Dublin Middle School

STUDENT HANDBOOK
2026-2027

Mrs. Marcee Pool, Interim Superintendent

Mr. James Jones, Principal

Mrs. Crystal Little, Assistant Principal of Instruction

Ms. Deb Collins, Assistant Principal of School Improvement

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Table of Contents

HANDBOOK COVER.....1
TABLE OF CONTENTS.....2-3
CONTACT LIST NUMBERS.....4
2026-2027 DMS SCHOOL CALENDAR 5
PRINCIPAL'S MESSAGE 6
SCHOOL NUTRITION MESSAGE 7
VISION-MISSION 8
HANDBOOK INTRODUCTION.....9
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 9
NON-DISCRIMINATORY STATEMENT 9
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA).....9
TITLE IX.....10
STUDENT GENERAL INFORMATION GUIDE.....10
ARRIVAL AND DISMISSAL TIME 10
DMS 2026-2027 DAILY SCHEDULE 10- 11
ABSENCES AND EXCUSES - ATTENDANCE POLICY 12-13
ACCREDITATION AND CLASSIFICATION 13
ADDRESS CHANGES 13
ATHLETIC SPORTS / EXTRA-CURRICULAR 13
ATHLETIC/EXTRA CURRICULAR ACTIVITIES-ELGIBILITY.....14
CLUBS-EXTRA CURRICULAR.....14-15
BALLOON, FLOWER BOUQUETS, MESSAGES 16
BEHAVIOR EXPECTATIONS 16
HARASSMENT SEXUAL, RACIAL OR BULLYING.....16-17
BOOK BAGS/BACKPACKS/GYM BAGS 17
BUS STUDENTS AND BUS SAFETY RULES 17
FIELD TRIPS/EXCURSIONS.....18
CAFETERIA.....18
CARE OF SCHOOL PROPERTY.....18
CHARACTER EDUCATION 19
COMPUTER ETHICS/INTERNET PROTECTION ACT 19
TECHNOLOGY ACCEPTABLE USE 19
DEBTS INCURRED AT SCHOOL 20
DIRECTORY INFORMATION.....21
DRESS CODE 22
DRUG FREE SCHOOLS POLICY 23
EDUCATION PROGRAM FOR GIFTED STUDENTS 23
EMAIL CONTACTS.....23
EMERGENCY PREPAREDNESS PLAN 23
FUNDRAISERS.....23
GENDER EQUITY LAW 23
HOMEWORK POLICY 24-25
GRADING POLICY AND ASSESSMENT MODEL 25
HONOR ROLL/AB HONOR ROLL AND IRISH SCHOLAR REQUIREMENTS 26
HEALTH AND IMMUNIZATION RECORDS 26
MEDICAL/RELIGIOUS EXEMPTIONS.....27-28
HOMELESS LIAISON/HOSPITAL HOMEBOUND.....28-29
IN-SCHOOL SUSPENSION PROGRAM 29
LOST AND FOUND.....29
MEDIA CENTER/IFBC MEDIA POLICY.....30
MANDATED REPORTING.....30
GUIDANCE SERVICES.....30
MOMENT OF REFLECTION 30
MONEY AND VALUABLES.....31
OUT OF DISTRICT EXPECTATIONS 31
PLEDGE OF ALLEGIENCE.....31
PROMOTION RETENTION CRITERIA (Local Requirements for Grades 5-8) 31
READMISSION TO DUBLIN MIDDLE SCHOOL.....32
REPORT CARDS AND PROGRESS REPORT 33

REPORTING AN INJURY OR ACCIDENT ……33
REPORTING NEGLECT/ABUSE ……33
RESTROOMS ……33
SCHOOL INSURANCE ……33
SEARCH AND SEIZURE ……33
SOCIAL SECURITY NUMBERS……33
STUDENT GRIEVANCE PROCEDURE ……34
TELEPHONES/CELL PHONES/PAGERS/OTHER ……34
VALUABLES/PERSONAL PROPERTY ……34
VISITORS……34
WITHDRAWALS AND TRANSFERS FROM SCHOOL ……34
CODE OF CONDUCT ……35
PURPOSE AND GOALS …… 35
SCOPE OF THE STUDENT CODE OF CONDUCT ……35
STUDENT CONDUCT STATEMENT……36
SCHOOL LEVEL PBIS PROCESS ……36
DUBLIN MIDDLE SCHOOL PBIS SCHOOL WIDE MATRIX ……37
STATEMENT ON AUTHORITY OF SCHOOL LEADERSHIP……37
PARENTAL INVOLVEMENT ……37
DISCIPLINARY JURISDICTION OVER STUDENT CONDUCT……37
PROGRESSIVE DISCIPLINE PROCEDURES ……38
FIFTH GRADE MISCONDUCT……38
DUBLIN MIDDLE SCHOOL PBIS INTERVENTIONS……40
MINOR AND LEVEL I: OFFENSES ……40
LEVEL II: INTERMEDIATE OFFENSES ……42
LEVEL III: MAJOR OFFENSES……44
LEVEL IV: SERIOUS MAJOR OFFENSES……48
ALTERNATIVE SCHOOL ……49
ATHLETIC DISCIPLINE PROCEDURES ……49
DETENTION ……49
DISCIPLINARY TRIBUNAL ……49
LONG TERM SUSPENSION ……50
OFF-CAMPUS CONDUCT ……50
ON-CAMPUS CHARGES ……50
SATURDAY SCHOOL ……50
SHORT TERM SUSPENSION……51
ATTENDANCE AT SCHOOL EVENTS WHILE SUSPENDED ……51
ELIGIBILITY WHILE SUSPENDED ……51
IMMEDIACY OF SUSPENSION ……51
ENROLLMENT OF STUDENTS SUSPENDED FROM OTHER SYSTEM ……51
DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES ……51
SUSPENSION/APPEALS……52
POLICE NOTIFICATION……52
POLICIES FOR REMOVAL OF STUDENTS FROM CLASSROOM FOR DISRUPTIVE BEHAVIOR……52
STUDENT REPORTING ……52
STUDENT BULLYING INFORMATION ……53
DCS COMPLAINT PROCEDURES ……54
DCS PARENT RIGHT TO KNOW ……55
DMS FAMILY ENGAGEMENT PLAN ……56
CHROMEBOOK REPAIR POLICY……61
HANDBOOK RECEIPT……62
APPENDIX…… 63

CONTACT LIST INFORMATION

Principal	Mr. James Jones	478-353-8132
Assistant Principal	Mrs. Crystal Little	478-353-8149
School Improvement Specialist	Ms. Deb Collins	478-353-8134
Counselor	Alesha Elbert Nolan	478-353-8136
Athletic Director (Media Specialist)	Mrs. Amanda Howard	478-353-8142
Secretary	Mrs. Cynthia Fullwood	478-353-8132
Bookkeeper	Ms. Carolyn Rozier	478-353-8135
Transportation Director	Mr. Jarad Neasman	478-353-8422
School Nurse	Mrs. Danielle Shenk	478-353-8139
Cafeteria	Mrs. Tracey Stanley	478-353-8140
School Resource Officer	Officer Fagins	478-353-8141
Family Engagement Coordinator	Mrs. K. Waller (District)	478-353-8199
CIS Site Coordinator	Ms. CuTazja Parker	TBD

Central Office/Board of Education
(478) 353-8000
Mrs. Marcee Pool, Interim Superintendent
Mrs. Amanda Smith, Board Chairman
Mr. John Bell, Vice Chairman
Mrs. Peggy Johnson, Treasurer
Mr. Jeff Davis, Board Member
Ms. Joanna Glover, Board Member
Mr. James Lanier, Board Member
Mr. Kenny Walters, Board Member

2026-2027 SCHOOL CALENDAR

July 28-31, 2026	**Pre-Planning**
August 03, 2026	**1st Day for Students**
September 7, 2026	**LABOR DAY HOLIDAY**
October 02, 2026	**End 1st Nine Weeks**
October 05-16, 2026	**Fall Parent Teacher Conferences**
October 8, 2026	**Student Holiday/ Professional Learning**
October 9-12, 2026	**Fall Break Holiday**
October 13, 2026	**Students return**
November 23-27, 2026	**THANKSGIVING BREAK**
December 17, 2025	**End of 2nd Nine Weeks/ Half Day** **Last day for Students before Christmas Break**
December 18. 2025	**Student Holiday/ Teacher Workday**
December 21, 2026 – Jan 01, 2027	**CHRISTMAS HOLIDAYS**
January 04, 2027	**Student Holiday/Professional Learning**
January 05, 2027	**Students Return**
January 18, 2027	**MARTIN LUTHER KING, Jr. HOLIDAY**
February 12-15, 2027	**Winter Break**
February 16, 2027	**Students Return**
March 10, 2027	**End of 3rd Nine Weeks**
March 15-26, 2027	**Spring Parent Teacher Conferences**
March 12, 2027	**Student Holiday/Teacher Workday**
April 05 - 9, 2027	**SPRING BREAK HOLIDAYS**
May 21, 2025	**End of 4th Nine Weeks & Graduation**
May 31, 2027	**Memorial Day**
May 24-25, 2027	**Post Planning**

PRINCIPAL'S MESSAGE

Salutations, New Dublin Middle School Family,

I am James Jones, and I am honored to serve as the proud principal of Dublin Middle School. It is with great excitement and pride that I join this outstanding school community and lead the dedicated professionals who make our middle school exceptional.

I earned my undergraduate degree in mathematics from Valdosta State University and a Master's degree in Secondary Education from the University of Phoenix. I also earned an Education Specialist (Ed.S.) degree in Educational Leadership from Valdosta State University. Additionally, I am ABD (All But Dissertation) in pursuit of a Ph.D. in Curriculum and Instruction through Capella University.

At Dublin Middle School, learning, safety, and equity are the driving forces behind our success. My beliefs, actions, and decision-making are guided by three core principles: consistency, communication, and discipline. These principles help create an environment where students can thrive academically, socially, and emotionally.

Our faculty and staff are committed to maintaining high expectations for all students by providing clear guidance, fostering positive relationships, and communicating effectively with families and stakeholders.

Thank you for the opportunity to partner with you in your child's education. We look forward to an exciting and successful school year together.

Educationally,

James Jones, Ed.S.
Principal, Dublin Middle School

SCHOOL NUTRITION



Greetings,

I am Tracey Stanley, School Nutrition Manager at Dublin Middle School. I am excited about working with the students, parents, faculty and staff throughout this school year. My team and I work diligently to meet the nutritional needs of our Dublin City Schools family because we know that schools play an important role in helping students establish healthy eating behaviors, by providing:

- Nutritious and appealing foods and beverages.
- Consistent and accurate information about the importance of good nutrition.
- Ways to learn about and practice healthy eating.

Nutrition education is an important part of our comprehensive health education program and it empowers students with the needed knowledge and skills to make healthy food and beverage choices. Thus, the Nutrition Department of Dublin City Schools works collaboratively to provide appetizing, diverse, and nutritionally satisfying meal options for our students and staff. We adhere to all USDA and Georgia Department of Education guidelines regarding meal preparation, food safety, and student nutrition.

We highly value the trust you put in our Department and encourage you to contact us with any suggestions, comments or concerns regarding your child's nutritional needs. We also request for parents of students with strict health related nutritional restrictions or guidelines to contact the school nurse or cafeteria manager to obtain a diet modification form so that we can make the necessary accommodations.

Meals are currently provided at no cost to all students during regular service times at breakfast and lunch.
For additional information or comments please contact the Dublin City School Nutrition Program Director at the information provided below:

Pamela Jones, School Nutrition Director
207 Shamrock Drive
Dublin, GA, 31021
478-353-8000
pamela.jones@dcsirish.com

Kind regards,
Tracey Stanley
Tracey Stanley
School Nutrition Manager
Dublin Middle School

DUBLIN CITY SCHOOLS
MISSION/VISION STATEMENT

The mission of Dublin City Schools is to prepare all students to be effective communicators, problem solvers, and lifelong learners.

The vision of Dublin City Schools is to be a world-class charter school system that produces globally competitive students.

