Policy Agreement (AUP) outlined in Board Policy IFBG and successfully complete the Digital Citizenship course at his or her school.

In using the iPad, the student is subject to and must comply with DCSD Policies, JCDAG (harassment/ bullying), JCDAF (acceptable use of the electronic device), and IFBG (Internet Acceptable Use) and their associated administrative procedures or regulations. A violation of any of these policies could result in loss of network privileges, loss of the right to use the iPad, or appropriate discipline, up to and including suspension or expulsion.

Students may not:

- a. Disrupt the educational process of the school district through non-educational use of the iPad;
- b. Endanger the health or safety of themselves or anyone else through the use of the iPad;
- c. Invade the rights and privacy of others at school through the use of the iPad;
- d. Engage in illegal or prohibited conduct of any kind through the use of the iPad; or
- e. Violate the conditions and rules as outlined in Board Policy JCDAG (Harassment & Bullying) and Board Policy JCDAF (acceptable use of electronic devices).

Students must keep the iPad in good and working condition. In addition to following the manufacturer’s maintenance requirements, students should:

- a. Use only a clean, soft cloth to clean the iPad’s screen. No cleansers of any type should be used;

- b. Insert and remove cords and cables carefully to prevent damage to connectors;
- c. Not write or draw on the device or apply any stickers or labels that are not the property of the District;
- d. Handle the device carefully and ensure others do the same;
- e. Not leave the iPad in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time;
- f. Secure the iPad when it is out of the students' sight. The iPad should not be left in an unlocked locker, a desk, or other location where someone else might take it;
- g. Use a protective carrying case with the device, if one was provided.

Unless otherwise instructed, the iPad is intended for use at school every day. If students are permitted to use the iPad at home, they are responsible for bringing it to school every day, fully charged.

Only legally licensed software, apps, media, or other data is permitted on the 1:1 device. Students will not download software, apps, media, or other data (including songs, photos, or videos) without a DCSD employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the iPad), or remove or modify the DCSD installed iPad configuration.

The iPads are District property; therefore, the District may examine the iPads and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the iPad or in a cloud-based account to which the iPad connects. The school administration may involve law enforcement if the iPad is thought to have been used for any illegal purpose.

Parent(s)/guardian(s) are responsible for their child's use of the iPad, including any intentional damage to or loss of the iPad. In the event that a student's iPad is intentionally damaged the DCSD may assess the parent(s)/guardian(s) a charge to cover the cost of the repair. In the event that a student's iPad was lost or stolen the DCSD may assess the parent(s)/guardian(s) a charge to cover the cost of the replacement. If the theft/loss occurs on school property, administrators will follow current procedures and will notify parents. If the theft/ loss occurs off school property, the parent/guardian must contact local law enforcement, complete a police report, and notify school staff within 24 hours. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the DCSD, but will not be greater than the full replacement value of the iPad.

If a problem arises with the functionality of a student's device, the student must notify his or her classroom and/or home-based teacher of the problem within 24 hours or on the next school day. Under no circumstances may the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but DCSD staff to attempt to fix suspected hardware faults or the iPad's operating system. Do not take the device to any repair shop; the student should report the issue to his/her classroom/home-based teacher, who will report it to the DCSD's technology department.

If a student fails to return the iPad and any assigned accessories as directed, the DCSD may, in addition to seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.

Although the DCSD employs Internet filters and monitors students' Internet activity at school, it cannot and does not filter or monitor students' Internet access at home or off school grounds. By signing the student handbook receipt form, parents/guardians understand and acknowledge this and agree that their child's use of the Internet on the iPad at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or offensive to some people. Parents/guardians assume complete responsibility for Internet access beyond the network provided by the DCSD. When using the iPad outside the DCSD, students are bound by the same policies, procedures, and guidelines as in school.

Data saved to the iPad is not maintained by the DCSD as public records or as student records. In the event this data needs to be maintained by the DCSD for any reason, the DCSD will take affirmative steps to preserve it.

By signing the student handbook receipt form, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the DCSD in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against DCSD, its Board of Education, and its individual Board members, employees, and agents relating to, connected with or arising from the use of the iPad or from this Agreement.

To the fullest extent allowed by law, you agree to indemnify, defend and hold harmless DCSD, its Board of Education, and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the iPad or from this Agreement.

The use of iPads on the DCSD network is a privilege that supports school appropriate learning. The smooth operation and maintenance of the computer network and equipment rely on users adhering to established guidelines. Therefore, by signing the student handbook receipt form, users acknowledge that they have read the 1:1 iPad Student Use Agreement and understand the DCSD's expectations and the student's responsibilities.

By signing the student handbook receipt form, students and parent(s)/guardian(s) agree to abide by the restrictions outlined in the 1:1 iPad Student Use Agreement. The student's parent(s)/guardian(s) are responsible for monitoring their child's Internet access on the iPad beyond the DCSD network.

By signing the student handbook receipt form, I hereby give my permission to my child to utilize the DCSD 1:1 provided Mobile Device and for DCSD to create/maintain a G Suite for Education Account.

## **Internet Acceptable Use (Policy IFBG)**

### **I. Summary**

Dawson County Schools provides electronic resources to students and employees for the purpose of supporting the school system and its educational mission. This policy establishes the boundaries of "acceptable use" of these limited electronic resources, including computers, networks, e-mail, and other electronic information and services. Authorized users of these electronic resources assume personal responsibility for their appropriate use and agree to comply with this policy, other related school policies including the Student Code of Conduct, and state and federal laws and regulations. While our sole intent is to make Internet access available as another means to further educational goals and objectives, students may find ways to access other materials as well. We strongly believe that the benefits of the Internet and the wealth of information that is accessible, exceed any disadvantages.

### **II. Purpose**

Dawson County Schools' technology resources are provided to students, faculty, and staff in order to support the school system and its educational mission. These resources include networking, computer hardware and software, connection to the internet, email, telephone equipment, voice mail, and other services. The Policy on Acceptable Use of Electronic Resources applies to all authorized users of the school system's network or equipment. Electronic resources provided by the system are limited. When the demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized faculty and staff may set and change the priorities for these resources. The highest priority for the use of system-wide electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

### **III. Acceptable Use**

The purpose of the Dawson County School's provision of access to the Internet is to support research and education in and among the system's academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Dawson County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This prohibition includes but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade secrets. Use for product advertisement or political lobbying is prohibited.

