

Dawson County School System

Dawson County Junior/High School Handbook School Year 2023 – 2024



www.dawsoncountyschools.org

28 Main Street

Dawsonville, GA 30534

(706) 265-3246

DAWSON COUNTY SCHOOLS

A Charter System of Georgia

Mrs. Nicole LeCave

Superintendent

(706) 265-3246

Board of Education

Doris Cook, *Chair*

Karen Armstrong, *Vice-Chair*

Nathan Ingram

Barry Slaton

Elaine Wilson

DCHS Administration

(706) 265 – 6555

[Michael Negley](#), *Principal*

[Charles Beusse](#), *AP of Curriculum*

[Bradley Fowler](#), *AP/Athletic Director*

[Amy Smith](#), *AP/CTAE Director*

[Stan Williams](#), *AP/Hightower Academy*

DCJHS Administration

(706) 216 – 5801

[Brody Hughes](#), *Principal*

[Taylor Cole](#), *Assistant Principal*

[Dessica Pritchett](#), *Assistant Principal*

DCHS Support Staff

[Tanya Porter](#), *Graduation Coach*

[Dr. Jeanette Higgins](#), *Counselor*

[Katie Mashburn-Swofford](#), *Counselor*

[Dr. Tanya Tucker](#), *Counselor*

DCJHS Support Staff

[Becca Wilson](#), *Counselor*

[Katie Mashburn-Swofford](#), *Counselor*

Alma Mater

Dawson County, we'll e'er be faithful Thy ideals uphold
E'er be true and loyal lovers
Of Maroon and Gold
Hail, oh hail, our Alma Mater Dearest ever known
Ever hail thee, never fail thee Our dear high school home

DAWSON COUNTY HIGH & JUNIOR HIGH SCHOOLS HOME OF THE TIGERS

Welcome to Dawson County High School, Dawson County Junior High School, and the 2023-2024 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.

[Michael Negley](#)

Principal, DCHS

[Brody Hughes](#)

Principal, DCJHS

Dawson County High School

Phone: (706) 265 – 6555

Fax: (706) 265 – 3936

Address: 1665 Perimeter Rd
Dawsonville, GA 40534

Dawson County Junior High School

Phone: (706) 216 – 5801

Fax: (706) 265 – 7252

Address: 109 Allen Street
Dawsonville, GA 30534

VISIT US ON OUR WEBSITE

DCHS: <https://dchs.dawsoncountyschools.org>

DCJH: <https://dcjh.dawsoncountyschools.org>





2023-2024 STUDENT CALENDAR

<p>July</p> <p>28 Flex Planning 31 Pre Planning</p>	<p>August</p> <p>1-3 Pre Planning 4 First Day of 1st Sem</p>	<p>JULY 2023 20 Days</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	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	23/30	24/31	25	26	27	28	29	<p>AUGUST 2023 20 Days</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	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		
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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.

Early Release
 First/Last Day of Semester
 Pre/Post Planning/Prof. Dev. Student/Staff Holiday
 Flex Planning

*Flex Planning Options for Staff (School Administration will pick one day): 7/28, 12/21, or 5/24

Approved 12/7/2021

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.

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Academics/Grading/Reporting

Career Planning Guide and Course Descriptions

The [Dawson County College and Career Planning Guide](#) provides a more detailed description of course offerings, sequence, and career pathways.

Graduation Requirements

Students are required to earn 28 credits to graduate.

- 4 Math Credits *
- 4 Language Arts Credits *
- 4 Science Credits *
- 3 Social Studies Credits *
- 3 CTAE and/or Fine Arts and/or World/Foreign Language
- 1 Health/Personal Fitness
- 4 Electives**
- 5 Locally Required Units
 - 1 Additional Social Studies Credit
 - 4 Additional Credits

* Students must take the End of Course Assessments in English, Math, Social Studies, and Science (courses determined by the GaDOE), which will account for 20% of the course grade.

**Students planning to attend a four-year college/university are required a minimum of 2 credits in a world language. All students are encouraged to cluster their elective course selection to achieve certificate status in a foreign language, fine arts, career pathways, and/or advanced placement.

Board Policy dictates graduation requirements and may be adjusted at any time.