DUBLIN CITY SCHOOLS
BELIEFS

In Dublin City Schools, we believe:

- All people, with effort and positive attitude, can reach their highest potential through high quality educational experiences
- Collaborative communication between all stakeholders is vital for all student and school district success
- High performing and trustworthy leadership are vital to a strong school district
- A safe and loving environment promote positive learning communities for academic achievement and personal growth
- Striving towards common goals unites diverse people
- Early and on-going involvement in the education of children by family and community are critical to success

MASCOT
IRISH

SCHOOL COLORS
GREEN AND GOLD

School Themes

“ALL IN”

#strongrootsnewgrowth

INTRODUCTION

The Student Handbook is intended to serve as a guide to new students and a reminder for returning students. This booklet has been composed with the intent of providing the entire student body and community a means of looking inside Dublin Middle School and providing a more comprehensive understanding of Dublin Middle School and its operation – the ability to impart knowledge and orderliness within an educational setting-your school. Welcome!

HANDBOOK AMENDMENT

The handbook can be amended as deemed necessary by the administration and staff in the best interest of the students. Changes will be provided in oral and/or written form at any time during the school year.

DUBLIN CITY BOARD OF EDUCATION POLICY MANUAL

A copy of the Dublin City Board of Education Policy Manual may be reviewed at the school or at the superintendent's office at 207 Shamrock Drive.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following: You have a right to inspect and to review your child's educational records maintained at the school which your child attends. You have the right to prevent disclosure of educational records to third parties with limited exceptions. It is the intent of the Dublin City Schools to limit the disclosure of information contained in your child's educational records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. You have the right to seek to have corrected any parts of an educational record that you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the Dublin City Schools decides not to alter the education records according to request. You also have a right to file a complaint with the FERPA office concerning Dublin City School's failure to comply with FERPA.

NON-DISCRIMINATORY STATEMENT

No person shall, on the basis of sex, race, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of the local educational agency.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning: Political affiliations; Mental and psychological problems potentially embarrassing to the student and his/her family; Sexual behavior and attitudes; Illegal, anti-social, self-incriminating and demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships; Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance." In order to comply with Title IX, the Dublin City Schools has appointed the district office personnel to coordinate its Title IX Program. The Assistant Superintendent will be available in reference to any grievance, questions or complaints dealing specifically with Title IX. Normal channels of communication, from student administrator to Board of Education are to be completed before the student grievance procedure is authorized.

STUDENT GENERAL INFORMATION GUIDE

ARRIVAL AND DISMISSAL TIME

Arrival: Car riders and walkers **should not arrive earlier than 7:00 A.M.** Students are to report to assigned areas until they are dismissed to their classrooms. Students planning to eat breakfast must arrive no later than 7:30 A.M. Car riders must enter Dublin Middle School using the rear cafeteria doors by the gym. Car riders who arrive after 7:30 A.M. are tardy and students must sign in the front office.

Dismissal: Dublin Middle School students are **dismissed at 2:30 P.M**. Car riders will exit Dublin Middle School using the rear cafeteria doors by the gym. Parents should pull to the parking lot by the gym to pick up car riders.
Car riders must be picked up by 3:00 P.M. Parents of car riders please stay in line, watch for children, and do not travel more than 5 mph while on campus. Students will not be allowed to walk to cars that do not stay in line and follow the flow of traffic.

*** There will be no early pick up of students after 2:00 P.M.**

8th Grade

1st Period	Instruction Time	7:30 - 8:30
2nd Period	Instruction Time	8:32 - 9:32
3rd Period	Instruction Time	9:34 - 10:34
4th Period	Instructional Time	10:36-11:36
Break	Break	11:38-11:58
Lunch	Cafeteria	12:00-12:25
Connections	PE, Band, Weigh Lifting	12:28-1:28
Irish Time	Reading, Writing, Math	1:30-2:30

7th Grade

1st Period	Instructional Time	7:30 - 8:30
2nd Period	Instructional Time	8:32-9:32
Connections	PE, Band, Weigh Lifting	9:34-10:34
Break	Break	10:38- 10:53

3rd Period	Instructional Time	10:55-11:30 12:00-12:25
Lunch	Cafeteria	11:32-11:57
4th Period	Instructional Time	12:28-1:28
Irish Time	Reading, Writing, Math	1:30-2:30

6th Grade

1st Period	Instructional Time	7:30 - 8:30
Connections	PE, Band, Weigh Lifting	8:32-9:32
2nd Period	Instructional Time	9:34-10:34
3rd Period	Instructional Time	10:36-11:02 11:46-12:26
Lunch	Cafeteria	11:04-11:29
Break	Break	11:29-11:44
4th Period	Instructional Time	12:28-1:28
Irish Time	Reading, Writing, Math	1:30-2:30

5th Grade

Connections	PE, Band, Weigh Lifting	7:30 - 8:30
1st Period	Instructional Time	8:32-9:32
Irish Time	Reading, Writing, Math	9:34-10:34
Lunch	Cafeteria	10:34-11:01
Recess	Recess	11:01-11:21
2nd Period	Instructional Time	11:25-12:25
3rd Period	Instructional Time	12:28-1:28
4th Period	Instructional Time	1:30-2:30

ABSENCES AND EXCUSES - ATTENDANCE POLICY

Student attendance will be checked daily. Students shall be counted present when they are in attendance at least a major portion of the instructional day (having attended three or more periods). Students are expected to attend school regularly except when temporarily excused. Students who display a pattern of absences, tardies or early departures will be referred to the School Social Worker for truancy. The School Social Worker will investigate and may refer the matter to the Juvenile Court Authorities. **School attendance is required on the day of any extracurricular school activity in which the student wishes to participate.**

A. ABSENCES ARE CLASSIFIED INTO ONE OF FOUR CATEGORIES

Please note that it is the responsibility of the school, rather than the parents, to determine whether or not an absence is authorized.

1. **Authorized Absences** (Excused absences approved by the State Board of Education). If your absence is authorized, your teachers will allow you to make up the work you missed (see Makeup Procedures). Students may be temporarily excused from school only for the following reasons, which are defined by Georgia Law:
   - Personally ill and when attendance in school would endanger their health or the health of others,
   - A serious illness or death in their immediate family necessitates absence from school,
   - Mandated by order of governmental agencies, including pre-induction physical examination for service in the armed forces, or by a court order,
   - Celebrating religious holidays,
   - Conditions rendering attendance impossible or hazardous to student health or safety,
   - Registering to vote or voting, for a period not to exceed one day. Students shall be permitted to make up work when absences are excused,
   - When serving as a Page for the Georgia General Assembly.
2. **Unauthorized Absences** (Unexcused absences approved by parent/guardian/principal) (out of town, etc).
3. **Truancy** (Absences without parent's permission – no note). (example: skipping school; apathy)
4. **Suspension Absences** (OSS & ISS). If you are placed in the ISS room, you are expected to complete all assignments, quizzes, and tests during the day, and submit completed assignments upon your return to class. If you receive an Out of School Suspension, all assignments and written work must be completed upon your return to school. Consult your teachers regarding the scheduling of makeup tests/quizzes as soon as you return to school.

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work, for excused absences, was completed satisfactorily.

At Dublin Middle School , three (3) unexcused absences will result in a referral to the counselor. Also, five (5) tardies or five (5) early dismissals will be equivalent to one (1) absence. The school may contact a parent/guardian by phone, post card, letter, or home visit to discuss a plan to resolve the absences, tardies, or early dismissal. Postcards and letters must be signed and returned. This is a courtesy to make parents aware that we are monitoring their child's attendance. Failure to see this reminder does not prevent further action being taken to attempt to improve attendance.

If the child obtains the equivalent of five (5) unexcused absences, the parent/guardian is contacted to meet with the counselor at the school. If the parent/guardian ***meets*** with the Team for a Truancy Meeting, a case plan is developed, utilizing resources consisting of the family, school, and community to help support regular attendance. The parent or guardian will be requested to be at the meeting. If the parent/guardian chooses ***not to meet*** with the Team, the case is referred directly to the Department of Juvenile Justice. If the child misses the equivalent of two (2) additional absences, regardless of the involvement of the parent/guardian in the case plan, the child will be referred to the Department of Juvenile Justice. Each additional unexcused absence following notification of the parent/guardian shall constitute a separate violation of the Compulsory Education Law (OCGA 20-2-690.10). The violation will be referred to the court. Once a referral is made to the Department of Juvenile Justice, the parent/guardian will be summoned to appear in Laurens County Juvenile Court immediately. At that point, the parent/guardian will be required to explain the reasons for the absences and a plan of correction or a sentence on the child or parent/guardian will be issued.

B. REPORTING AN ABSENCE

In order to receive an authorized absence, please follow the procedures explained below.

When a student returns to school after having been absent, he/she should report to the Morning Attendance Area in the office prior to first period to obtain an Admit to Class note. The student **MUST BRING A NOTE** written, dated, and signed by his/her parent or legal guardian explaining the reason for any school absence and **a telephone number where the parent or guardian can be reached**. The student must present a note to the Attendance Office within two days immediately following an absence. All absences must be justified and validated for excusable reasons. Parents are required to write a note giving an explanation for the student's absence from school. Students who do not bring a note from home within two days after returning from an absence will be charged with **skipping** school with an unexcused absence**.** Notes from doctor's offices, hospitals, etc., should be signed by the parent/guardian unless the student is coming directly from the medical visit. Students

having five or more consecutive days absent will need to provide a note from the doctor verifying the days absent. Failure to do this will result in the absence being unexcused.

C. ABSENCES FROM SCHOOL---SPECIAL OUTSIDE ACTIVITY—PRE-ARRANGED ABSENCE
If a student knows in advance that he/she needs to miss school because of a special event or activity, he/she should request permission to miss school from the principal. The principal will determine if the reason for the absence is such that the student will be allowed to get his/her schoolwork in advance. If the principal so determines, the student may receive his/her assignments and complete them prior to leaving or be turned in upon returning (the work must be done while gone). If a student fails to follow this procedure, he/she cannot make up for missed work. The absence will be treated as one out of a possible ten unexcused absences.

D. CHECKING IN
Students arriving at school during the first period or later will report to the Main Office to sign-in. Students who bring an official note from their parent, a dentist, doctor, or court of law or whose parent accompanies them to the office will be issued a Tardy Slip and will be sent to class in session. Students who do **not** bring in a note from their parents for being sick, dentist, doctor or court of law or whose parent does not accompany them to the office to check in will receive an unexcused tardy. Unexcused tardies will result in disciplinary action. Legal excuses for tardies are for personal illness, doctor's appointments and/or legal or court appointments. **IF YOU REPORT LATE TO SCHOOL,** report to the Main Office for an Admit to Class Slip.

E. MAKE-UP PROCEDURES
If you are absent from school, you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. Failure to make-up work and/or meet deadlines will result in academic consequences. Each teacher will distribute their makeup procedures at the beginning of each semester. A teacher will not assign makeup work until they are presented with an excused Admit to Class note. Students will have five days from the point in which they provide the excused Admit to Class note to the teacher, to complete all makeup work. Within the five days the teacher will set the date to come to makeup work.

F. OBTAINING ADDITIONAL ASSISTANCE WITH SCHOOL WORK
You have several options available if you would like to receive additional assistance with your school work.

1. Contact your teacher. Ask your teacher to schedule an appointment for extra help before school or after school.
2. Ask your teacher for a time to receive help during homeroom, lunch and learn, or Connections time.

G. TARDIES TO SCHOOL AND/OR CLASS, UNEXCUSED
Tardiness to school is unacceptable. Students who are tardy to school (arriving after 7:35 a.m.) must report to the Main Office. Students failing to have an excusable reason (see **Authorized Absences, page 14**) will be punished according to the code of conduct. **Students should make every effort to avoid being tardy to class.**

ACCREDITATION AND CLASSIFICATION
DMS is accredited by the AdvancED Accreditation. It is a member of the Middle Georgia Middle School Athletic Association and competes interscholastically with other middle schools.

ADDRESS CHANGES
A parent is required to notify, in writing, the school's main office immediately of any change in address, phone number, or guardianship.

ANNOUNCEMENTS
Announcements will be made by Administrators of Dublin Middle School over the PA system in the morning and afternoon. These announcements can be sent to teachers and students via email so they will be available for students to read all day.