### **IV. Responsible Use (Students)**

- a. As outlined in board policy on student rights and responsibilities, copies of which are available in school offices, students shall not send, create, post, or access material that is:
  - obscene
  - pornographic
  - child pornography
  - harmful to minors
  - trespassing in another's folders, work or files is a violation of copyright laws
  - abusive, harassing, or insulting
  - damaging to another person's reputation

- threatening or demeaning to another person
  - illegal
  - inappropriate for educational purposes
  - unauthorized downloading of music or streaming radio
- b. Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security to bypass filters, run unapproved programs, to gain access to unauthorized material or applications, using any form of DOS/Terminal commands or unauthorized scripting or written programs.
  - c. Students shall only use electronic resources and electronic communications for school-related purposes. The use of these resources should always be at the direction and with the supervision of the teacher.
  - d. Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

#### V. Privacy Expectations

The school system's network resources are the property of the school system. There is no guarantee of privacy associated with the use of school technology resources. These resources include networking, computer hardware and software, connection to the internet, email, telephone equipment, voice mail, and other services. Do not reveal the personal email address or phone numbers of yourself or any other person.

#### VI. Email Archival

E-mail is not archived for faculty and staff.

#### VII. Personal Electronic Devices

Personal electronic devices can provide educational value when used for educational purposes, including content delivery and to enhance the learning process. Staff and students are allowed to use personal devices on the school network in a responsible and legal manner, subject to this acceptable use policy, in order to achieve educational objectives. Students' personal devices are to be used at the discretion of the classroom teacher and building administrators. The use of personal electronic devices is a privilege, and students may be denied access at any time.

Staff and students who bring their personal devices to school are responsible for servicing those devices. The district will not maintain, service, repair, or be held responsible for any personal electronic devices brought to school by staff or students.

#### VIII. Child Internet Protection Act (CIPA) Compliance

It is the policy of Dawson County Schools to (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) monitor the online activities of students and instruct them about appropriate online behavior, including interacting with other individuals on social networking websites and in

chat rooms and cyberbullying awareness and response; and (e) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**IX. Access to Inappropriate Material**

To the extent practical technology protection measures (or "Internet filters") will be used to block or filter Internet access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornographic, or to any material deemed harmful to minors.

**X. Inappropriate Network Usage**

To the extent practical steps shall be taken to promote the safety and security of users of the Dawson County Schools online computer network when using the Internet. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**XI. Supervision and Monitoring**

It shall be the responsibility of all members of the Dawson County Schools staff to supervise and monitor the usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA).

**XII. Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the network, you must notify a system administrator. Do not use another individual's account or password. Attempts to access the system as any other user may result in cancellation of user privileges. Network administrators may review files and communications to maintain system integrity and ensure that users are utilizing the system responsibly.

**XIII. Vandalism**

Vandalism may result in cancellation of privileges and/or criminal prosecution. This definition includes, but is not limited to, contamination, deletion, or reconfiguration of data or degradation of system performance in any way.

**Use of Electronic Devices (Policy JCDAR)**

The Dawson County Board of Education recognizes that electronic media, including the Internet, instructional software, and cloud-based applications and resources provide access to a wide variety of instructional resources. All Dawson County schools have Bring Your Own Technology and/or district-provided 1:1 environments to support instructional programs and to be used for instructional purposes.

The use of electronic communication devices and other electronic media during the regular school day must be in support of, and consistent with the vision, mission, and goals established by the Dawson County Board of Education. All users of the Dawson County School District's networks and/or devices, services, and applications must maintain strict compliance with all applicable ethical legal rules and regulations regarding access and usage. All users of DCSD technology resources and facilities must agree to and sign the terms of the Dawson County School District's Internet Acceptable Use Agreement and Responsible Use Guidelines. Inappropriate use is subject to

local school disciplinary action, up to and including a disciplinary tribunal hearing, or disciplinary action in accordance with the DCSD Student Code of Conduct. The superintendent may establish additional guidelines for use of electronic devices/resources.

Purpose:

The mission of Dawson County Schools (DCS) is to prepare students to compete globally. The system provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission and inspire students to contribute and excel. Information and Communication Technology is an integral part of DCS's curriculum across subjects and grades in developmentally appropriate ways.

General Procedures:

Students may bring personal electronic devices to school at their own risk and are responsible for the safety and security of any personal electronic device brought to school. The district assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.

Students shall use district-provided electronic devices for educational purposes only. The district provided electronic devices are required to be in a protective case at all times. Students are expected to care for district-provided electronic devices. Students who leave their district provided electronic devices at home are still responsible for completing their daily course work. Students who repeatedly leave their devices at home may be subject to disciplinary action. The principal has the authority to develop additional guidelines for student usage.

Students may not employ the photographic, video graphic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of the staff person, or under the supervision of a teacher or administrator. This section applies at all times while on school premises including school buses or at school-sponsored events, regardless of the location.

Under no circumstances may personal electronic devices or district-provided electronic devices be used in locker rooms, restrooms, or rooms designated for changing clothing, regardless of location.

Standards for Responsible Use

Students who are permitted to use personal electronic devices or district-provided devices during instructional time shall exhibit respect for the educational environment by:

- Following classroom teacher instructions for use;
- Using devices only as they do not distract from the educational process or disturb other students;
- Respecting copyright rights of others; and
- Refraining from using devices to cheat or assisting others to cheat.

The use of personal electronic devices or district-provided devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or drivers.

At public events where allowed, students may use personal electronic devices or district-provided devices to photograph, video graph, or record the audience. Events that do not involve copyrighted materials may be recorded.

Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor email pictures or recordings to others without the express advance permission of the persons in the photograph or recording.

The use of personal electronic devices or district-provided devices is also subject to applicable law and other district policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet, and district email. If a violation occurs which involves more than one district policy, consequences for each policy may apply.