- Grades earned in ALL core courses will be calculated for awarding of HOPE and Zell Miller Scholarships for students enrolled in 9th – 12th grades.
- High school courses taken in 8th grade will count toward High School GPA and class ranking, however, will not count toward GPA for the HOPE and Zell Miller Scholarship.
- Honors level courses taken in 8th – 12th grades will be granted the extra 0.5 weight for purposes of calculating High School GPA.
- Advanced Placement and Dual Enrollment degree level core courses that are taken in 8th – 12th grades will be granted the extra 1.0 weight for purposes of calculating High School GPA.
- Students may decline high school credit(s) earned in 8th grade in writing within the first five (5) days of 9th grade. If the credit(s) is/are declined, the course(s) will not appear on the high school transcript, will not be counted toward high school graduation, and will not be included in the high school GPA or class ranking.

Promotional Requirements for Grades 9 – 12

- Graduation Requires 28 Units of Credit
- A passing score will be considered as a 70 or above in all classes in which credit is earned.

- In order to be promoted to the next grade, a student must have earned the following minimum number of units:
- 9th Grade – Promotion from 8th grade
- 10th Grade – 7 Units of credit to be considered a member of 10th grade
- 11th Grade – 14 Units of credit to be considered a member of 11th
- 12th Grade – 21 Units of credit to be considered a member of 12th grade
- Graduation – 28 Units

Advanced Placement/Honors Courses

Honors level courses taken in 8th – 12th grades will be granted the extra 0.5 weight for purposes of calculating High School GPA. Advanced Placement courses that are taken in 8th – 12th grades will be granted the extra 1.0 weight for purposes of calculating High School GPA. Advanced Placement Courses offered (based upon requests and/or staffing) include Biology, AB Calculus, Computer Science, Economics, Environmental Science, Literature & Composition, Statistics, Psychology, World History, and US History.

There is a \$40 cancellation fee assessed for each AP exam canceled after October. This fee is a College Board fee and cannot be waived by the school system. For that reason, students enrolled in Advanced Placement courses must submit a \$40 deposit by the first Monday in September (1st Semester Courses), and the first Monday in February (2nd Semester Courses). The school system is committed to purchasing the AP exam for all students enrolled in advanced courses; however, students that miss the deposit deadline will be required to pay the entire exam fee. Students will be refunded the \$40 deposit after taking the exam. Students that decline the opportunity to test in their respective AP course will forfeit the \$40 deposit.

Dual Enrollment

Dual Enrollment provides funding for tuition and books for dual credit courses including online delivery for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. Contact the school counselor or graduation coach for additional information. Dual Enrollment degree-level core courses taken in 8th – 12th grades will be granted the extra 1.0 weight for purposes of calculating High School GPA.

Honors/Awards

Honor graduates, Valedictorian, and Salutatorian will be identified on types of classes taken and cumulative grade point average (GPA) on a 4.00 scale. Students must have a 3.80 cumulative GPA to be an Honor Graduate.

The Valedictorian/Salutatorian must be enrolled full time at Dawson County High School for the last four semesters of their high school career, and must be enrolled in at least one course on campus during one of those semesters.

In accordance with state board rule (DCH 160-4-2-.34), the only exceptions are the following:

- Eligible students who are attending full-time in dual enrollment programs.
- Students who enroll into Dawson County Schools after tenth grade and have not taken any courses on site at the high school (i.e., homeschool students, virtual academy students).

Ranking decisions for the Valedictorian and Salutatorian will be based on the 4.00 cumulative grade point average; any ties will be broken by the cumulative numerical average. Students enrolled in Honors courses will receive an additional 0.50 quality point per course to the cumulative GPA on a 4.00 scale. Students enrolled in Advanced Placement courses will receive an additional 1.00 quality point per course to the cumulative GPA on a 4.00 scale. Students enrolled in Dual Enrollment degree-level core courses will receive an additional 1.00 quality point per course to the cumulative GPA on a 4.00 scale. Valedictorian, Salutatorian, and Honor Graduates will be determined at the conclusion of the senior year.

Beginning with the graduating class of 2027, Valedictorian, Salutatorian, and Honor Graduates will be determined at the conclusion of the first semester of the senior year.