ATHLETIC SPORTS / EXTRA-CURRICULAR
Students at Dublin Middle School are encouraged to participate in any of the activities provided for them. Through participation in school activities, students can develop poise, social awareness, and leadership skills. Students who become involved in different activities within the school usually experience a greater sense of belonging and a greater feeling of loyalty to the institution they attend. Some school activities involve after-school practices and meetings; others may involve before school meetings. Students should talk with teachers, sponsors, coaches, and other students to determine the activities best for them. Please refer to the Athletics/Extra-Curricular Activities section for eligibility requirements.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES—ELIGIBILITY

Dublin Middle School offers a wide range of activities to all students. Participation in these activities on an interscholastic level is governed by rules of the Georgia High School Association and Georgia State Standards. The student is eligible to represent his or her middle school when he/she:

1. Has passed three of the four academic subjects from the previous year.
2. Is not playing for a non-school team at the same time.
3. Will not be 16 prior to May 1 preceding the year of participation
4. Has a current physical examination.
5. Has not participated in an unauthorized game or contest.
6. All fees/fines have been paid

Students are eligible to participate in athletics for three consecutive years from their original date of entry into the sixth grade, if they remain on track and remain in good behavioral standing.

DISCIPLINE RULES FOR PARTICIPATION DURING THE SPORT SEASON

During each athletic season (athletic season begins the first day of tryouts until the coach dismisses the team for the year):

1st ISS offense will result in 1 game suspension.
2nd ISS offense will result in a 2 game suspension.
3rd ISS offense will result in removal from the team.

1St OSS will result in a 2 game suspension.
Any additional OSS will result in removal from the team.

Silent lunch detention does not count.
Students will not be able to compete until they are dismissed from ISS. If a student gets out of ISS on a game day that student cannot participate or play.

ATHLETIC HANDBOOK AND CODE OF CONDUCT

Each student who participates in extracurricular activities will receive an Athletic Handbook and Code of Conduct from the head coach at try-outs for the sport that they are trying out for. Parents and students will be expected to read, sign, and adhere to the contents of the Dublin Middle School Athletic Handbook and Code of Conduct as well as this Student Handbook.

ATHLETIC PROGRAMS

The athlete is expected to be a positive role model for other students and athletes; to be respectful of those in authority; to attend school regularly and be punctual to class; to demonstrate good sportsmanship at all times; to accept decisions of officials without question; and to avoid displays of self-glorification and always put the team first. A balanced program is available to students at DMS. Sports opportunities are offered in: Football, Cross Country, Fast-Pitch Softball, Basketball, Baseball, Soccer, Golf, Track and Field, Tennis, Cheerleading, and Wrestling. **Student athletes who accumulate more than three serious discipline referrals will be at risk of suspension from the team, at the discretion of the principal. Student athletes who are in jeopardy of failing a class will also be at risk of suspension from the team.** The Principal and other administrators can remove and suspend student athletes at their discretion.

CLUBS-EXTRACURRICULAR (before or after school hours)

NAME	SPONSOR	PURPOSE	ACTIVITIES
Junior Beta grades 5-8	Arrion Reed	To promote the ideals of character, service and leadership among elementary and secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.	Service projects in the community and school, State Convention
Student Council grades 5-8	Lakeisha Washington	The **purpose of Student Council** is to provide leadership, and to serve the **student** body, the school, and the community.	Service projects in the community and school
Softball grades 6-8	Coach Ralph Wright Tyonna Askew	To provide opportunities for girls to learn and improve their softball skills in the fall August-early October	Practices, games
Football grades 6-8	Coach Mahan	To provide opportunities for boys to learn and improve their football skills in the fall August-November	Practices, games

Cross Country grades 6-8	Niesha Bell	To provide opportunities for girls and boys to improve their running skills in the fall September,	Practices, meets
Soccer grades 6-8	Anthony Chatman Ashai Brown	To provide opportunities for girls and boys to improve their soccer skills in the late fall October-December	Practices, games
Basketball grades 6-8	Coach JT Wright (Boys) Neisha Bell (Girls)	To provide opportunities for girls and boys to improve their basketball skills in the winter season November-February	Practices, games
Cheerleading grades 6-8	Coach Ashli Reed	To provide cheering support to football and basketball teams and opportunities to improve cheerleading skills. The team is chosen in the spring, and works throughout the summer, fall and winter seasons.	Practices, camps, games, competitions
Wrestling grades 6-8	TBD	To provide opportunities for boys to learn and improve their wrestling skills in the winter November-January	Practices, matches
Baseball grades 6-8	TBD	To provide opportunities for boys to learn and improve their baseball skills in early spring January-April	Practices, games
Track & Field grades 6-8	Coach Christian King (Boys) Tyanna Askew (Girls)	To provide opportunities for boys and girls to learn and improve their track and field skills in spring February-March	Practices, meets
Tennis grades 6-8	Arrion Reed	To provide opportunities for boys and girls to learn and improve their tennis skills in spring March-April	Practices, matches
Golf grades 6-8	Coach Kevin Thomas	To provide opportunities for boys and girls to learn improve their golf skills in spring March-May	Practices, matches

BALLOONS, FLOWER BOUQUETS, MESSAGES
If you have flowers or balloons delivered to school:

1. **DELIVERIES**: Balloons/flowers may be brought to the school between 10:00 A.M. and 1:00 P.M. All deliveries **MUST** be completed by 1:00 P.M.
2. Please furnish the florist with the following:
Student's Full Name, Grade, Teacher's Name
3. The student will be called to pick up their flowers at 2 P.M. Students who leave before that time **WILL NOT BE NOTIFIED.**
4. **STUDENTS WHO RECEIVE BALLOONS OR FLOWERS IN A GLASS VASE WILL NEED TO BE PICKED UP AT SCHOOL. BALLOONS OR GLASS ITEMS WILL NOT BE ALLOWED ON THE BUSES!**
5. **VALENTINES DAY**:No student deliveries will be allowed.
6. **MESSAGES**: Only in an extreme emergency can students be reached during school hours**. Class time will not be interrupted to deliver messages.** We will make reasonable efforts to contact students for emergency situations. Please inform your parents, families, and friends of this policy. We cannot call students out of class to receive delivered goods or to get phone messages.

BEHAVIOR EXPECTATIONS

BEHAVIOR IN THE HALLS
Students are expected to show proper respect for one another by not exhibiting affection in the halls. Students will keep to the right when walking in the hallways. Running in the halls is not permitted. Do not block the flow of traffic in the hallways and do not block the entrances to doorways. Do not lean on windows in the main hall or by the cafeteria. Due to different bell schedules hallway noise should be kept at a minimum so that optimal learning can take place. Please see the PBIS matrix for more information.

BEHAVIOR IN THE LUNCHROOM
Students are expected to use excellent table manners in the lunchroom. This is inclusive of but not limited to noise level and cleaning up their area prior to dumping their tray. Students should remain seated until given permission by a staff member to exit. Please see PBIS matrix for more info.

GUM----CHEWING
Chewing gum/bubble gum, etc. is not allowed on campus.

HARASSMENT SEXUAL, RACIAL OR BULLYING
It is a violation of the policies of the Dublin City School System for any employee, student, volunteer, or other person associated with the school system to engage in racial harassment, sexual harassment or bullying against any other person. Any person who believes he/she is a victim of any form of racial, sexual harassment or bullying should report the incident or harassment to one of the administrators, counselors, or teachers.

Subpart 2 of Part 2 of Article 16 of Chapter 2 of Title 20 of the Official Code of Georgia Annotated, relating to public school disciplinary tribunals, is amended by revising Code Section 20-2-751.4, relating to policies prohibiting bullying, as follows:
"20-2-751.4.

(a) As used in this Code section, the term 'bullying' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1)Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
(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) Causes substantial damage to another person's property;
(C) Has the effect of substantially interfering with a student's education;
(D) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(E) Has the effect of substantially disrupting the orderly operation of the school.

Senate Bill 413 states that the student code of conduct must encourage parents to inform their children of crimes, particularly sexual acts, for which they could be tried as an adult.
Parents please remind your child to report any instances of bullying or harassment to a staff member as well as any administrator. If you as a parent become aware that your child is being bullied or harassed, please report it immediately to Dublin Middle Administration.

PUBLIC DISPLAY OF AFFECTION
Students are to conduct themselves as ladies and gentlemen while on the campus of DMS. Students must refrain from inappropriate public display of affection. Administration discretion for consequences.

BOOK BAGS/BACKPACKS/GYM BAGS
If a student is a member of a DMS Athletic team, they will be **allowed one team bag to carry his/her sports equipment.**

BUS STUDENTS AND BUS SAFETY RULES
Bus students may only ride the buses they are assigned for morning and afternoon transportation. Students are expected to behave appropriately at all times. Missing the bus is not considered an excuse for tardiness or absence. **Bus students will board the buses at the Atrium door located in the front of the school.** Students are to remain in classrooms until their bus number is called. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Buses are an extension of the school campus and all rules under the DMS Code of Conduct apply to students on buses and at bus stops. **All requests for bus changes must be submitted in writing before 12:00 P.M. to process for same day bus changes unless deemed as an emergency.**

BUS SAFETY RULES
To ensure the safety of each student that rides a Dublin City School bus, the following safety rules must be enforced.

- School system and local school discipline rules are enforced on school buses.
- Conversation should be with other students unless you must talk with the driver. Distraction of the driver, in any way, may jeopardize the safety of students on the bus. Playing of musical instruments, radios, and/or any electronic device is prohibited. Seats are designed for 3 students. Seat saving will not be permitted. Only the bus driver and/or the principal have the authority to assign seats or seating order.
- Students and bus drivers share the responsibility of keeping the bus clean. Help keep the interior free of dirt and debris by placing trash in the proper container located at the front of the bus.
- Students should be ready for the bus at least ten minutes before the time it usually arrives. Changing weather and road conditions make it difficult for the bus to arrive at the same time each morning. Drivers are not expected to wait, or signal by horn for late students.
- Students should stand on the curb or sidewalk while waiting for the bus. Always remain clear of the bus until it has completely stopped before attempting to load.
- When boarding the bus, please take your seat promptly.
- State regulations require school bus windows to be no lower than half-way down. Students' body parts (arm, head, legs, etc.) must remain inside the bus at all times.
- When loading or unloading, students should pass at least 10 feet in front of the bus. Be sure to look both ways before crossing the road, and always cross in front of the bus.
- Students are to be transported only to the school where they attend. The driver is not permitted to make unauthorized stops at stores or businesses. Exceptions are permitted only with the expressed written permission from an administrator.
- **Students shall not be permitted to change buses without written approval from the parent and consent of the principal. They should ride their regular assigned buses to and from school.**
- Students should remain quiet at all railroad crossings and must respect the driver's request for silence at any time.
- If students stand, they must do so at a point behind the front seat. No student is permitted to ride in the step well or anywhere within the driver's seat area. In transit-type buses or minibuses, students are not permitted to sit or stand in the engine compartment.
- No pushing or shoving when loading or unloading is permitted. Remain seated while the bus is in motion.

Students shall not carry drink bottles, cans, or glass containers onto the bus.

NOTE: For violating these rules the driver will report the student to the school administration for disciplinary action. Anyone having a complaint about a bus or bus driver should contact either the school administration or the Dublin City Board of Education (359-3742.) **AT NO TIME IS A PARENT OR OTHER ADULT TO BOARD A SCHOOL BUS WHILE IT IS ON THE ROUTE. IN THE EVENT THIS HAPPENS, TRESPASSING CHARGES WILL BE FILED.** The principal or his/her designee has the authority to deny the privilege of riding a school bus based on the misconduct of the

student. This action is for a reasonable and specific amount of time. Buses are an extension of the school campus, and all rules under the DCS Code of Conduct apply to students on buses and at bus stops.

FIELD TRIPS AND EXCURSIONS

The Dublin City Board of Education believes that well planned field trips and enrichment activities are important parts of the educational process. However, thought must be given in planning to maximize the effectiveness of this opportunity. Instructional field trips shall occur during the school day and must be related to the written curriculum. These activities would normally occur outside the school day. All field trips and enrichment activities shall be a cooperative activity involving teachers, students, administrators, and parents. Trips/Activities shall be carefully planned for timely implementation as part of the instructional programs of the school.

Written requests for field trips shall be submitted to the school principal for review and approval. The request shall include such information as date of trip and time span, destination, purpose of the trip; keyed to written objectives which relates to instructional programs, and the school personnel attending.

At the beginning of the school year, a letter regarding field trips shall be sent home to parents. This letter shall include a "blanket permission" form to be signed by parents for their child(ren) to participate in field trips or excursions during the current school year. At the time of a planned field trip, the teacher shall notify the parents of the impending trip; giving the date, time, destination, and purpose. Those students for whom a signed permission form is on file shall be able to participate in the activity.

The principal may exclude any students from participating in field trips if warranted.

Any field trip involving overnight stays or out-of-state travel requires the prior approval of the Board of Education. All other field trips shall be approved by the Superintendent or designee in consultation with the Transportation Director.