### Consequences for Violations

Failure to keep a device powered off or appropriately secured:

- At the first infraction, the staff person shall require the student to secure the device and turn it off. The staff member may require the student not to respond to a call. The student will be reminded as to the consequences for failure to keep the device powered off and appropriately secured.
- At a second infraction, the staff person shall confiscate the device and turn it into the school office, where the student may retrieve it after the close of classes for the day. The staff member may require the student not to respond to a call.
- At a third infraction, the staff person shall confiscate the device, notify the parent or guardian, and turn it into the school office where the parent or guardian may retrieve the device. The staff member may require the student not to respond to a call. At a third infraction, the student will forfeit the privilege to possess or use a personal electronic device at school.

Inappropriate use of a device:

- At the first infraction, the staff person shall confiscate the device, turn it into the office, inform the parent or guardian of the infraction, and reeducate the student on appropriate use. The student may be subject to other disciplinary actions based on the circumstances of the infraction.
- At the second infraction, the student will forfeit the right to possess or use a personal educational device at school without the express permission of the principal or administrator. The student may be subject to other disciplinary actions based on the circumstances of the infraction.
- If any infraction is a violation of the law, school authorities will notify the appropriate law enforcement agency.

### Responsibility

These regulations/guidelines shall be reviewed on an annual basis to assure that the use of personal electronic devices or district-provided devices remains consistent with providing an appropriate educational environment for all students.

Classroom teachers are responsible for guiding the appropriate use of student personal electronic devices or district-provided devices while students are under their supervision. Teachers shall not

require the use of personal electronic devices or district-provided devices for purposes of learning or completion of class requirements. Teachers are responsible for reporting inappropriate use. Students are responsible for the appropriate use of any device brought to school. Students are responsible for reporting inappropriate use to their teachers, administrators, or other school staff.

Parents are responsible for working with school principals to identify those situations where exceptions to this regulation are necessary to secure the health or safety of their children and to participate in creating a plan for appropriate use under their family circumstances within the educational environment. Parents are responsible to reinforce the appropriate use of personal electronic devices or district-provided devices by their children.

The Principal is responsible for communicating this regulation to all school staff, and to all students.

All members of Dawson County Schools' community agree to follow the Dawson County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

Use digital devices, networks, and software in school for educational purposes and activities. Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.

Show respect for myself and others when using technology including social media.

Give acknowledgment to others for their ideas and work.

Report inappropriate use of technology immediately.

The Responsible Use Guidelines, Use of Electronic Device Policy, and Internet Acceptable Use Policy will be reviewed each school year together with students and teachers and will provide a framework for teaching and learning around topics such as Internet safety, digital citizenship, and ethical use of technology. (Adapted/modified from Forsyth County Schools Responsible Use Procedures).

Parents who do not wish for their child to use the Internet must request and complete an Internet Restriction Request Form from the principal. Once completed, the form will be kept on file at the school and alternate assignments will be provided whenever Internet use is an integral part of the unit. Although an alternate assignment will be given, the assignment cannot approximate the actual use of the Internet. Students who lack Internet skills will be at a competitive disadvantage when entering many professions in the future.

### **Cell Phone Use and Guidelines**

All students will be issued an iPad for instructional use during school, and therefore will not need access to their personal cell phones during the day. The following rules will apply to cell phones: Students are not allowed to use their cell phones during the school day including hallways, cafeteria and classrooms unless approved by the administration for reward purposes. (ex: Tiger Time)

No earbuds or headphones in hallways, cafeteria, or classrooms unless approved by the teacher during class time. Cell phones seen during the school day will be collected and held by the teacher until the end of the day. There will be a point deduction from the student's conduct card when cell phones are collected. Multiple cell phone infractions will result in further consequences as determined by administration.

## Organizations and Clubs

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### Parent Teacher Student Organization (PTSO)

Dawson County Middle School's PTSO is composed of parents, faculty members and students working together for the betterment of the school. The PTSO seeks support from all parents. The PTSO conducts regular meetings during the year and offers various programs that are of interest to parents and teachers. We encourage all parents to become active members of the PTSO.

### Co-Curricular and Extra-Curricular Organizations

According to Code Section 20-7-705 and 20-2-751.5, parents are provided information pertaining to the clubs and organizations offered through the schools. If you would prefer that your child not participate in one of the clubs listed below, please notify the administration and complete the Opt-Out statement on the Code of Conduct signature page.

### Dawson County Middle School Clubs

**Club or Organization Name:** Interact Club

**Sponsor's Name:** Vanessa Alman

**Mission or Purpose:** Do you like helping in the community? Interact is Rotary International's service club for young people 6-12th grade. We participate in several service projects through the year including Leap for Literacy, Wee Books Barn Dance, Pups in The Park, Trunk or Treat, the Annual Christmas Parade, and Shore Sweep. We average about one community service project a month during the weekend. If you like fun community service projects and want to learn a lot about our community, this is the club for you!

**Club or Organization Name:** Technology Club

**Sponsor's Name:** Josh Carpenter

**Mission or Purpose:** To be successful leaders and responsible citizens in a technological society through leadership activities and competitive skill development.

**Club or Organization Name:** Cultural Detectives

**Sponsor's Name:** Jeff Compton

**Mission or Purpose:** Students will research and investigate various cultures around the world. Research will focus on food, traditions, etc.

**Club or Organization Name:** Student Council

**Sponsor's Name:** Cindy Bennett & Erin Grigsby

**Mission or Purpose:** Qualified students who are the voice of the school. Help organize and implement school fundraisers, school activities, transition activities, and service projects.

**Club or Organization Name:** 4-H

**Sponsor's Name:** Christie Downs and Renee Rogers

**Mission or Purpose:** 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

**Club or Organization Name:** Book Club

**Sponsor's Name:** Tammi Edwards

**Mission or Purpose:** This club will allow members the opportunity to select books to read and discuss.

**Club or Organization Name:** Critical Thinking/Game Club

**Sponsor's Name:** Jeremiah Hyatt

**Mission or Purpose:** To foster teamwork, friendship, respect, communication, problem solving skills, sportsmanship, integrity, listening skills/following directions, and FUN.