Report Cards/Progress Reports

Report cards are available at the end of each nine weeks (twice per semester). Progress reports will be posted every 4 1/2 weeks throughout a semester. Parents using their student's username and password may access student attendance and records via PowerSchool at any time. The following represents letter/numeric grade conversions for high school/junior high courses:

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

The following represents letter/numeric grade conversions for college-level courses:

- A.....95
- B..... 85
- C..... 75
- D..... 70
- F..... 65

Dates of Progress Reports/Midterms/Finals will be posted on the school calendar and in the office of the Assistant Principal of Curriculum. Testing Dates will be posted in the office of the Assistant Principal of Curriculum. Midterms are given at the end of each quarter. Finals are given at the end of each semester. No Midterms or Finals will be given before the assigned date. Students who are absent on the day of a midterm or final will be assigned a zero until the test is made up.

Remediation and Recovery

Dawson County Schools believes 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 will 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. Teachers will not average the grades or cap the reassessment score. Grades will reflect what the student has learned.

9th – 12th Final Exam Exemptions (including 8th grade students enrollment in high school courses)

Students are not eligible to exempt EOC and/or AP exams. Semester final exam exemptions for all students will be based on the following criteria:

- Students with a 90 average and 5 or fewer absences in a class may be exempt.
- Any student who has a discipline violation resulting in more than a warning will lose the option to exempt exams.
- School sanctioned field trips and functions and/or competitions do not count against the absence totals for exemption status.
- College visits properly arranged 7 days in advance (with permission forms available through the counseling office) will not count against exam exemptions. College visits will not be excused during scheduled dates for State Assessments.
- All indebtedness must be cleared.

Athletics/GHSA

<u>Sport</u>	<u>Head Coach</u>
Athletic Director	Bradley Fowler
Baseball	Logan Burt
Basketball (Boys)	Todd Cotrell
Basketball (Girls)	Will Anglin
Cheerleading (Competition)	Kim Fleming
Cheerleading (Football)	Samantha Sheriff
Cheerleading (Basketball)	Christy Perry
Cross Country	Jonathan Tinsley
E-Sports	Richard Hayes
Football	Sid Maxwell
Golf (Boys)	Will Anglin
Golf (Girls)	Tyler Baker
Soccer (Boys)	Patrick Muenchen
Soccer (Girls)	Chess Hamby
Softball	Justin Rickett
Swimming	Linda Sperin
Tennis (Boys)	Logan Allen
Tennis (Girls)	Laura Ledbetter
Track	Arron Haynes
Volleyball	Audrey Goode
Wrestling	Andrew Grigsby

GHSA Eligibility Rules

All students are encouraged to get involved in school organizations, clubs, activities, and sports. Students must meet the following requirements to participate in GHSA sports and activities:

1. The student must be in good standing with DCHS/DCJHS (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 have passed at least 3 classes during the previous semester for DCHS or 5 out of 8 at DCJHS (or in accordance with current GHSA rule).
4. The student must be "on track" for graduation.
5. The student must attend all practices and meetings unless excused.
6. Participation in extracurricular activities is a privilege. Coaches and administration reserve the right to dismiss any student if deemed necessary.

A more complex description of eligibility requirements may be obtained from the school's athletic director.

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 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

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.

Perfect Attendance

Perfect attendance is determined by daily attendance. The definition of daily attendance is: A student is counted present when he/she is in school for at least ½ the day. For a student to be counted for the period, he/she must be present for ½ 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
- "D" – 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. Progress reports will be posted every 4 1/2 weeks which will display a grade in each subject as well as the number of days absent in the class. It is an expectation that parents will check student progress reports for both grades and attendance. 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 an absence may be excused. 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. Excessive unexcused absences ("U's") will result in an Attendance Contract. "U's" will count toward absences in the Compulsory State Attendance Law.
4. If the student fails to make up missed work due to attendance and does not earn a passing course average, no credit will be given for the specific course.

Excused Absences

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.

When students are absent from school, they should turn in their written excuse to their first-period teacher (within 3 days of their return to school). It is the students' responsibility to turn in their notes to their 1st block teacher at the beginning of class and to arrange with their teachers a plan for completing makeup work.