CAFETERIA/LUNCH PROGRAM

All DMS students in grades 5-8 are eligible to receive a nutritious breakfast and lunch at no cost. All meals are prepared following National School Lunch Program nutritional requirements and meet rigorous guidelines. Breakfast is served from 7:00 A.M. to 7:25 A.M. Those students wishing to eat breakfast should enter the lunchroom as quickly as they can after arriving on campus. Students who get to the lunchroom after 7:25 AM will not be served breakfast. After breakfast, students will be dismissed by the staff member on duty to go to their assigned classroom. * **NOTE: Under no circumstances are students allowed to bring, receive or have delivered outside commercial food during the school day as this violates local school board policy, the District's Wellness Policy as well as the mandated requirements of the Federal Government's** National School Lunch Program. Students/Parents will be warned once, after that, any commercial food will be confiscated and disposed of accordingly.

SCHOOL NUTRITION

General Information

Enrolled students are eligible to receive a healthy breakfast and lunch each day at no charge. Adult/Staff/Visitors can purchase a breakfast for $3.50 and lunch for $5.00. The School Nutrition Program will not be responsible for the safety of meals or food brought from home by students or faculty.

Meals Brought From Home or Restaurants

While parent participation at school is encouraged, individual principals may need to limit the number of parents visiting with their child during lunch due to time and space constraints. Food purchased from outside "fast food" restaurants and remaining in its original packaging (i.e., bags, and wrappers) is not permitted in any Dublin City School cafeteria.

CARE OF SCHOOL PROPERTY

Cooperation is needed to maintain and continue to improve the appearance of the school. School pride should be reflected in the care and use of school property and facilities. **Any student responsible for damaging school property will pay for damages and legal action may be taken.** Damage includes loss, breakage, theft, and defacement of books, furniture, walls, lockers, or school structures. Vandalism of school property may result in expulsion. Respect for all property is a must! Please

use care with all school property to avoid paying for the damage. Students who violate this are subject to work detail.

CHARACTER EDUCATION

It is important that middle school students learn good character traits. Students will have weekly character education during announcements. This will be done during homeroom at least once monthly and will be coordinated by the school counselor.

COMPUTER ETHICS/INTERNET PROTECTION ACT

Electronic technology at DMS is essential to success in every area of the school's instructional program. Each student will be issued a chromebook and charger at the beginning of the year. This chromebook and charger are to be returned at the end of the school year. Fines will be assessed for any damage done to the chromebook and charger. The same chromebook will be issued to the same student each year while at Dublin Middle School. Students will not be allowed to share devices and they will be responsible for their own device while attending Dublin Middle School. Each student and their parents will sign the Dublin Middle School Laptop checkout form. Each student will be required to pay a technology fee to cover the cost of insurance.

INTERNET PROTECTION ACT

The Children's Internet Protection Act requires that schools comply with the privacy act of limiting access on the internet to web sites of questionable value. The provider is Rocket. You may go to their site to see the software used to provide Internet protection for the students of Dublin Middle School.

TECHNOLOGY ACCEPTABLE USE

Acceptable Use

Dublin City Schools provides our students access to internet resources, wireless access systems, computers, networked printers and other peripheral devices for the purpose of supporting the district and its educational mission. Dublin City Schools is in compliance with the Federal Children's Internet Protection Act (CIPA) which restricts possible access to inappropriate material. All school issued devices with Internet access and availability are filtered to restrict material that is obscene, pornographic or harmful to minors. Dublin City Schools reserves the right to monitor and review all material stored on or accessed through its network. This includes monitoring online activity to ensure compliance with the policy and to maintain a safe educational environment.

Responsible Use

Students are responsible for their own actions and behavior while using district technology. All school rules apply for behavior and communication as per district policy and student handbooks. Dublin City Schools is neither responsible nor liable for student actions while using these resources. Students assume full liability, legal, financial, or otherwise for their actions. Using the Internet is a privilege, not a right. The privilege to use district technology will be provided to those students who act in an ethical, responsible, and considerate manner. Willful or intentional misuse will lead to further disciplinary actions and/or criminal penalties under appropriate local, state and federal laws.

Unacceptable Use

The student is responsible for all their actions and activities involving district technology. Examples of prohibited conduct include but are not limited to the following:

1. Accessing materials or communications that are:
    1. Damaging to another's reputation
    2. Abusive
    3. Obscene
    4. Sexually oriented
    5. Threatening
    6. Contrary to the school system's policy on harassment.
    7. Harassing
    8. Unauthorized access including so-called "hacking," and
    9. Other unlawful activities
2. Sending or posting materials or communications which are:
    1. Damaging to another's reputation
    2. Abusive
    3. Obscene
    4. Sexually oriented

5. Threatening
6. Contrary to the school system's policy on harassment
7. Harassing
8. Other unlawful activities

3. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
4. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission. Only the owner(s) or individuals specifically authorized in writing by the owner(s) may copy or download copyrighted material to the system;
5. Uploading or distributing copyrighted material without the owner's written permission - Copyrighted materials can only be distributed with the owner's written permission. Using the network for private financial or commercial gain;
6. Wastefully using resources;
7. Utilizing any software having the purpose of damaging the unit's system or user's system;
8. Gaining unauthorized access to resources or entities (hacking);
9. Invading the privacy of individuals;
10. Using another user's account or password;
11. Posting material authorized or created by another without his/her consent;
12. Posting anonymous messages;
13. Using the network for commercial or private advertising;
14. Forging of electronic mail messages
15. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
16. Using the network while access privileges are suspended or revoked; and
17. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Cyberbullying and Online Behavior

Dublin City Schools takes a strong stance against cyberbullying. Students are expected to engage in respectful and responsible online behavior. Cyberbullying includes using technology to harass, threaten, embarrass, or target another person. Such behavior is subject to disciplinary action.

General Guidelines for Students

Students are expected to use the Internet as an educational resource. Games and other activities, unless assigned by a teacher, are prohibited. Students are responsible for their exploration on the Internet. Abuse of the Internet may lead to removal of access privileges and/or a failing grade for the project on which he/she was working.

Student Online Safety Rules

- You will not give out personal information such as telephone number, address, and family information.
- You will not give out the name and location of the school.
- You will tell your teacher immediately if you come across inappropriate information.
- You will tell your teacher immediately if someone online attempts to meet with you.
- You will follow the District Social Media Guidelines.

If you have questions or need additional information on student technology use, please contact the school office.

DEBTS INCURRED AT SCHOOL

Students receive their textbooks, library books, and some workbooks and supplies without paying a fee; however, students are responsible for paying for any books and supplies they lose or damage. Students on athletic teams and band students are issued uniforms and equipment; but must reimburse the school at replacement cost for the loss of any such items. Students who do not turn in library books are charged for the cost of the book. If a student incurs any debt to the school, he/she must reimburse the school as soon as possible. If he/she fails to reimburse the school, the debt is recorded against him. Any student who owes money, supplies, or equipment to the school will not receive their report card and will not have their records released for transfer to another school. No transcript will be forwarded until the debt is paid. Students must reimburse the school for a book before another book can be issued to them.

DIRECTORY INFORMATION

The Dublin City Schools System has designated certain information contained in the educational records of the students of the Dublin City Schools as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) school, (6) program of study, (7.) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) diplomas, certificates, and other awards received, (11) the educational agencies or other institutions attended by the student, (12) audio statements, and/or performances, and (13) photographs, video images, and other pictures of the student for school and system publications. The Dublin City Schools may disclose directory information for any purpose at its discretion, without the consent of a parent, of a student, or any eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student or as otherwise allowed by FERPA. Any student or parent refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. Forms for this purpose are available in the principal's office. In the event that a refusal is not filed, the system and the school which the child attends assume that neither the parent of a student nor eligible student objects to the release of the designated directory information.

Dublin Middle School Dress Code

SY 2026-2027

Purpose

The purpose of this code is to provide the students, parents, faculty, and administration guidelines as to the standards of dress expected in our school. The learning environment must be free as possible from distractions/interruptions.

The following requirements are applicable to both male and female students except where indicated:

ONLY CLEAR OR MESH BOOKBAGS ARE ALLOWED AT DMS.



DRUG FREE SCHOOLS POLICES

It shall be the policy of Dublin Middle School to take positive action through educational counseling and parental involvement to make sure our school is drug free. If there is evidence of possession of and/or an attempt to sell any behavior altering substance, the proper procedures will be followed according to Dublin City Board policy.

EDUCATION PROGRAM FOR GIFTED STUDENTS

The Dublin City 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. By state definition, a gifted student is one who demonstrates a high degree of intellectual, creative and/or artistic ability (ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or ancillary services to achieve at levels commensurate with his or her abilities. The Dublin City Board of Education provides a differentiated curriculum for gifted students, which consists of courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Students may be referred for consideration for gifted educational services by classroom teachers, special area teachers, parents or guardians, or any other responsible person who has knowledge of the student's intellectual functioning. Students who score at specified levels established by the school system on a norm referenced test or a standardized system observation inventory shall be automatically referred to the school's eligibility committee to be considered for determination of eligibility for gifted services. The Georgia Board of Education has set two standards of eligibility. A student may qualify by meeting mental ability and achievement criteria. A student may also qualify by meeting three (3) of the four (4) criteria; mental ability, achievement, creativity and motivation. Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Dublin City Schools used to establish eligibility shall be applicable for two (2) calendar years. Any student who has met the state eligibility criteria for gifted services in another Georgia public school system will be considered eligible to receive gifted education services by Dublin City Schools. A student transferring from a Georgia public school system to Dublin City Schools must meet the criteria for continuation of gifted services established by the Dublin City Schools. Students eligible for gifted services in another state will have to meet Dublin City Schools eligibility criteria in order to receive gifted services. Written consent for testing will be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians must also provide written consent before eligible students can receive gifted education services. Written consent from parent or guardian must be obtained in order for the school to provide gifted/honors services in the non-gifted area.

EMAIL CONTACTS

To reach DMS by email, go to dcsirish,com and click on schools. Once at this screen click on the picture of DMS. You will be able to email the DMS staff by clicking on the faculty site. firstname.lastname@dcsirish.com

EMERGENCY PREPAREDNESS PLAN

To ensure the safety of all students and school personnel, Dublin Middle School has an Emergency Preparedness Plan, which addresses practices and procedures for the school's management of crisis situations. All staff members have copies of the plan. **Parents should make sure that Dublin Middle School has up to date contact information at all times. In the event of an emergency, parents will be contacted via phone, media, or law enforcement. In an emergency situation, please refrain from coming to the school unless notified by administration.**

A. Tornado drills are required by state law. Two types of tornado alerts may be issued: A tornado watch means that favorable conditions exist for a tornado to form. A tornado warning means that a tornado has been sighted and protective measures must be taken immediately.
B. Fire drills and Severe Weather Drills are required by state law. We will have each type of drill intermittently throughout the year.

FUNDRAISERS

All fund raising activities must be approved by the principal and the Superintendent. There will be no door-to-door solicitation by any student. Students are not permitted to sell any merchandise at school without the approval of the administrative staff. Only those sales which are sponsored by school classes and clubs are allowed, and all such activities must be approved in advance. Students may not sell merchandise for their own profit or for profit to organizations outside the school. Students are prohibited from posting signs around the school without prior approval by the administration. Advertisements for activities outside the school and not sponsored by the school are not allowed.

GENDER EQUITY LAW

Code section 20-2-315 of the State of Georgia states that no student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the local school system, and no local school system shall provide any such athletics separately on such basis.

LEARNING Beyond the Classroom

DMS
DUBLIN MIDDLE SCHOOL

LEARNING DOESN'T STOP WHEN THE SCHOOL DAY ENDS!

At Dublin Middle School, learning extends beyond the classroom. Homework and independent reading help students practice new skills, build responsibility, prepare for future learning, and become confident, successful learners.

HOMEWORK MAY INCLUDE:

- Independent reading
- Practice assignments
- Writing activities
- Research and projects
- Studying for quizzes and tests
- Completing unfinished classwork

STUDENT EXPECTATIONS

- Complete assignments on time.
- Do your best work on every assignment.
- Record assignments in a planner or digital learning platform.
- Bring home the materials needed to complete assignments.
- Ask questions when directions are unclear.
- Read independently every day.

TEACHER COMMITMENTS

- Assign meaningful homework that reinforces classroom learning.
- Clearly explain assignments and expectations.
- Provide reasonable due dates.
- Offer support and feedback to help students improve.
- Communicate long-term projects and major assignments in advance.