**Club or Organization Name:** Fellowship of Christian Athletes (FCA)

**Sponsor's Name:** Deidre Tinsley, Beth Ledford

**Mission or Purpose:** To encourage fellowship of athletes on and off the field and court, and to model positive moral, ethical behaviors during school activities.

**Club or Organization Name:** Science Club

**Sponsor's Name:** Taylor Greene

**Mission or Purpose:** To offer students the opportunity to explore practical science and see how science is applied in our natural world.

**Club or Organization Name:** I Am Second

**Sponsor's Name:** Laurie Verhoven

**Mission or Purpose:** Small group Christian club focused around the I Am Second videos online. Students will have time to talk about their testimony, share stories, and help encourage fellow club members and other students in the school.

**Club or Organization Name:** Baking 101

**Sponsor's Name:** Hannah Griggs

**Mission or Purpose:** In Baking 101 we will focus on learning basic baking skills. Students will learn how to measure ingredients properly and read recipes and will experiment with different ingredients to vary recipes. All baked goods will be made from scratch!

**Club or Organization Name:** Gardening Club

**Sponsor's Name:** Susie Charles-Carr & McKenzie Bollinger

**Mission or Purpose:** In the Gardening Club we will learn about indigenous plants, grow our own seedlings, and maybe even grow some tree saplings. We will also learn about vegetable gardening, tree identifications, and rose gardening.

**Club or Organization Name:** Puzzle Club

**Sponsor's Name:** Jennifer Palmer

**Mission or Purpose:** Students will use higher order thinking skills in order to solve an array of different types of puzzles. There will be crosswords, sudokus, word finds, jigsaw puzzles, hidden pictures, and brainteasers.

**Club or Organization Name:** Tiger Pep Club

**Sponsor's Name:** April Churchwell and Shannon Tosi

**Mission or Purpose:** The purpose for the Tiger Pep Club is to promote school spirit. In order to accomplish this, the club will decorate the halls, lockers and attend athletic events to cheer on school athletes. If you have a passion for being a DCMS TIGER, this club is for you!

**Club or Organization Name:** Kids in Super Shape

**Sponsor's Name:** Karen Spencer

**Mission or Purpose:** Kids in Super Shape Club combines fitness and nutrition by getting kids moving in a variety of ways (jump roping, hula hooping, dance, etc.), as well as encouraging students to eat healthy through monthly nutritional challenges.

**Club or Organization Name:** Sources of Strength

**Sponsor's Name:** Allison Speece, Kristin Smith, Samantha Frankel

**Mission or Purpose:** Sources of Strength is a national club with a mission "to prevent suicide by increasing help seeking behaviors and promoting connections between peers and caring adults." At DCMS, SOS is a group of peer leaders chosen to represent students from all walks of life. Peer leaders aid in organizing monthly school-wide campaigns to increase student awareness of their own personal strengths and support systems around them. The goal of SOS peer leaders is to help each student at DCMS know his or her value while connecting with others.

**Club or Organization Name:** Positive Peer Club

**Sponsor's Name:** Kim Fleming, Lacy Hammond, and Josh Lipps

**Mission or Purpose:** The Positive Peer Club is for students who are interested in building a more compassionate school community. The Positive Peer Club will be helping their classmates with special needs discover ways they can make a difference. They will work on school projects that impact their peers and teachers in a positive way.

**Club or Organization Name:** TOME Society

**Sponsor's Name:** Blair Helvey

**Mission or Purpose:** Tome Student Literacy Society (Tome Society) is a 501(c)(3) nonprofit organization based in Georgia. Tome Society serves students in grades 3-12 by providing a diverse menu of digital student competitions; an annual book award list of new, clean, fun-to-read children's and young adult literature titles; student book club activities; curriculum materials for educators; and the TomeCon annual conference for both students and educators. All activities promote self-esteem, leadership skills, character ethics, and nurture critical thinking, creativity, and imagination in the digital age.

**Club or Organization Name:** Math Club

**Sponsor's Name:** Rhonda Noe

**Mission or Purpose:** Challenging math problems, puzzles and games is what the math club is all

about. If that sounds like fun, then this is the club for you.

**Club or Organization Name:** Cartooning Club

**Sponsor's Name:** Cory Hall

**Mission or Purpose:** Learn to draw in cartoon style. Using simple step by step techniques we will turn objects, people, animals and more into cartoon images. We will also work on creating our own cartoon characters and build up to designing our own stop motion animation.

**Club or Organization Name:** DCMS Stamp Club

**Sponsor's Name:** Don Hamil

**Mission or Purpose:** The DCMS Stamp Club will help students develop skills and expertise related to stamp collecting. We will explore the history of postage stamps and the many different ways stamps can be collected. Students will explore topical/thematic stamps, stamps from specific countries, as well as worldwide stamps and begin building their own personal collections that reflect their interests. Stamps will also be used to support a variety of different content areas by exploring "the stories behind the stamps" (social studies, language arts, science, mathematics, and the arts).

**Club or Organization Name:** Chess Club

**Sponsor's Name:** Kevin Grigsby

**Mission or Purpose:** Chess is a fun game that incorporates many aspects of the DCMS learners profile: knowledgeable, inquirers, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. The DCMS chess club is meant to foster scholar's intellectual growth while having fun.

**Club or Organization Name:** Esports

**Sponsor's Name:** Andrew Grigsby

**Mission or Purpose:** A STEM Club that engages students in computer technology while they analyze statics, strategize, and solve problems as a team. Students will be introduced and developed in the competitive varsity sport of PC gaming. Games include Rocket League, League of Legends, and more.

**Club or Organization Name:** Checkers Club

**Sponsor's Name:** Benjy Edwards

**Mission or Purpose:** Are you a master at solving puzzles? Can you develop strategies to defeat your opponents? Then you might want to consider joining the Checkers Club! Checkers will help students to develop their critical thinking skills in a safe, fun and competitive environment!