Early Checkouts/Late Arrivals

If a student should find it necessary to leave before the end of the school day, the following procedures are to be followed:

1. The student should turn in to the front office a note from his/her parent/guardian with a phone number of someone who can confirm the appointment –or-
2. The parent should come in to the office to pick up the student -or-
3. The parent may email the school, but the parent must also call to verify receipt of the e-mail. An email alone will NOT be considered an appropriate means of requesting or confirming checkouts.
4. Students will sign out in the main office, obtain a checkout slip, and leave campus immediately. The student's name (and time) will be placed on the daily report.
5. Students returning to school the same day must check back in at the front office.
6. Schools will accept no more than 10 parent generated check-in/checkout excuses during the school year.

Once a student comes to school by any means, they may not leave school for any reason without following procedures for checking out. Students who drive to school are considered at school and

present when they enter the gate in the parking lot. After the 6th checkout each semester, no phone, email, or note checkouts will be accepted. An approved guardian must come to the office with an ID to check out the student.

Should an emergency arise, such as an illness, the student should report to the front office. The parent will be contacted for the student and arrangements made for leaving school if it is deemed necessary. Note: Students who drive to school and leave school without permission may have their driving privileges revoked.

A student who is late to school must check-in at the front office.

Tardy Policy

The faculty and administration of Dawson County Junior/High 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. Parents must walk their student(s) into the building if they arrive after the morning tardy bell rings (Jr. High).

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 will 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. Students must have administrative permission to enter the student parking lot during the school day.

Personal Absences (Vacation/Trips)

Personal absences due to vacations/trips are unexcused; however, the student will be allowed to make up his/her work if the appropriate form, located in the front office, granting permission to miss his/her class has been completed and approved prior to the absence. The absence should be prearranged with the school administrator and the form should be signed by all 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

Guidance and Counseling

Guidance and counseling assistance is available to students, parents, and teachers on educational, technical/career prep, and personal concerns. The Guidance Counselor helps students in many areas, including:

- Educational Advisement
- Crisis Intervention/Personal Concerns
- Post-Secondary Planning

The Guidance Office is located in the administrative complex. Students who wish to see the Counselor should sign up in the Guidance Office. If a student has an emergency, he/she should come to the Guidance Office for immediate help. For parents who have a question or concern or who wish to have a conference, please call the counselor at (706) 265-6555 for DCHS and (706) 216-5801 for DCJHS.

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 meeting with a counselor and discussing scheduling. Students interested in enrolling at DCHS/DCJHS 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)

In order for credit to be awarded for any high school class taken in a non-accredited home school program, students must take and pass the Final Exam and/or End of Course Assessment in that subject.

Students transferring to other schools or withdrawing from DCHS/DCJHS 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.

Hightower Academy Non-Traditional School

Our school community recognizes that not all students learn at the same rate or in the same manner. Dawson County Schools offer a non-traditional option for students at Hightower Academy. Opportunities for students include credit recovery, summer school, graduation acceleration, and dual enrollment at Lanier Tech for qualifying students. Students enrolled in Hightower may participate in the graduation exercise.

Daily Routines/Common Requests

Closed Campus

Dawson County High/Junior High 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.

Lockers

Locker rental will be \$5.00 per year. Lockers are school property and are subject to search at any time. Students must be responsible for their personal property. Students should be careful not to reveal their locker combinations to others. Jamming the latch where the locker can be opened without using the combination is prohibited.

Media Center

The Media Center is open from 7:00 AM to 3:00 PM 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 present their DCHS/DCJHS ID card to check out materials. All students will receive a free ID card if they have their picture taken. The first replacement card will be made for \$1.00, and all cards thereafter will be made at a cost of \$5.00 each. Students will be allowed to check out books for two weeks. A fine of ten (10) cents will be charged for each day a book is late. Students with overdue books or fines will not be allowed to check out books until their accounts are cleared. Reference materials can be checked out only if there is a special need but must be picked up at the end of the day and returned before first period the next day. These books will accrue a fifty (50) cent fine each day. Students will be limited to three (3) items checked out at a time. No fine will be more than half the price of the book. All patrons, students, and faculty will be expected to pay for any items checked out and lost.

Students will be charged ten (10) cents for each photocopy. Students are not allowed to make their own copies. Students who come to the Media Center with their teacher to do research or type papers will be allowed a set number of printed pages for each assignment. This number will be five (5) printouts for each day the class is in the Media Center. All other printing will be charged at ten (10) cents per page.