Homework will generally not be assigned during school holidays or extended breaks unless it is part of a long-term project or independent reading assignment.

FAMILY SUPPORT

- Provide a quiet place and regular time for homework.
- Encourage students to complete work independently.
- Monitor homework completion and academic progress.
- Encourage at least 30 minutes of reading each evening.
- Communicate with teachers when questions or concerns arise.
- Celebrate effort, responsibility, and academic growth.

DAILY READING CHALLENGE

Reading every day is one of the best ways to become a stronger learner.

DMS students are encouraged to read at least 30 minutes each evening!

Reading helps improve:

- Vocabulary
- Reading comprehension
- Writing skills
- Critical thinking
- Academic success in every subject

HOMEWORK TIME

Homework expectations may vary by teacher and course. On average, students should expect:

GRADE LEVEL	RECOMMENDED HOMEWORK TIME
Grades 5–8	30–60 minutes each evening, plus independent reading

Long-term projects or studying for assessments may occasionally require additional time.

WHY HOMEWORK MATTERS

Homework helps students:

- Strengthen classroom learning.
- Build responsibility and independence.
- Improve organization and time-management skills.
- Develop perseverance and problem-solving abilities.
- Prepare for assessments and future success.

DMS TIP FOR SUCCESS:

The most successful students don't just complete their homework—they review what they learned, ask questions when they need help, and make reading a daily habit. Small habits lead to *BIG success!*

GRADING AT DMS

Fair • Consistent • Focused on Your Growth

DMS DUBLIN MIDDLE SCHOOL

The purpose of collecting grades is to assess the students' mastery of content, skills, and to assess learning.

YOUR GRADES = YOUR PROGRESS

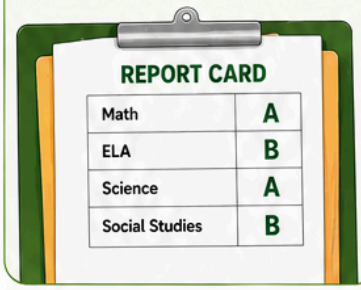
You've got this!

LATE / MAKE-UP WORK GRADES 5–8

- You may make up any classwork, homework, or tests you miss due to an excused absence.
- You have five (5) school days from the date you return to make up the work.
- You are responsible for getting the work you missed.
- If you have an unexcused absence, you will have five (5) school days from the date you return to make up the work for full credit.
- After five (5) school days, late work may still be accepted but may earn reduced credit.

5–8 GRADING GUIDING PRINCIPLES

- Grades are based on academics only. Behavior is reported separately.
- Grades are used to show what you know and can do, not to punish.
- Grades reflect your current understanding and can improve as you learn and grow.
- Report cards do not include information about services such as Exceptional Children.



5–8 GRADING IMPORTANT HIGHLIGHTS

- Assignments are aligned to grade-level standards and designed to measure your understanding.
- You may be given multiple opportunities to practice or redo work to demonstrate mastery of a skill.
- Extra practice and reassessments are provided at the teacher's discretion to help you improve.
- The maximum score you can earn on any assignment, assessment, or retake is 75%.
- Always do your best and take advantage of the support and resources available to you!

A+ B C D F

GRADING BREAKDOWN FOR GRADES 5–8

FORMATIVE ASSESSMENTS

These are daily tasks and assignments that help you learn and improve.

Examples include (but are not limited to):

- In-Class Assignments
- Daily Warm-Ups/ Exit Tickets
- Notebook / Organizational Skills
- Checklists
- Quizzes
- Class Discussions

SUMMATIVE ASSESSMENTS

These show what you have learned at the end of a unit or lesson.

Examples include (but are not limited to):

- Tests
- Projects / Presentations with a rubric
- Comprehensive Writing Assignments with a rubric

These assessments help show your overall mastery of the skills and standards you are learning.

REMEMBER:
Grades show where you are, not who you are. Keep learning, keep growing, and always show your best effort!

We believe in you!

HONOR ROLL/PRINCIPAL'S AWARD REQUIREMENTS

Honor Roll All Year Award:

To receive this award, the student must have a 90+ yearly average. This yearly average will be calculated at the end of the 3rd nine weeks grading period. Only the academic subjects of Reading/Language Arts, Math, Science, & Social Studies will be used in the calculation of this average.

A/B Honor Roll

To receive this award, the student must have only A's and B's at the end of each 9 week grading period. The recipients will be determined at the end of the 3rd nine week grading period. Only the academic subjects of Reading/Language Arts, Math, Science, & Social Studies will be used in determining the recipients of this award.

Dr. Jaroy Stuckey Irish Scholar Award

To receive this award:

- The student must maintain at least a 3.0 GPA (B average) throughout the year. All class averages must be at least a B.
- The student must meet the College and Career Ready Lexile requirements for his/her grade level on the Reading Inventory.
- The student must have a good behavioral record with no discipline referrals.
- The student must have a good attendance record. (no more than 5 absences for the year). Exceptions can be made for critical illnesses.
- The student must participate in at least one extracurricular (club, piano/music/band, sports/cheerleader) activity.
- The student must participate in at least one community service project during the school year.

HEALTH & SAFETY

FIRST AID OR MEDICAL ATTENTION

Students requiring first aid or medical attention should report to the Office. Should medical attention be needed, the school nurse will be contacted or in an emergency (911) will be contacted depending upon the seriousness of the situation. Schools are not allowed to give out medication without signed parent permission.

Student Injuries

ALL injuries must be reported to the building school secretary immediately and an Injury Report completed as soon as possible after the injury has been treated or stabilized.

If a student is injured, the following with occur

- If the injury is minor, the teacher will call the office to alert them that a student is coming with a minor injury. The school secretary will contact the nurse depending.
- If the injury is more severe, the teacher will call the office and ask that the nurse come to the classroom, gym, or wherever the student is located.
- The nurse will determine the level of care necessary and will alert the school office.
- The main office will attempt to contact a parent and advise them of the situation. In the event a parent cannot be reached, the nurse will advise the administrator on the appropriate action. (It is especially important for parents to list all numbers that can be called in the event of an emergency on the Emergency Contact Information Sheet, which will be kept on file in the main office.)
- If the student's condition requires it, an ambulance will be called and the nurse or an administrator or other faculty member will accompany the student to the hospital while the secretary will continue attempting to reach a parent or emergency contact

MEDICINES

Medication administration in schools is discouraged unless medically necessary for the students health, safety, and optimal learning. Whenever possible, medications should be given at home, before or after school. Designated school personnel may administer over-the -counter (OTC) medications only if the student has a Health Information Sheet on file. This form should be completed and signed by the parent. Prescribed medication should be given at home when possible. However, if

medication must be given during school hours, the parent must bring the medication to the school in the original container and complete designated paperwork provided by the school..

MEDICATION ADMINISTRATION:

- The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school.
- A parent/legal guardian or other designated adult must bring all medication, accompanied by the School Medication Authorization and leave with the school secretary or school nurse.
- All over the counter, prescription, homeopathic, and supplement medications must be in their original containers with unexpired dates and labeled in English.
- Prescription medications must be clearly labeled with the student's name, the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy.
- If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on the student's person from the student's physician and parent/guardian on the School Medication Authorization or Health Care Plan form.
- Saline eye drops, antibiotic ointment, lotion to control itching (i.e. Calamine lotion, Hydrocortisone Cream), alcohol, peroxide, petroleum jelly (i.e. Vaseline), oral Benzocaine (i.e., Anbesol), topical wound dressing (i.e. QR or Styptic Pencil), un-medicated throat lozenges/cough drops, aloe vera gel and skin lotion are routinely used in the school unless instructed differently by the parent/guardian.

STUDENT ILLNESS

The main reasons for keeping your student home from school are because he/she is too sick to participate comfortably at school or might spread a contagious illness to other students. If your student has been diagnosed with a contagious illness, please contact the clinic so other students' parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

1. Fever >100 degrees F - Student should stay home until there is **no fever** for 24 hours **without medication**. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations)
2. Vomiting or Diarrhea - Student will be sent home or should stay home with just ONE event of vomiting or watery. diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
3. Drainage from a wound, rash or eyes - Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. Head Lice or Scabies - Student should stay home until after treatment is complete and there is no sign of lice or nits. Contact the Health Department or your doctor for treatment. The student must be cleared by the school nurse to return to school.
5. Unexplained Rash - Student should stay home with an unexplained rash. Call your doctor for treatment.

IMMUNIZATIONS

The School will comply in full with the provisions of G.S. 130A-155 that requires all students attending school provide a certificate of immunization indicating that the child has received immunizations required by G.S. 130A-152. Complete and up-to-date records of the student's immunizations must be provided by the parent/guardian to the school office within 30 days of enrollment. If proper documentation is not provided, the School will follow the process outlined in the law for obtaining the certificate or not permitting the student to enroll and/or continue enrollment.
The immunization requirements apply to all children who attend school whether part time or full time. Copies of these forms are acceptable.

Students must present the following documents at the time of school enrollment:

- Georgia Certificate of Immunization (Form 2208) or Affidavit affirming that immunization requirements conflict with parents' religious beliefs

- Children entering grades K-12 for the first time must show proof of vaccination or immunity to varicella or must have a Georgia Certificate of Immunization (Form 3231).
- Children entering the 6th grade are required to show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR).
- Hepatitis B vaccine is now required for all students enrolling in school at any age.
- Eye, Ear, and Dental Certificate Requirements – All new students must have completed certificate of ear, eye and dental examination (Form 3300) at the time of enrollment.
- A 30-day waiver may be granted for new students from out-of-state to obtain this information.

- When a new entrant enrolls, the responsible official of the school may grant a 30-calendar-day waiver of the certification requirement for a justified reason. Upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school unless a certificate of immunization is provided.
- A "new entrant" is any child entering any school or childcare facility in Georgia for the first time or after having been absent for more than 12 months or one school year.

EXEMPTIONS
Georgia law allows for two types of exemptions from the immunization requirements: medical and religious. Each child must have one of two items on file—either a valid Georgia Immunization Certificate (Form 3231) or a signed, notarized statement, which is called an affidavit of religious exemption.

Medical Exemptions
Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines.

- A medical exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.
- A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked "medical exemption" should be one year from the date of issue and never be longer than one year.

Religious Exemptions

- The parent or guardian must give the school a signed and dated notarized affidavit stating that immunizations are against the family's religious beliefs.
- This affidavit of religious exemption should be filed instead of the Georgia Immunization Certificate (Form 3231). The affidavit does not expire.
- In the event of a vaccine-preventable disease outbreak, children with medical or religious exemptions will be excluded from attending school or participation in extra-curricular activities

HOMELESS LIAISON

Dublin Middle School will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act as amended by the No Child Left Behind Act of 2001.

It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as homeless; it will instead use the term "children and youth in transition." The required homeless reports in our district are referred to as "McKinney Reports" to minimize identification of these students. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our school will ensure that children and youth in transition are free from discrimination, segregation and harassment.

In collaboration with school personnel and community organizations, the liaison will identify children and youth in transition in the district, both in and out of school. The liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating

homelessness to the liaison. The liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment and withdrawal of every student, and to forward information indicating homelessness to the liaison. Community partners in identification may include: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions and legal services. **Mrs. Stephanie Stubbs is the Homeless Liaison for Dublin Middle School. Phone 478-277-4548**

HOSPITAL HOMEBOUND

A Hospital Homebound Program is available for those students enrolled in school who have a medically-diagnosed physical condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education.
A student is eligible for hospital/homebound educational services upon submitting a medical referral form to the local school system completed and signed by a licensed physician. Included in this form shall be a statement by the physician that the student will be absent a minimum of 10 school days and that the student is physically able to participate in educational instruction. Students are not eligible for hospital/homebound instructional services if absence is due to communicable disease, except as specified in state board policy JGCC.

IN-SCHOOL SUSPENSION PROGRAM

I. Objectives
- A. To support Dublin Middle School students in their attempts to meet their education and emotional needs.
- B. To offer the disruptive student a second chance to correct misbehavior through permission to continue assignments in a very structured and disciplined setting.

II. Eligibility
- A. Eligibility for ISS is based on the Dublin City Schools 6-12 Behavior Code, as well as any disruptive student based upon the discretion of Administration.