**Club or Organization Name:** Card Games Club

**Sponsor's Name:** Courtney Midgett and Lauren Stanfield

**Mission or Purpose:** Students will learn new games and use higher-order thinking skills to practice strategies to win games. Students will have to learn to cooperate with others and can teach other students games they might already know. This will be a technology-free zone and students will learn to communicate with others by playing card games and teaching others.

**Club or Organization Name:** Tiger Focus Technology Team

**Sponsor's Name:** Karen Westbrook and Rebecca Skelton

**Mission or Purpose:** The Tiger Focus Technology Team will create, film, and produce highlight videos for DCMS. These videos will be played for the school and shared with the community.

## Safety and Health

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### Emergencies

Fire, Tornado and Emergency Drills will be held periodically in accordance with Georgia Emergency Management standards. Emergency drills will prepare students and teachers for the procedures that should be followed in an emergency situation. Should an actual emergency situation occur, students will be moved to a safe area until the situation is resolved. Phone contact will be limited, and students may not be checked out until such time that administration has confirmed the whereabouts of all students.

### School Safety Procedures

Once all exterior doors are locked, no one is allowed to open doors to allow entrance for another person. Students, parents, staff, and visitors must enter the building through the designated area at the front of the school.

### School Resource Officers

DCMS is fortunate to have a member of the local law enforcement available to our schools. This is very much a proactive resource and is intended to be a visible and deliberate factor guarding the safety of our students, faculty, and staff.

### Medication Administration at School

The preferred time to take medicine is at home before or after school hours. However, if medication must be administered during school hours, the procedures listed below will apply. Please note, this is only a summary of the complete Medication Administration Procedures.

A parent or legal guardian must complete and sign a School Medication Authorization Form (available in the clinic) for all medications given at school. For prescription medications that are to be administered for more than 2 weeks, a medical doctor must also complete and sign the School Medication Authorization Form. A copy of this form is available in the clinic and most physician offices. A parent/legal guardian or other designated adult must bring all medications with the signed School Medication Authorization Form to the school clinic. At no time may medication be in the reach of children. Prescription medications must be clearly labeled with the physician's name, name of the medication, strength, dosage, date, time for administration, and dispensing pharmacy. When medication is to be given at home and school, please ask your pharmacist to fill the prescription in two labeled containers, one for home and one for school.

- All over-the-counter medications and prescription medications must be in the original containers and be FDA approved. If a child requires an over-the-counter medication (which is supplied on the form) on a frequent basis, the parent must furnish the medication. If a

child requires an over-the-counter medication that is not listed on the school health permission form, the parent must furnish the medication with signed permission.

- If your child has a life-threatening situation (i.e. asthma, diabetes, or an allergic reaction), permission may be granted to carry medication (such as an inhaler, glucose tablet, Epi-pen, glucagon, or insulin) on his or her person. Such permission will require a completed and signed School Medication Authorization Form from the child's physician and parent/guardian. Students with asthma or severe allergic reactions are encouraged to keep a second inhaler or Epi-pen in the clinic for emergency use during school, even if they do carry such emergency medication. Guidelines for administration of albuterol and/or Epi-pen have been established for undiagnosed emergent episodes of anaphylaxis or asthma. This will help assure the ability of the staff to assist the student in the event the student does not have their medication on his/her person and is unable to instruct others where to find it. If a student has these conditions, a parent conference with the school nurse and other staff should be conducted to develop a Health Plan for the student.
- Unused or discontinued medication must be picked up by the parent from the school clinic prior to the end of the school year. All medication left at school more than one weekday following the last day of school will be discarded.

### **Medicine/Nurse**

Optimal learning requires good health. The Dawson County School Nurses are proud to be part of the team effort that supports student success. Parent assistance is requested in advance in preparation for the possibility that their child might need to take medication, become ill, or have an accident during school hours. This handbook will help explain some of the school's health service procedures. School health services supplement rather than replace parental responsibility. The program is designed to assist parents/guardians in devoting attention to child health, discovering health problems early, and encouraging the use of physician, dental, and community health agencies when needed. The school nurse is a resource for health-related issues, health education, and is also a liaison between education, healthcare agencies, and home.

### **Student Illness/Injury**

- Students with contagious infections need to stay home so they will not expose others. If a student is at home with a communicable illness, parents should please contact the school nurse so the parent(s) of other classmates may be alerted of symptoms.
- Children must be fever free, a temperature below 100.4 degrees, for 24 hours without fever medication before returning to school.
- If a student is found to have head lice, please notify the school nurse. The school nurse can advise appropriate treatment, how to manually remove nits, and how to treat the household before returning to school. Upon returning to school, the student should go to the clinic first so the school nurse can confirm the child is lice free before returning to class.
- A child with chickenpox may return to school when all of the lesions have scabbed (usually 5-7 days).
- Impetigo, ringworm, shingles, and scabies must be under treatment to return to school. In some cases, lesions may have to be covered.

- If a student has recurrent vomiting and/or diarrhea, he/she must stay home.

### **Sex/AIDS Education**

Sex/AIDS education lessons are included as part of the curriculum for junior and high school health courses. Dawson County utilizes an abstinence centered program that is correlated with the Georgia Performance Standards. The curriculum includes the risks of STDs and HIV/AIDS; teen pregnancy; pressures to be sexually active; sex, love, and healthy choices; avoiding unhealthy relationships; and setting boundaries. The curriculum shall also include annual age-appropriate sexual abuse and assault awareness and prevention education.

Health teachers may include human growth and development content within the sex/AIDS education lessons. Parents may schedule an appointment to review the sex/AIDS education curriculum resources used at their child's school by contacting the administration and lead health teacher of the school. If a parent does not wish for his/her child to participate in this portion of the course, notification must be made in writing to the health teacher prior to the beginning of the unit. Alternative assignments will be given and assessed for those students opting out of sex/AIDS education lessons.

### **Wellness Policy Mission Statement**

The Dawson County School District has implemented a local Wellness Policy EEE. The school district highly values the health and well being of every student and staff member. Each school will elect a staff wellness committee, with the purpose to plan and implement activities and policies that support the efforts of achieving and maintaining a healthy lifestyle. The plan will encourage healthy eating, an active lifestyle, and promote wellness education. The Dawson County School System Wellness Policies goals and guidelines were approved by the Dawson County Board of Education and can be reviewed at the system website: [www.dawsoncountyschools.org](http://www.dawsoncountyschools.org). Healthy Children are Ready to Learn!