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

Positive Behavior Intervention and Supports (PBIS)

Positive Behavior 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. (TIGERS ROARRR Respectful, Responsible, and Ready!)

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. 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 DCHS/DCJHS 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 High/Junior High 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 High/Junior High 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.

Administrative Detention

Administrative Detention is held every school day of the week. Students are expected to bring study materials with them and are to remain busy. Students may be assigned AD: AM Detention, which lasts from 7:05 to 7:35 AM, PM Detention, which lasts from 2:35 to 3:05 PM, or Lunch Detention. Students who are assigned AD and do not report for the detention session will be subject to disciplinary action determined by the administration, per progressive discipline expectations.

In-School Suspension

In-School Suspension gives students an opportunity to serve detention 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 serious 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 Dress Code

High/Junior High 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. One of the purposes of school is to prepare students for the world of work where the appropriate dress is vital for success. 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, or sunglasses that are distracting or that interfere with the learning environment.
6. Chains, spikes, fish hooks, or other sharp objects.
7. Pajamas or pajama pants.
8. Any clothing, tattoos, jewelry, 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 the 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 the appropriate dress will be made by the administration.

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 permitted. Repeated dress code violations will be treated as any other discipline problem and may result in 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.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

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 JGCD. 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

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

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.

PPRA

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.

Student/Parent Grievance Procedures

The right to file a grievance shall be taken in the following order: (1) Teacher, (2) School Administration, (3) District Office Administration, and (4) Dawson County Board of Education. 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.

Equal Educational Opportunities (Policy JAA)

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program or activity. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex (except as stated below) in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1.
 - a. Any student, applicant for admission, employee, parent or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
 - b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using a telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified by Policy JCAC.
2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
3. The coordinator or his or her designee shall have fifteen school days to gather all information relevant to the report or complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to

the complaint and the time frame in which such action will be taken- and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

4. If the complaint is not resolved at the conclusion of the fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

5. The Superintendent shall have fifteen school days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

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.



Dawson County Schools

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Dawson County Schools

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Principal: Mr. Adam Maroney
(706) 216 – 5812 Ext. 1910
adam.maroney@dawson.k12.ga.us

Robinson Elementary School
Principal: Mrs. Linda Bearden
(706) 265 – 6544 Ext. 1110
lbearden@dawson.k12.ga.us

Dawson County Middle School
Principal: Dr. Paige Galt
(706) 216 – 4849 Ext. 1310
paige.galt@dawson.k12.ga.us

Dawson County Junior High School
Principal: Mr. Brody Hughes
(706) 216 – 5801 Ext. 1810
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

Dawson County Schools
Director of Human Resources:
Mrs. Jenna Carpenter
(706) 265 – 3246 Ext. 1015
jenna.carpenter@dawson.k12.ga.us

August 4, 2023 (2023 – 2024 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 Every Student Succeeds Act, 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/or paraprofessional(s). The following information may be requested:

Whether the student's teacher...

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

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact Jenna Carpenter, Director of Human Resources, at jenna.carpenter@dawson.k12.ga.us or at (706) 265-3246, extension 1015. 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,

A handwritten signature in blue ink that reads "Janice Darnell".

Dr. Janice Darnell
Assistant Superintendent of Teaching & Learning

One to One Technology (iPads) and Internet Use

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

- A. 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.
- B. 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.

Organizations and Clubs

Student Election Regulations and Qualifications

Any student who wishes to be a candidate for an office in any DCHS/DCJHS organization must meet the qualifications set forth in the DCHS/DCJHS Student Election Document:

1. The student must have the recommendation of the advisor/sponsor.
2. Any student who has been suspended Out-of-School for the previous school year prior to the election will not be eligible to run for an office (may be appealed to the principal).
3. Any student with an In-School Suspension for the previous school year will go before a waiver board to determine eligibility.
4. Any time an officer is suspended, he/she must appear before the waiver board to determine whether the position will be continued.
5. Any student wishing to run for the office of the student council, student council representative, or class officer must have a 3.0 GPA (80). If, after becoming elected, an average falls below a 3.0 GPA (80), the officer will be placed on probation for one 9-week grading period. If the student's average remains below the set criteria, the officer will appear before the waiver board to determine whether the officer's position will be continued.
6. All students elected to office must receive a majority vote or there must be a run-off election.