III. Referral Procedure
- A. Referrals can only be made by the principal or designee.
- B. The principal or designee will notify the parent by discipline referral copy and/or telephone. It is the responsibility of the student to bring home a copy of the discipline referral to the parent or guardian.
- C. The ISS supervisor will be responsible for students doing their assignments. Any test may be given to the ISS supervisor to be administered.
- D. Students are referred to the ISS program for 1 to 10 days. A second referral during one school year may be made. Prior to a third referral, a conference involving the student, a parent/guardian, and principal or designee will be held.
- E. The principal and staff should make every effort possible to provide the student an opportunity to correct his/her behavior before being suspended from school.

IV. Dismissal Procedure
- A. The ISS supervisor must be satisfied with a student's behavior and attendance before being dismissed.
- B. The ISS supervisor will dismiss the student upon completion of suspension and assignments.
- C. A parent conference will be held on the third referral to ISS.
- D. Students may have days added or deleted at the discretion of the ISS supervisor or administration

V. Meals

Students assigned to ISS will eat their lunch at a time and place separate from other students. **Parents are not permitted to bring lunches to ISS.**

VI. ISS Schedule
- A. The program begins each day at 7:30 A.M. and ends at 2:30 P.M. Students and the ISS supervisor will work on their assignments as assigned by the teacher. They will move from one activity to another as outlined on the assignment sheet. Time will also be provided for improvement in the area of interpersonal skills.
- B. Students assigned to ISS are to be under the supervision of the ISS supervisor at all times.
- C. The ISS program is not nor should ever be conceived as alternate placement for regular education or special education. *School Bd. Po. JDD-R Legal Reg.: O.C.G.A., 20-2-752; 20-2-753*

LOST AND FOUND

Every effort will be made to recover lost items and return found items. "Lost and Found" bins are located on every hallway and in the gym. At the end of every nine (9) weeks, all lost and found items will be taken to the Salvation Army.

MEDIA CENTER

The Dublin Middle School media center is designed to locate, organize, and disseminate all media in a way which will best serve the students, teachers, and administrators. The media center serves as a teaching instrument within the overall framework of the school. The media staff welcomes the opportunity to be of service. In order to give better service, certain regulations govern the media center's operation. These include:

- A student must have a media center pass to use the library.
- Books are checked out for two weeks.
- Each student will be issued a chromebook and charger at the beginning of the year. This chromebook and charger are to be returned at the end of the school year. Fines will be assessed for any damage done to the chromebook and charger. The same chromebook will be issued to the same student each year while at Dublin Middle School.
- Appropriate charges will be made for damaged or lost books.
- Each student is responsible for returning the books that are checked out or were issued to him/her.
- Books, magazines and media center facilities may be used by students. However, the students should not limit their books' usefulness by marking, tearing, or damaging them.
- All lost books need to be turned in to the media center.
- No gum is allowed in the media center or computer lab.

[i] In a continued effort to help our environment, the media center is the heart of many recycling activities. Ink cartridges and laser toners are collected and redeemed for merchandise. Tabs from aluminum cans are removed to help the Ronald McDonald House in Macon and the cans are recycled. Other collection programs include General Mills Box Tops for Education, Campbell's Labels for Education, plastic bottles (#1, #2), and plastic film.

IFBC MEDIA POLICY

The implementation of a unified media program throughout the school system shall be based on procedures implemented by the Superintendent or designee in accordance with State Board of Education rules and regulations. Such procedures shall contain provisions to ensure that:

A media committee is established at each school to provide input into various aspects of the media center operation, including:

- Making recommendations and decisions related to planning, operation, evaluation and improvement of the media program,
- Annually evaluating media services, and
- Developing a multi-year media plan for budget and services priorities.

MANDATED REPORTING

By law, school officials must contact the Department of Children and Family Services (DCFS) if they believe a parent/guardian is being neglectful; that is, the child is not being provided with adequate food, clothing, shelter, medical care, and/or supervision. The school is also mandated to report cases of suspected physical or sexual abuse. Any teacher, counselor, school employees, administrator receiving a report of physical or sexual abuse or sexual misconduct of a student by a parent, guardian, or other adult, fellow student, teacher, administrator, or other employee shall make an oral report of the incident immediately to the school counselor, social worker, principal or principal's designee, and shall submit a written report of the incident to the school principal or the principal's designee within 24 hours. The individual reporting the event must provide their contact information to the individual to whom they are reporting the incident. Pursuant to District procedures, a report should be made immediately to the local child welfare agency (DFACS) in charge of providing protective services, as designated by the GA Department of Human Resources, or, in the absence of such agency, to the appropriate police authorities. Upon receipt of a report to the child welfare agency, the principal or principal's designee shall immediately
contact District level administrators.

GUIDANCE SERVICES

If students need help with school problems, personal and/or family problems, making plans for the future, or other concerns, a person specially trained to assist you is available. Your counselor is willing to be of service. Confidentiality is assured.

MOMENT OF REFLECTION

The 1994 Georgia General Assembly enacted SB 396 amending O.C.G.A. 20-2-1050 to read as follows: (a) In each public school classroom, the teacher in charge shall, at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils therein assembled. The moment of quiet

reflection authorized by subsection of this Code section is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

MONEY AND VALUABLES

Students are discouraged from bringing cash and valuables to school. Students are urged not to leave billfolds and purses unattended. Students in physical education classes are urged to deposit money and other valuables with the instructor. The school is not responsible for lost money or valuables stolen.

OUT OF DISTRICT EXPECTATIONS

Students whose residences are located outside of the city limits must fully comply with the following guidelines in order to remain enrolled in the Dublin City Schools System: (1) Conduct - students must fully follow school rules and receive less than 4 discipline referrals from the office. (2) Truancy (definition: any student having 5 unexcused absences in GA) A student having more than 5 unexcused absences will be exited following written notification to parent. (3) Timely Arrival To and From School - students must be transported to and from school according to times in the handbook. After a combination of 10 tardies, early dismissals or late pickups, a student will be exited from the Dublin City Schools System. Parents will be contacted prior to exiting the student.

PLEDGE OF ALLEGIANCE TO THE FLAG

Each student in the Dublin City Schools shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day. It shall be the duty of each local principal to establish a procedure setting the time and manner for recitation of the Pledge of Allegiance. Such procedure shall be established prior to the beginning of each year and communicated to all staff.

PROMOTION RETENTION CRITERIA (Local Requirements for Grades 5-8)

Progress toward reaching the required local and state standards will be continuously monitored at each grade level throughout the year. Students are expected to meet the following local standards in order to be considered for promotion to the next grade.

Grade 5

A. Students in grade five should demonstrate mastery of state standards in reading, language arts, and math.
B. In order to be promoted, each student must demonstrate satisfactory classroom performance in reading, language arts, math, science and social studies. A yearly average of 70 constitutes satisfactory performance.
C.In addition, students must demonstrate mastery of skills based on the local promotion rubric and score at the developing level on the state-adopted assessment in all tested subjects.

Grades 6-8

A. At the end of the school year, students in grades six, seven, and eight should demonstrate satisfactory progress in all core academic subjects and connections classes.
B. In order to be promoted, each student must demonstrate satisfactory classroom performance in reading, language arts, math, science, and social studies. A yearly average of 70 constitutes satisfactory performance.
C. In addition, students must demonstrate mastery of skills based on the local promotion rubrics and score at the developing learner level on the state-adopted assessment in all tested subjects..

The Dublin City Board of Education prohibits the practice of retaining students in grades 6-8 for athletic purposes.

Appeal Process

If the parent or guardian or teacher(s) appeals the decision to retain the student, the school principal or designee shall establish a placement committee to consider the appeal.

i. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the alternative assessment instrument on which the the student failed to perform at grade level.

ii. The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

iii. The placement committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment or the alternative assessment instrument and promotion standards/criteria established in this policy for the school that the student attends, and make a determination to promote or retain.

iv. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for differentiated instruction must be developed for each student who does not achieve grade level performance in grades 5 or 8 on the state-adopted assessment whether the student is retained, placed, or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the state-adopted assessment in reading and/or mathematics on the first administration or its designated makeup days(s) shall take the state-adopted assessment and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and Local Board of Education.

Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the state-adopted assessment in grades 5 and 8 in reading and/or mathematics on any of the designated testing dates(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the Local Board of Education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.

7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

READMISSION TO DUBLIN MIDDLE SCHOOL

READMISSION REFUSAL POLICY

DMS is authorized to refuse to readmit or enroll a student suspended or expelled for having been convicted of, or adjudicated to have committed, been indicted for, or had information filed for the commission of a felony or any delinquent act which would be a felony if committed by an adult. The student or his/her parent/guardian may request a hearing pursuant to the Public School Disciplinary Tribunal Act. A hearing officer, tribunal panel, superintendent, or local board shall be authorized to place a student denied enrollment in a local alternative program. Any exception will be made by the Principal.

ADMISSION OF STUDENTS RETURNING FROM STATE DETENTION POLICY

A student returning from the Youth Development Center (YDC) after committing a felony will be placed in alternative school for a minimum of one (1) semester. At the end of the semester, alternative school staff and the school principal will review the student's status, both academically and behaviorally, to determine the student's return to the regular school program.

REPORT CARDS AND PROGRESS REPORT

Progress reports are sent out approximately every 4 ½ weeks. Parent/Teacher conferences are urged for students making less than satisfactory in a class. Please call 478-353-8130 to schedule a conference with your son or daughter's teacher or teachers. Grades will be assigned and parents are urged to review the student's academic progress with them. Parents should call the school to request a teacher conference any time a student is not working at full potential. Parents may access grades and attendance on the website via Infinite Campus' Parent Portal. Parents must see the media specialist to obtain a password.

REPORTING AN INJURY OR ACCIDENT

Students should immediately report any accident or injury that takes place at school to your teacher, the Nurse, or the Office. Students should immediately report any accident or injury that takes place on the bus to your bus driver. As soon as you arrive at school, students should then report the accident or injury that took place on the bus to your teacher, the Nurse, and the Office.1111

REPORTING NEGLECT/ABUSE

By law, school officials must contact the Department of Children and Family Services (DCFS) if they believe a parent/guardian is being neglectful; that is, the child is not being provided with adequate food, clothing, shelter, medical care, and/or supervision. The school is also mandated to report cases of suspected abuse.

RESTROOMS

Restrooms should be used by students during class changes and not abused by a few students. Think of the other person and take care of the facilities. Our restrooms are open for the convenience of students. Please do not loiter or socialize in the restrooms. Students share responsibility for keeping the restrooms clean and in good working order. Any student found deliberately littering or abusing the restrooms in any way will be referred to an administrator for disciplinary action. Students must have a pass to be in the restroom during class time.

SCHOOL INSURANCE

School insurance is made available to all students. School insurance should be viewed only as a supplementary coverage and not as a primary coverage. Parents have the option to accept or reject purchasing the coverage. Students participating in all athletic events are required to take out the coverage or sign a waiver. We strongly urge all students involved in any school or club activity to purchase school insurance. All accidents must be reported immediately and a claim report must be filed within twenty-four hours.

SEARCH AND SEIZURE

Delegated school officials may, according to law and board policy, have access to student lockers and personal belongings while under school personnel supervision where there is a reason to suspect the welfare of students and other personnel may be threatened or when the violations of school rules are involved. The search will be made in the presence of at least one witness except in an emergency situation. Student lockers are the property of the Dublin City School System and are subject to random searches for contraband materials such as drugs, weapons, etc. In the event the search of a student's person, personal possessions, locker, or vehicle, reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, local law enforcement authorities will be notified so that they may take appropriate action. (legal Ref: State v. Young, 234 GA 488, 1975).

1. **Personal Searches**: A student's person or personal items may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, including cell phones. Such searches shall be conducted in a manner that assures that the student is not arbitrarily deprived of personal privacy.
2. **Locker Searches**: School lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and contents of their lockers. School officials may conduct periodic general inspections for any reason at any time, without notice, consent, or warrant.

SOCIAL SECURITY NUMBERS

All students enrolling in Georgia Public Schools must present a copy of their social security card to a school official prior to admission. Should a parent object to the number being used on school documents they must file a notarized statement to that effect.507-O.C.G.A. 20-2-150.

STUDENT GRIEVANCE PROCEDURE

A student is encouraged to settle a complaint at the point of its beginning. Students who feel that a rule has been administered unfairly, a practice discriminates, and/or school personnel have used an unfair procedure in assessing a form of punishment may file a grievance complaint. Such a complaint must state the specific grievance(s), in writing, and should be filed with the appointed grade counselor. A conference will be held with the student. If the conference does not result in a finding acceptable to the student, he/she may then appeal, again, within 5 days to the principal who will set a time and place for the conference and sit in on the appeal. If the student is still not satisfied, he may appeal to the superintendent and/or board of education, who will settle the controversy.