## Special Education Services/Student Disabilities

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### Non-Discrimination Statement

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, the Dawson County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

### Compliance Information

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators:

- Title VI of the Civil Rights Act of 1964 – [Dr. Todd Langley](#), Director of Exceptional Children
- Section 504 of the Rehabilitation Act of 1973 – [Dr. Todd Langley](#), Director of Exceptional Children
- Title II of the Americans with Disabilities Act – [Dr. Todd Langley](#), Director of Special Education
- Title IX of the Education Amendments of 1972 – [Hershel Bennett](#), Assistant Superintendent HR & Operations
- Title I, Part A of the No Child Left Behind Act of 2001 – [Dr. Janice Darnell](#), Exec. Dir. Instructional Support & Student Services
- Title I, Part C of the Elementary & Secondary Education Act of 1965 – [Mrs. Tracey Compton](#), Director of School Improvement & Accountability
- Title III, Part A of the Elementary and Secondary Education Act of 1965 – [Mrs. Tracey Compton](#), Director of School Improvement & Accountability
- Title VII, Part B of the McKinney-Vento Homeless Assistance Act, amended by the No Child Left Behind Act of 2001, [Niki McCall](#), Family Services Coordinator

Inquiries concerning the application of the Perkins Act, Title I, IV, VI, and IX or Section 504 and ADA to the policies and practices of the Dawson County Board of Education may be addressed to the persons listed above at the Dawson County Board of Education, 28 Main St, Dawsonville, GA 30534, or call 706-265-3246 and ask for the person listed above; or to the Director, Department of Education, Office for Civil Rights, Education Department, Washington, D.C. 20201.

### Request for Hearing Under 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding the 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, the failure of a grievant to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if an oral request for an impartial hearing has been made to the school system’s Section 504 Coordinator. 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.

### **Student Support Team**

Members of the Student Support Team include teachers and specially selected individuals who meet to review the progress of students who may be experiencing difficulty related to study habits, attendance, appropriate behavior, academic achievement, or other factors that could contribute to the student's success. A teacher or administrator may convene this team at any given time to discuss and implement strategies to help the student be more successful. This process could be utilized for any reason to best support the student.

## Special Events

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### Pictures

Students will have individual pictures taken during the first month of school and these pictures will be used for the yearbook. For those students who may be absent, a make-up day will be scheduled. Complete information will be given to students during the first weeks of school. Spring pictures will also be taken.

### PROWL Program Rewards

Each marking period, on several occasions throughout the school year, and at the end of the year, the school sets aside a day to reward students. Students may be excluded from participating in these events if they have excessive absences (based on grade level expectations), have excessive tardies, have missing school work, have reached a specific discipline related threshold, or have unpaid charges with the school lunchroom or Media Center.

### School Functions

Students have the opportunity to attend a variety of dances, including one semi-formal school dance during the school year. DCMS students are the only invited guests at these dances.

Extra-curricular activities are also part of middle school. Please be advised and discuss with your child that the rules in effect during the school day are also in effect at all extra-curricular functions. Students who are in either in-school or out-of-school suspension are not permitted to attend any school-sponsored activity on the day(s) of their suspension.

Students and parents are expected to display good sportsmanship at school competitions. DCMS athletes work very hard to perform well at games and represent the school in a positive way. Demonstrations of poor sportsmanship by students, parents or other visitors may result in being removed from the sporting event and/or banned from sporting events at the school for the season. Your help in ensuring that DCMS students have the opportunity to compete in an environment respectful of their efforts is greatly appreciated.

## Student Meals

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### School Nutrition Program

We welcome your child to the School Nutrition Program in the Dawson County School System. The food service program is a self-sustaining program that operates from monies received through reimbursements from federal and state programs, as well as through purchased a-la-carte items. Meal choices are offered daily at each school. Current monthly menus are posted at each school as well as the school system's website.

The USDA has approved COVID -19 Nationwide Waiver # 85. Through this waiver, all Dawson County students will be eligible for free breakfast and lunch meals until June 30,2022.

\*Additional pricing for a-la-carte items is posted in the school cafeterias.

1. Paying with cash – put your payment in a sealed envelope on which you've written your child's name, ID number, and teacher's name.
2. Paying by check – write the child's name, ID number, and teacher's name on the check.
3. Paying for more than one student at the same school – please write each student's name, each student's ID number, and their teacher's names and the amount of money you are paying for each child on the check or envelope.
4. Paying with debit or credit card on [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There is a \$1.96 charge per transaction per student and no charge for viewing account information.
5. Please check on a regular basis to be sure your student has adequate money in his/her school meal account, especially if you allow your student to use money from their meal account to buy extras in the school café.

### Family Applications for Free and Reduced Meals

Though students will receive free breakfast and lunch for the 2021-2022 school year, we ask parents to complete a free & reduced lunch form, if you qualify for free & reduced lunch. If you believe your family/child qualifies for the free/reduced-price meal benefits, complete a family free/reduced meal application. PLEASE COMPLETE ONLY ONE APPLICATION FOR YOUR FAMILY THIS YEAR. BE SURE TO LIST ALL STUDENTS ENROLLED IN DAWSON COUNTY SCHOOLS AS WELL AS ALL OTHER FAMILY MEMBERS ON THE SINGLE FAMILY APPLICATION.

Family applications for free and reduced meals are available to submit online at MySchoolBucks (<https://www.myschoolapps.com/>). The link will also be available on the district website, as well as on each school's website. A new application must be completed for your family each school year. Even if your student(s) were determined eligible for the benefit last year, a new application must be completed for this year.

### A-la-carte Procedure:

Supplemental sale items cannot be charged. The signed parental permission form must be on file if a student is not allowed to purchase supplemental sale items from their account.