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 a specific club, please notify the administration and complete the Opt-Out statement on the Code of Conduct signature page.

Safety and Health

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

DCHS/DCJHS 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.

Drug Screening Procedures for Student Drivers and Participants in Extracurricular Activities and Clubs.

The Dawson County School System believes that the use and abuse of alcohol and drugs that have not been prescribed for the medical benefit can be detrimental to the physical, emotional, and mental health of their student drivers and any student who participates in extracurricular activities which include athletics and school clubs (hereafter referred to as extracurricular participants). It is further believed that this use and abuse of alcohol and drugs seriously interferes with the performance of these extra-curricular participants and is dangerous to them as well as their peers. Because of these serious concerns, the following drug screening procedure is in effect:

Goals

- To develop an alcohol/drug-free program that produces extracurricular participants who serve as positive role models and influence their peers to lead healthy and responsible lives
- To educate our extra-curricular participants about the dangers and problems associated with alcohol and drug use and abuse
- To prevent alcohol and drug use and abuse by our extracurricular participants
- To identify any extracurricular participants who may be using and/or abusing alcohol and/or drugs and to identify the drug(s), as well as to provide help through counseling and treatment
- To educate our extracurricular participants on the effects alcohol and drugs have on their mental, emotional, and physical well-being and the effect drug abuse has on their teammates, the athletic program, their clubs, the school, and the community.

Procedures

1. The extra-curricular participants must present to the school administration a signed consent form, which authorizes the school to administer drug testing, and that allows the results of the test to be released to parents or guardians, administrative officials, and the head coach or sponsor. (Note: A signed consent form will be included in the Athletic Registration for student-athletes, be issued by the sponsor of extracurricular activities, and in the Driver's Permit Registration for student drivers. Parents and extra-curricular participants do not have the option of not participating in the drug-screen program to have access to these privileges.)
2. Random testing will take place at any time during the school year with extra-curricular participants chosen through lottery/random selection. The substances that will be tested include (but are not limited to): THC, amphetamines, barbiturates, cocaine, and opiates. Testing consists of providing a urine sample to those representatives of the firm administering the test. Random selection, on-site collections, and lab analysis will be

completed by staff from Northeast Georgia Medical Center Toxicology Lab. School personnel will supervise but not administer the test. The privacy of the extra-curricular participants and confidentiality of the test results will be protected. Specimens will be processed for identity and secured to ensure against tampering. Test results will be reported to the school through the proper chain of command. In the case of a positive result, the parent or guardian will be notified.

3. The student must fill out a form delineating any medication that he or she is taking. (Note: A student's refusal to test will be considered a violation of the Dawson County Board of Education approved drug testing procedures, which will result in the immediate suspension of the privilege pending a follow-up parent conference with school administration.)

In addition, parents (guardians) may make a request to have their extra-curricular participants tested at their expense.

Special Education Services/Student Disabilities

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 – [Mrs. Denise Reynolds](#), Director of Federal Programs, Assessment, & Accountability

Title I, Part C of the Elementary & Secondary Education Act of 1965 – [Mrs. Denise Reynolds](#), Director of Federal Programs, Assessment, & Accountability

Title III, Part A of the Elementary and Secondary Education Act of 1965 – [Mrs. Denise Reynolds](#), Director of Federal Programs, Assessment, & Accountability

Title VII, Part B of the McKinney-Vento Homeless Assistance Act, amended by the No Child Left Behind Act of 2001, [Niki Mincey](#), 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

Diplomas/Graduation Ceremony

The Dawson County Board of Education recognizes the importance of establishing high standards for student achievement. Students who are awarded a high school diploma at graduation ceremonies must meet all requirements, including state and local required units. See the current published board policy for more detailed information about participation in the graduation ceremony.

Prom

- As with any school function, school rules apply. Students must be on their best behavior. Students are also responsible for the behavior of his/her guest if the person is not a student at DCHS. All guests that are not enrolled in Dawson County High School must complete an Out-of-School Waiver Form. The administration will review all waivers to approve or deny. Students planning on bringing a non-DCHS student must obtain a permission form and return the form by the date specified on the form.
- Juniors and Seniors attending prom are allowed one guest, which must be less than 21 years of age and at least in the ninth grade. (No eighth-grade students are allowed to attend prom.)
- Ticket prices for prom will be determined by the cost of the rental facility. Prices will be evaluated and adjusted accordingly each year.
- Actual tickets will be given out approximately one week before prom. To receive tickets for prom, dues must be current, and the name of the person attending as a guest must be on the record.