TELEPHONES/CELL PHONES/PAGERS/OTHER ELECTRONIC COMMUNICATION DEVICES

Any electronic device including, but not limited to radios of any kind, tape players, cameras, MP3, iPods, televisions, electronic games, CD players, playing cards, dice, pagers, etc., will not be brought to school between 7:05 AM and 3:00 PM. Students will not use the office phones for personal calls except in an emergency and with the principal's approval. Discretion will be used by the office in the identification of an emergency. Students are not to be dismissed from class to use the telephone. Classes will not be interrupted. Parents may leave messages with the front office and the students will be called during afternoon announcements to report to the office to receive a message at the end of school. Messages will only be taken from parents/guardians. **Students are not allowed to use cell phones, electronic devices, or pagers during the normal school hours of 7:05 AM until 2:30 PM unless permission has been given by the teacher for educational purposes.** Electronic communication devices will be confiscated and must be picked up by a parent/guardian in the front office. **Headphones/earbuds MAY NOT be used upon entering the school building unless authorized by a teacher. Dublin Middle School IS NOT responsible for any stolen, damaged, or lost electronic devices.**

VALUABLES/PERSONAL PROPERTY

The school is public property financed with tax money. Please help the custodians by not throwing trash in the building or on the grounds. Pupils who injure, deface, or destroy the property of the school will be punished and required to pay for the damage. The school cannot be responsible for lost or stolen property. Students are responsible for their own personal property. Great care should be taken to not leave purses, watches, billfolds, etc., in places where they may be taken. Thefts from the locker rooms, cafeteria, library or any classroom should be reported immediately to the teachers or administration. Combinations to school lockers should not be shared with anyone. For your protection when dressing out in physical education, please leave your valuables with the instructor to prevent theft of those items. Students should not bring large amounts of money to school.

VISITORS

Dublin Middle School welcomes parents and patrons who wish to visit the school. **Visitors are required to check in the Main Office and obtain visitors' stickers.** Your child's progress and other concerns will not be discussed during class time or in the presence of students. Please contact the teacher via email or a phone call in order to obtain a time to meet with the teacher (virtually) to discuss these matters. This procedure protects the classroom process from undue interruptions and assures visitors of efficient response to their school-related needs (Ga. School Law 32-9925) and it is recommended by GEMA as a security measure. Students will not be allowed to entertain visitors during the school day nor bring guests to school.

Visitor policy
Parent/Visitor Restrictions:

- No Visitors are permitted at DMS without prior appointment (please schedule directly via email)
- All approved visitors must check in at the front entry
- All visitors will be asked to complete health screen questions and have their temperature taken.
- One visitor in the waiting area at a time, all other visitors must wait in their vehicle until they are called.
- All visitors must wear a face mask/face covering at all times while in DMS.

WITHDRAWALS AND TRANSFERS FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, your parents need to contact the guidance office. The guidance office will handle all withdrawals. The registrar/secretary will give your parents a withdrawal form; you must return all textbooks, clear all fees and return all equipment. The withdrawal form must be signed by all your teachers, homeroom teacher, librarian, and the principal and returned to the guidance office. No recommendation or transfer of credits will be given until this form is returned. All grades and other information will be inaccessible for other schools or job recommendations unless you clear your record.

SECTION 5
CODE OF CONDUCT

POLICY STATEMENT

The Dublin City Board of Education is responsible for establishing policies under which schools operate. The Board recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct

This Code recognizes that the Dublin City Schools has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Board expects school staff to intentionally describe and teach students the behaviors expected of them as learners in a safe, civil and respectful school. All staff shall be encouraged to proactively redirect student behavior and use minor misconduct as an opportunity to reteach or practice expected behaviors. The Board also expects all students to respect the rights of fellow students, personnel and others, and to behave in a manner that does not violate school rules, procedures, Board policy or the law. Students shall be encouraged to seek assistance from school personnel for any incident that may threaten or disrupt the educational environment. The Code of Conduct requires all students enrolled in Dublin City Schools to accept responsibility and the appropriate consequences for their actions and behavior, while also recognizing that student behavior in school is often dictated by the guidance, modeling and interaction with adults in school.

The disciplinary process set forth in the Code is intended to be instructional and corrective, not punitive. Schools shall use out-of-school suspension as a last resort, unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, in-school or out-of-school suspension and expulsion. Moreover, students shall be entitled to appeal the issuance of certain intervention or consequences, as provided herein.

PURPOSE AND GOALS

Through the establishment of the Student Code of Conduct, the Board seeks to: (1) create a consistent set of expectations for the behavior of all students; (2) reinforce positive behavior and provide students with opportunities to develop appropriate behavioral skills; and (3) outline the interventions and consequences for students who engage in inappropriate behavior.

SCOPE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct addresses two aspects of creating a positive school learning environment: (1) proactively guiding students to positive behavior, and (2) correcting, redirecting and rendering consequences as needed to respond to misconduct.

<u>Proactive Guidance for Positive Behavior</u>

Proactive guidance focuses on preventing problems by providing students with meaningful, positive feedback to enhance motivation, engagement and performance, and teaching expectations at the beginning of each year, reviewing expectations as necessary and treating minor misbehavior as a learning opportunity. Teaching desired behaviors to minimize misconduct is based on three principles:

- All behavior is learned;
- Any repeated behavior is serving a purpose for the student; and
- Student behavior can be changed.

Schools must proactively teach, reinforce, correct and supervise student behavior. Proactively teaching and reinforcing positive behaviors greatly reduces the number of subsequent misconducts, and modeling for students how they are expected to interact and perform in an educational setting improves learning and engagement. Whether guiding, correcting or rendering consequences for behavior, all staff should:

- Have high expectations for student success;
- Build positive relationships with students;
- Create consistent, predictable school and class routines;
- Teach students how to behave in all school settings (classrooms, cafeteria, halls, bathrooms, etc.);
- Provide frequent, positive feedback for appropriate behavior; and
- Correct misbehavior in a calm, consistent and logical manner.

Schools will use the following research-based practices as a guide to creating a safe, respectful and productive learning climate and implement these minimum expectations for proactive behavioral support systems:

- There is an established set of common expectations and beliefs that student success and engagement in school are the responsibility of all school stakeholders. The common expectations and beliefs define interactions for the entire school community.

- There are clearly articulated, school-wide expectations for behavior that are consistently posted, taught, modeled and positively reinforced by all staff.
- There are established classroom management practices that link to school-wide expectations for behavior. Classroom management practices promote student engagement and support high quality instruction.
- The school-wide expectations for behavior are aligned with the Student Code of Conduct and focus on maximizing instructional time for students.
- Social and emotional learning skills are explicitly taught to assist students in meeting established expectations and to increase student participation in teaching and learning activities.
- A leadership team is in place; the team uses and reviews behavioral as well as academic data to improve support for students, refine teacher/staff practices and to drive school-wide improvement.

The Student Code of Conduct expects school leaders and teachers to clearly describe what they expect from students as learners in their school at the beginning of each school year and after each break. The Student Code of Conduct will be available in each classroom.

STUDENT CONDUCT

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

The General Assembly of Georgia requires that the code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option.

SCHOOL LEVEL PBIS PROCESS

The Dublin City Board of Education supports a framework of a Multi-Tiered System of Supports (MTSS) for students. The district has adopted Positive Behavioral Interventions and Supports (PBIS). Each school has its own PBIS behavior expectations matrix posted within the school and included in the student handbook. All students will be provided instruction on how to follow the behavioral expectations set forth by the school and represented in the school's PBIS behavior expectations matrix.

The Dublin City School System PBIS School Flowcharts are designed to provide administrators and teachers a guideline for implementing behavior support and guidance for students and staff in how to address behavioral expectations in accordance with PBIS.

DUBLIN MIDDLE SCHOOL PBIS SCHOOL WIDE MATRIX

DMS has C.L.A.S.S.

Expectations	Hallway	Restroom	Lunchroom	Classroom	Bus
We **C**are about Safety	Follow 1-direction arrows Keep your hands to yourself	Enter the restroom one at a time Wash your hands	Stay in seat until dismissed Eat your own food	Keep hands, feet, and objects to self Listen to directions	Wear face masks at all times Remain seated
We **L**ove to Learn	Have correct pass Noise Level 0	Remain in personal Space Noise Level 1	Know your lunch choice Noise Level 1	Stay on Task Ask questions	Follow directions from driver Noise Level 1
We **A**ct Responsibly	Keep right foot on green	Flush Discard trash	Clean up after yourself Walk	Follow directions and class routines Raise hands	Keep hands to self Let the bus driver know if you see unsafe behavior
We **S**how Respect	Walk on the right side of the hall	Give privacy to others	Come in quietly Wait your turn	Take turn to speak Listen to classmates and teachers	Wait your turn to board/exit
We **S**trive for Excellence	Positive Leadership Walk quietly	Use time wisely Take care of personal needs	Stick with your lunch choice Walk patiently in line	Complete assignments Be on time	Listen to bus driver Stay in assigned seat
Conditions for Learning	Be visible and adhere to schedule	Actively monitor restrooms	Supervise students at all times	Actively monitor students	Monitor students to ensure social distancing during loading and exiting

STATEMENT ON AUTHORITY OF SCHOOL LEADERSHIP

The Principal is the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by this handbook, the Principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

PARENTAL INVOLVEMENT

Parents and guardians are encouraged to review the School PBIS Matrix with their children. Parents are required to become familiar with the School PBIS Matrix, sign a statement of confirmation of receipt of the school PBIS Matrix, and to be supportive of it in their daily communication with their children and others in the community.

DISCIPLINARY JURISDICTION OVER STUDENT CONDUCT

The Dublin City Board of Education shall have jurisdiction over all offenses occurring at school, on school system property, off school grounds at any school sponsored activity, traveling to and from school sponsored events, on school buses, at school bus stops, in other school vehicles, or off school property provided that the actions cause a substantial disruption of the educational environment.

Student behavior at athletic and extracurricular events is subject to the provisions of this Code of Conduct. Student athletes, coaches, spectators, and all others associated with the activity should adhere to the fundamental values of respect, fairness, honesty, and responsibility, while promoting good sportsmanship. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site and possible disciplinary action.

Student behavior on a school-sponsored trip is subject to the provisions of this code of conduct. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from

campus.
Any student that has been arrested, charged, or convicted of a misdemeanor or felony offense or a delinquent act occurring off school property and whose presence at school is reasonably certain to endanger other students or staff or causes substantial disruption to the educational climate, may be disciplined and/or suspended from school.

DISCIPLINE PROCEDURES

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Some discipline violations require specific consequences. The following is a listing of the types of disciplinary actions that may be imposed for violation of this Code of Conduct.

- Warning
- Loss of Privileges
- Isolation
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/After School Intervention
- Saturday School
- In-School Suspension
- Short-term (Out-of-School) Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Temporary Placement in an Alternative Education Program
- Referral to Law Enforcement or Juvenile Court Officials.

The following list of offenses and (in some cases) the required or recommended consequences are provided for the information of students, parents and school personnel. These Code of Conduct rules are in effect during the following times and in the following places:

- On the school grounds before, during and after school hours.
- On the school grounds at any other time when the school is being used by a group.
- Off the school grounds at a school activity, function or event.
- En route to and from school on a school bus or any other school vehicle.
- At the bus stop

FIFTH GRADE MISCONDUCT ONLY

- Distraction of other students - Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
  Examples: talking excessively, interrupting class functions, chewing gum, provoking other students excessively.
- Illegal Organization - Any on-campus activities or fraternities, sororities, secret societies, or non affiliated school clubs.
- Non-directed use of profane or obscene language verbal, written, gesture.
- Non-conformity to dress code set at the local school level.
- Minor disruption on a school bus.
- Failure to follow instructions - *Examples:* Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
- Unauthorized use of school or personal property.
- Littering of school property.
- Failure to bring needed supplies to class.
- Failure to complete assignments (homework/class work).
- Unsafe physical contact.
- Any other violation which the principal may deem reasonable to fall within this category.

DISCIPLINARY STEPS FOR MISCONDUCT

The expectation is that the teacher will be responsible for control of students' conduct in the classroom. All staff members have the responsibility for monitoring student conduct during the school day. Repeated and/or persistent disciplinary problems may result in a referral to an administrator provided that appropriate interventions have been implemented prior to the referral.
NOTE: The following guidelines will be considered in carrying out disciplinary procedures. However, the principal reserves the right to apply rules as needed based upon the severity of the infraction.