Please provide money for your student's a-la-carte items each day or prepay in advance. To assist parents, student account balances can be monitored at any time via our online payment program, [MySchoolBucks.com](http://MySchoolBucks.com). This service can be used regardless of whether you use the online funding option (a service fee of \$1.96 is charged) or send cash or checks directly to the school. Create an account for each student, then throughout the year, monitor the student meal account balance (or fund their account). Add your student(s) by entering their student ID number and selecting their school. We highly recommend that you set a Low Balance Alert (\$10 or higher is suggested) using the links on the page to receive an email reminder when funds are low.

School Nutrition Managers make every effort to inform students and parents when funds are low by sending weekly notices home via students, verbal reminders to students, telephone calls, and/or emails. Parents are responsible to ensure that children have an adequate lunch from home or sufficient funds to purchase a-la-carte items.

Adult meal charges must be paid monthly. Parents can get student meal history and account information from [www.MySchoolBucks.com](http://www.MySchoolBucks.com). In the event the cafeteria receives a returned check due to Non-Sufficient Funds (NSF) or a closed checking account, a \$30 processing fee will be levied to cover costs for the returned check.

## Student Publications

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### Yearbook

The yearbook is a student publication organized, produced, and executed by the yearbook staff. Staff members are middle school students, and the yearbook is subject to human error. It is the product of an extracurricular activity, and ethical and legal guidelines must be followed. Journalistic in nature, the yearbook serves as a public forum that informs and entertains its audience in a broad, fair, and accurate manner on subjects of student life, academics, clubs, and sports. The entire student body of prospective readers constitutes the target audience for the book, with secondary audiences including school personnel, community members, and other scholastic journalism groups. Content focuses on topics that cover the majority of students. Students are encouraged to apply for a position on the staff and to join in producing the yearbook for DCMS.

# Transportation

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## Bus Conduct

The transportation of students is an important function in our school system. Every precaution must be taken to see that students are transported safely. The Code of Conduct and Discipline Procedures that apply for the school, also apply while students are being transported by any vehicle provided for the transportation of students. In addition, it is important that students abide by bus discipline policies.

## Bus Safety Rules

1. Students will follow the directions of the driver.
2. Students should be at the bus stop five minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic, left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up objects.
6. Students will go directly to an available or assigned seat when entering the bus. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, or drugs on the bus.
9. Students will not bring animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may bring objects that can be held on their laps.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and will respect the rights and safety of others.
11. Students will not extend their heads, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open bus door is the signal to get up from the bus seat.
14. Students must provide a Bus Pass, signed by a school official, giving permission and an address to ride a different bus or get on or off the bus at a different bus stop location.
15. Students will help keep their bus clean and in a good, safe condition.

## Other Bus Safety Considerations

1. The driver should not move the bus if students are standing forward of the standee line (forward of the two front seats) or in the stepwell.
2. Students riding a different bus or disembarking at an approved stop other than their assigned stop must have a completed bus pass signed by the school.

3. Clothing that can get caught in the handrail or door is not permitted; this includes items that dangle from book bags or clothing.

### **Permission to Ride Protocol**

Students are expected to follow all school rules regarding riding the bus. Students are assigned to a bus to ride with a designated bus stop. Students are required to get on and off the bus at the designated bus stop. If a student needs to get on/off the bus at a different stop or if the student needs to ride a different bus, a written request must be submitted to the main office in the morning. The note must state the reason for the request and a phone number must be included in the event parent contact is needed. The note, signed by the school official, must be presented to the driver requesting the bus change for that specific day(s). In case of an emergency, the school administration may write a note requesting the change. Bus drivers are not allowed to let students on or off the bus except at the designated stop or to ride a different bus unless the note is presented with the proper signatures.









## Behavior Card

### What is the DCMS Behavior Card:

The DCMS Behavior Card is used for documentation of inappropriate behaviors seen in school. The goal of the DCMS Behavior Card is to have no teacher signatures at the end of each nine weeks.

### How is the DCMS Behavior Card Implemented:

The DCMS Behavior Card is sectioned by subject and also includes a section for inappropriate behaviors in homeroom, the hallway, and the media center. Lunchroom behaviors will be included in the particular classroom that the student is in during that time. The behaviors are documented by teacher initials and the abbreviated reason is also documented.

### Goal Setting:

**Example Behavior Goal: I will have 5 or less agenda marks during the 9 weeks.**

1st Quarter		Teacher Signature
My Behavior Goal:		
Was Goal Met:		
New Goal:		

2nd Quarter		Teacher Signature
My Behavior Goal:		
Was Goal Met:		
New Goal:		

3rd Quarter		Teacher Signature
My Behavior Goal:		
Was Goal Met:		
New Goal:		

4th Quarter		Teacher Signature
My Behavior Goal:		
Was Goal Met:		

Student Name: _____ DCMS Behavior Card – 1st Quarter															Deductions and Descriptions			
HR, Hall, Media Center	Reason	Tutorial	Reason	ELA	Reason	MATH	Reason	SCIENCE	Reason	SOCIAL STUDIES	Reason	CONNECTIONS 1	Reason	CONNECTIONS 2	Reason	Code	Reason	Teacher Initials
																OS	Out of Seat	2
																UP	Unprepared	2
																OT	Off Task	2
																TD	Tardy to Class	2
																TA	Talking	2
																CP	Cell Phone Use/Inappropriate iPad Use	2
SL		SL		SL		SL		SL		SL		SL		SL		HP	Horseplay	4
																OA	Out of Area	4
																DR	Disrespectful	4
																DB	Disruptive	4
PC		PC		PC		PC		PC		PC		PC		PC		PDA	Public Display of Affection	4
																TH	Throwing Objects	4
																WR	Willful Refusal	4
																SB	Misbehavior for Sub	6
NQR		NQR		NQR		NQR		NQR		NQR		NQR		NQR		IN	Inappropriate Language / Comments/Gestures	6
																RO	Repeat Offense doubles points	
ASD		ASD		ASD		ASD		ASD		ASD		ASD		ASD		<b>What happens when my behavior card gets signed?</b>		
																<b>Code</b>	<b>Consequence</b>	
																SL	Silent Lunch	
																PC	Parent Contact	
SS		SS		SS		SS		SS		SS		SS		SS		NQR	No Quarterly Reward & After School Detention	
																ASD	After School Detention	
																SS	Saturday School	
																OR	Office Referral – Tier 2 Referral	
OR		OR		OR		OR		OR		OR		OR		OR		OR	Office Referral	
																Loss of student behavior card(s) will result in After-School Detention and being marked 4 initial boxes in each class.		
OR		OR		OR		OR		OR		OR		OR		OR				