Student Meals

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.

When paying for meals, please note the following:

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. There is a \$2.75 charge per transaction per student and no charge for viewing account information.
5. Student funds – 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

For the past two years, all students received free breakfast and lunch due to the global pandemic. The waiver that allowed for this has expired which means meals will no longer be free for the 2022-2023 school year. If you believe your family/child qualifies for free or reduced priced meal benefits, please complete a family Free/Reduced Meal Application. Please complete only one application for your family. Be sure to list all students enrolled in Dawson County Schools, as well as other family members on the single family application. A new application must be completed for your family each school year. Even if your student(s) were determined eligible for the benefit last school year, a new application must be completed for this school year. Applications for free and reduced meals are available to submit online at www.MySchoolBucks.com or at www.dawsoncountyschools.org. Dawson County Schools has a student meal charge policy set at \$25.00 per student. When per student charges exceed the \$25.00 limit, a student will receive an alternative meal comprising all of the required nutritional standards. Parents are urged to resolve charges immediately.

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. This service can be used regardless of whether you use the online funding option (a service fee of \$2.75 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. 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

Yearbook

The yearbook is a student publication organized, produced, and executed by the yearbook staff. Staff members are high school students, and the yearbook is subject to human error. It is the product of an academic elective program, 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 and other publications for Dawson County High School.

Transportation

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.

Parking Permits

Any student driving to school must have a parking permit on his/her car in order to park on campus. Parking permits may be purchased in the front office. Payment in full must be made before a permit can be issued. Students who park improperly, drive on campus in an unsafe manner, use a vehicle to violate any school policy, or fail to follow the parking permit agreement may be subject to having their parking permit revoked, vehicle towed from campus, or other appropriate consequences as determined by the school administration. When the operation of the vehicle poses a safety concern, the keys will be taken and the parent/legal guardian must come and pick up the keys and remove the vehicle from campus. Students must have a valid Georgia Driver's License, proof of insurance, and current registration. Student drivers will be subject to Drug Screening Procedures. Students are responsible for their vehicle and may be required to compensate others for damage done to the property of others. All accidents and mishaps should be reported immediately to administration and the school resource officer should complete an accident report. Students who drive to school are considered present once they enter the school campus. At that point, they may not leave school without following early checkout procedures. Violators will be considered skipping school. The consequences for parking violations are listed in the "Rules" handout received when the permit is purchased. No transfers of permits may be made without administrative approval. Permits are collected if transferring or withdrawing.

Teenage and Adult Driver Responsibility Act

The Teenage and Adult Driver Responsibility Act (TAADRA) requires that the local school system certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

TAADRA applies to all minors who are at least 15 years of age and under the age of 18. When the minor submits an application for a Georgia driver's license or learner's permit, he/she must present proof of satisfaction of one of the following requirements as specified in O.C.G.A. §40-5-22 (a.1):

1. Is enrolled in and not under expulsion from a public or private school;
2. Is enrolled in a home education program that satisfies the reporting requirements of all state laws governing such a program;
3. Has received a high school diploma, a general educational development (GED) diploma, a special diploma, or a certificate of high school completion;
4. Has terminated his or her secondary education and is enrolled in a postsecondary school or is pursuing a general educational development (GED) diploma.

A Georgia Department of Driver Services (DDS) Certificate of School Enrollment must be signed and notarized from the school of a student who is seeking a learner's permit or license. The Certificate of Enrollment must be completed using the student's full legal name. The Certificate of School Enrollment is valid for 30 days during the school year. During the summer months of June, July, and August, the DDS will accept Certificates of Enrollment that are dated near the end of the school year (late May or early June).

A Certificate of School Enrollment will not be issued to students who have graduated from high school, have earned a GED, or are enrolled in college or postsecondary school. Such students must furnish acceptable proof of their status to the DDS.

It is required that students obtain a Certificate of School Enrollment when receiving a learner's permit, and obtain another Certificate of School Enrollment when receiving a driver's license.