Student Name: _____ DCMS Behavior Card – 2nd Quarter															Deductions and Descriptions			
HR, Hall, Media Center	Reason	Tutorial	Reason	ELA	Reason	MATH	Reason	SCIENCE	Reason	SOCIAL STUDIES	Reason	CONNECTIONS 1	Reason	CONNECTIONS 2	Reason	Code	Reason	Teacher Initials
																OS	Out of Seat	2
																UP	Unprepared	2
																OT	Off Task	2
																TD	Tardy to Class	2
																TA	Talking	2
																CP	Cell Phone Use/Inappropriate iPad Use	2
SL		SL		SL		SL		SL		SL		SL		SL		HP	Horseplay	4
																OA	Out of Area	4
																DR	Disrespectful	4
																DB	Disruptive	4
PC		PC		PC		PC		PC		PC		PC		PC		PDA	Public Display of Affection	4
																TH	Throwing Objects	4
																WR	Willful Refusal	4
																SB	Misbehavior for Sub	6
NQR		NQR		NQR		NQR		NQR		NQR		NQR		NQR		IN	Inappropriate Language / Comments/Gestures	6
																RO	Repeat Offense doubles points	
ASD		ASD		ASD		ASD		ASD		ASD		ASD		ASD		<b>What happens when my behavior card gets signed?</b>		
																<b>Code</b>	<b>Consequence</b>	
																SL	Silent Lunch	
																PC	Parent Contact	
SS		SS		SS		SS		SS		SS		SS		SS		NQR	No Quarterly Reward & After School Detention	
																ASD	After School Detention	
																SS	Saturday School	
																OR	Office Referral – Tier 2 Referral	
OR		OR		OR		OR		OR		OR		OR		OR		OR	Office Referral	
																Loss of student behavior card(s) will result in After-School Detention and being marked 4 initial boxes in each class.		
OR		OR		OR		OR		OR		OR		OR		OR				

Student Name: _____ DCMS Behavior Card – 3rd Quarter														Deductions and Descriptions				
HR, Hall, Media Center	Reason	Tutorial	Reason	ELA	Reason	MATH	Reason	SCIENCE	Reason	SOCIAL STUDIES	Reason	CONNECTIONS 1	Reason	CONNECTIONS 2	Reason	Code	Reason	Teacher Initials
																OS	Out of Seat	2
																UP	Unprepared	2
																OT	Off Task	2
																TD	Tardy to Class	2
																TA	Talking	2
																CP	Cell Phone Use/Inappropriate iPad Use	2
	SL		SL		SL		SL		SL		SL		SL		SL	HP	Horseplay	4
																OA	Out of Area	4
																DR	Disrespectful	4
																DB	Disruptive	4
	PC		PC		PC		PC		PC		PC		PC		PC	PDA	Public Display of Affection	4
																TH	Throwing Objects	4
																WR	Willful Refusal	4
																SB	Misbehavior for Sub	6
	NQR		NQR		NQR		NQR		NQR		NQR		NQR		NQR	IN	Inappropriate Language / Comments/Gestures	6
																RO	Repeat Offense doubles points	
	ASD		ASD		ASD		ASD		ASD		ASD		ASD		ASD	<b>What happens when my behavior card gets signed?</b>		
																<b>Code</b>	<b>Consequence</b>	
																SL	Silent Lunch	
																PC	Parent Contact	
	SS		SS		SS		SS		SS		SS		SS		SS	NQR	No Quarterly Reward & After School Detention	
																ASD	After School Detention	
																SS	Saturday School	
																OR	Office Referral – Tier 2 Referral	
	OR		OR		OR		OR		OR		OR		OR		OR	OR	Office Referral	
																Loss of student behavior card(s) will result in After-School Detention and being marked 4 initial boxes in each class.		
	OR		OR		OR		OR		OR		OR		OR		OR			

Student Name: _____ DCMS Behavior Card – 4th Quarter															Deductions and Descriptions					
HR, Hall, Media Center	Reason	Tutorial	Reason	ELA	Reason	MATH	Reason	SCIENCE	Reason	SOCIAL STUDIES	Reason	CONNECTIONS 1	Reason	CONNECTIONS 2	Reason	Code	Reason	Teacher Initials		
																OS	Out of Seat	2		
																UP	Unprepared	2		
																OT	Off Task	2		
																TD	Tardy to Class	2		
																TA	Talking	2		
																CP	Cell Phone Use/Inappropriate iPad Use	2		
SL		SL		SL		SL		SL		SL		SL		SL		HP	Horseplay	4		
																OA	Out of Area	4		
																DR	Disrespectful	4		
																DB	Disruptive	4		
PC		PC		PC		PC		PC		PC		PC		PC		PDA	Public Display of Affection	4		
																TH	Throwing Objects	4		
																WR	Willful Refusal	4		
																SB	Misbehavior for Sub	6		
NQR		NQR		NQR		NQR		NQR		NQR		NQR		NQR		IN	Inappropriate Language / Comments/Gestures	6		
																RO	Repeat Offense doubles points			
ASD		ASD		ASD		ASD		ASD		ASD		ASD		ASD		<b>What happens when my behavior card gets signed?</b>				
																<b>Code</b>	<b>Consequence</b>			
																SL	Silent Lunch			
																PC	Parent Contact			
SS		SS		SS		SS		SS		SS		SS		SS		NQR	No Quarterly Reward & After School Detention			
																ASD	After School Detention			
																SS	Saturday School			
																OR	Office Referral – Tier 2 Referral			
OR		OR		OR		OR		OR		OR		OR		OR		OR	Office Referral			
																Loss of student behavior card(s) will result in After-School Detention and being marked 4 initial boxes in each class.				
OR		OR		OR		OR		OR		OR		OR		OR						