Dublin Middle School PBIS Interventions

Intervention 1: A teacher or staff member directly involved with the incident will discuss the behavior and review the PBIS expectations with the student.

Intervention 2: A parent is notified about the student's behavior.

Intervention 3: Loss of teacher determined privileges and a parent conference is scheduled.

Intervention 4: The student will receive an office discipline referral and conference with an administrator. The administrator determines and assigns the consequences.
Subsequent Offenses (Administrator's Discretion): Other possible actions-probation, non-academic work assignments, supervised in-school suspension, detention, and out-of-school suspension. Corporal punishment may be deemed necessary by principal or designee.

CONSEQUENCES FOR MISCONDUCT: The following consequences will be used for all levels of misconduct. The severity of the misconduct will dictate the consequence given. Consequences are at the discretion of administration.

Administrative Timeout	Work detail
Miss Rotation	Expulsion
Lunch detention	Written Warning
Written assignment	Suspended from Computer Use
Detention	Sent home
ISS – Part of Day	OSS – 1 or more days
ISS – 1 or more days	Restitution
Corporal Punishment	Counselor Referral
Bus Suspension – 1 or more days	Loss of school privileges
Formal Conference	Parent Contact by Phone
Informal Conference	Parent Conference
Home Visit	Other consequence deemed appropriate by administration

Depending on the severity of the incident or chronic disciplinary problems, mental health and social services may be contacted to help address behavioral problems. The principal also has discretion to also apply consequences that are also found in the 6-12 offenses.

GRADES 6-12
OFFENSES

MINOR OFFENSES

The expectation is that the teacher will be responsible for control of students' conduct in the classroom. All staff members have the responsibility for monitoring student conduct during the school day. Repeated and/or persistent disciplinary problems may result in a referral to an administrator provided that appropriate interventions have been implemented prior to the referral. In some instances, Level I infractions may require an immediate administrative referral.

NOTE: The following guidelines will be considered in carrying out disciplinary procedures. However, the principal reserves the right to apply rules as needed based upon the severity of the infraction.

0.01 Distraction of other students-Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.
Examples*:* talking excessively, interrupting class functions, chewing gum, provoking other students excessively.
0.02 Illegal Organization-Any on-campus activities or fraternities, sororities, secret societies, or non affiliated school clubs.
0.03 Excessive tardiness-Repeatedly reporting late to school or class.
0.04 Non-directed use of profane or obscene language verbal, written, gesture.
0.05 Non-conformity to dress code set at the local school level.
0.06 Minor disruption on a school bus.

0.07 Failure to follow instructions-*Examples:* Failure to carry correspondence home; failure to obey directions in hallways, assemblies, etc.
0.08 Unauthorized use of school or personal property.
0.09 Littering of school property.
0.10 Failure to bring needed supplies to class.
0.11 Failure to complete assignments (homework/class work).
0.12 Any other violation which the principal may deem reasonable to fall within this category.

Dublin Middle School PBIS Interventions

Intervention 1: A teacher or staff member directly involved with the incident will discuss the behavior and review the PBIS expectations with the student.

Intervention 2: A parent is notified about the student's behavior.

Intervention 3: Loss of teacher determined privileges and a parent conference is scheduled.

Intervention 4: The student will receive an office discipline referral and conference with an administrator. The administrator determines and assigns the consequences.
Subsequent Offenses (Administrator's Discretion): Other possible actions-probation, non-academic work assignments, supervised in-school suspension, detention, and out-of-school suspension. Corporal punishment may be deemed necessary by principal or designee.

GRADES 6-12
OFFENSES

NOTE: All first time offenses for infractions in Level 1 will also require parent contact and/or a scheduled parent conference.

Level 1 Offenses

#	Offense Categories	Recommended Consequences
Transportation Referral 0.00	Disruptive behavior on the bus. Driver must give a written discipline referral to the school administrator.	1st Bus suspension 3 days 2nd Bus suspension 5 days 3rd Bus suspension 10 days 4th Bus suspension 20 days 5th Bus suspension 9 weeks
Alcohol 1.01	Unintentional possession of alcohol	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Battery 1.03	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries (at the discretion of the SRO)	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Disorderly Conduct 1.06	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others # Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Drugs, Except Alcohol and Tobacco 1.07	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Fighting 1.08	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries (at the discretion of the SRO)	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Larceny/Theft 1.11	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $25 and $100	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days

	#Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	
Sexual Harassment 1.15	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Sex Offenses 1.16	Inappropriate sexually based physical contact including but not limited to public groping; inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Tobacco 1.18	Unintentional possession of tobacco products	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Weapons-Knife 1.22	Unintentional possession of a knife or knife-like item on school property without intent to harm or intimidate	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Other Incident for a State Reported Discipline Action 1.24	Any other discipline incident for which a student is administered corporal punishment, detention, in school or out of school suspension, expelled. Suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Bullying 1.29	First offense of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attack, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate	1st OSS 1 days and parent contacted
Other Attendance Related 1.30	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Other-Dress Code Violation 1.31	First offense.. Violation of school dress code that includes standards for appropriate school attire	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Academic Dishonesty 1.32	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments, and assignments	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Other- Student Incivility 1.33	Failure to comply with instructions or the inadvertent use of inappropriate language	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Possession of Unapproved Items 1.34	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days

Repeated Offenses 1.36	Collection of minor incidents	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days

GRADES 6-12
OFFENSES

Level 2 Offenses

A police report may be filed for all Level 2 Offenses.
NOTE: All first time offenses for infractions in Level 2 will also require parent contact and/or a scheduled parent conference.

#	Offense Categories	Recommended Consequences
Alcohol 2.01	Under the influence of alcohol without possession	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Arson 2.02	Attempt to commit arson or use of matches, lighters in incendiary devices at school; includes but not limited to the use of fireworks	1st OSS 5-10 days 2nd up to 10 days of OSS pending a tribunal 3rd Recommend Expulsion
Battery 2.03	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries (at the discretion of the SRO)	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Computer Trespass 2.05	Unauthorized use of school computer for anything other than instructional purposes	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Disorderly Conduct 2.06	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but does not pose a threat to the health or safety of others; may represent a repeat action #Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Drugs, Except alcohol and tobacco 2.07	Any medication prescribed to a student or purchased over the counter and not brought to the office upon arrival to school	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Fighting 2.08	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries (at the discretion of the SRO)	1st OSS 1-5 days 2nd OSS 6-10 days 3rd up to 10 days of OSS pending a tribunal
Larceny/Theft 2.11	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250 #Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Robbery	Robbery without the use of weapon	1st OSS 5-10 days

2.13		2nd up to 10 days of OSS pending a tribunal 3rd Recommend Expulsion
Sexual Harassment 2.15	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Sex Offenses 2.16	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials, simulated sex acts	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Threat/Intimidation 2.17	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Tobacco 2.18	Use of or knowledgeable possession of tobacco and vapor products and/or equipment	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Trespassing 2.19	Entering or remaining on school grounds or facilities without authorization and with no lawful permission	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Vandalism 2.20	Participating in the minor destruction, damage or defacement of school property or private property without permission	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Weapons-knife 2.22	Intentional possession of a knife of knife-like item on school property without the intent to harm or intimidate	1st OSS 5-10 days 2nd up to 10 days of OSS pending a tribunal 3rd Recommend Expulsion
Weapons-other 2.23	Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	1st OSS 5-10 days 2nd up to 10 days of OSS pending a tribunal 3rd Recommend Expulsion
Other incident for a state-reported discipline action 2.24	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Bullying 2.29	Second incident of bullying as defined in Georgia Code Section 20-2-751.4 Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using	2nd OSS 1-3 days and behavior contract
Dress code violation 2.31	Second offense… Violation of school dress code that includes standards for appropriate school attire	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Academic Dishonesty 2.32	Intentional plagiarism or cheating on a minor classroom assignment or project	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days

Student Incivility 2.33	Blatant insubordination and/or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Possession of unapproved items 2.34	The use of any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	1st ISS 1-3 days 2nd ISS 3-5 days 3rd OSS 1-3 days
Gang related 2.35	Wearing or possessing gang-related apparel; communicating either verbally or nonverbally to convey membership or affiliation with a gang	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days
Repeated offenses 2.36	Collection of moderate incidents	1st ISS 3-5 days 2nd OSS 1-3 days 3rd OSS 3-5 days

Grades 6-12
Offenses

Level 3 Offenses: MAJOR OFFENSES

A police report may be filed for all Level 3 violations.
NOTE: All first time offenses for infractions in Level 3 will also require parent contact and/or a scheduled parent conference.

Alcohol 3.01	Violation of laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent Expulsion
Arson 3.02	Intentional damage as a result of arson related activity or the use of an incendiary device	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent Expulsion
Battery 3.03	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent Expulsion
Breaking and Entering-Burglary 3.04	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent Expulsion
Computer Trespass 3.05	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
		1st up to 10 days of OSS pending a

Disorderly Conduct 3.06	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year #Includes but not limited to disruptive behavior on school bus, misbehavior during fire drill or other safety exercise	tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Drugs, except alcohol and tobacco 3.07	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics including vaping products and/or equipment	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Fighting 3.08	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Homicide 3.09	Killing of a human being	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Kidnapping 3.10	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Larceny/Theft 3.11	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding $250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year #Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Motor Vehicle Theft 3.12	Theft or attempted theft of any motor vehicle #Includes but not limited to cars, trucks, ATV's, golf carts, etc	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Robbery 3.13	Robbery with the use of a weapon	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Sexual Battery 3.14	Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to

	body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent	1 school year 3rd recommend permanent expulsion
Sexual Harassment 3.15	Physical of non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Sex Offenses 3.16	Engaging in sexual activities on school grounds or during school activities	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Threat/Intimidation 3.17	School wide physical, verbal, or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Tobacco 3.18	Distribution and /or selling of tobacco and vaping products and/or equipment; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Trespassing 3.19	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Vandalism 3.20	Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students who violate the school policy on vandalism three or more times during the same school year	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Weapons-knife 3.22	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Weapons-other 3.23	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Weapons-handgun 3.25	Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion

Weapons-rifles shotgun 3.26	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear or harm	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Serious Bodily Injury 3.27	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Other –Firearms 3.28	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Bullying 3.29	Repeated acts, as defined in Georgia Code Sections 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm, interferes with a student's education; so severe and pervasive intimidated or threatens educational environment	3rd up to 10 days of OSS pending a tribunal hearing
Other-Dress Code violation 3.31	Third offense… Violation of school dress code that includes standards for appropriate school attire	1st OSS 1-3 days 2nd OSS 3-5 days 3rd up to 10 days of OSS pending a tribunal
Academic Dishonesty 3.32	Intentional plagiarism of cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery)	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Other-student incivility 3.33	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Other- possession of unapproved item 3.34	The use of possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion
Gang Related 3.35	The solicitation of others for gang membership, the defacing of school or personal property with gang	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year

	related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity	3rd recommend permanent expulsion
Repeated offenses 3.36	Collection of severe incidents	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year

GRADES 6-12
OFFENSES

CLASS IV: SERIOUS MAJOR OFFENSES. LAW ENFORCEMENT WILL BE NOTIFIED FOR ALL CLASS IV VIOLATIONS. STUDENT WILL BE SUSPENDED FROM SCHOOL PENDING AN EXPULSION HEARING.

Any student expelled from Dublin City Schools must meet the following criteria to be considered for readmission:

1. The student must be eligible to apply for re-admission.
2. The student must petition the Superintendent and Board of Education for a hearing. Return to school shall necessitate a recommendation for readmission from the Superintendent to the Board, and approval by the Board.
3. If approved by the Board, the student will be admitted to the Dublin Alternative School, where he/she must successfully complete one year before returning to the regular school.

Where applicable, a person may not be readmitted to the public schools until:

1.16.1.1 Criminal charges or offenses arising from the conduct, if any, have been disposed of by the authorities, and

1.16.1.2 All other requirements imposed by the board as a condition for readmission have been met.

#	Offense Categories	Recommended Consequences
4.01	Battery upon Board employees – The unlawful striking of a Board employee, or the intentional causing of bodily harm to a Board employee. All attacks or incidents shall be reported to the Superintendent within 72 hours.	1st Recommend expulsion
4.02	Possession of a firearm – A firearm is any weapon (as defined in Section 921 of Title 18 of the United States Code), which will, is designed to, or may be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, the muffler or silencer of a firearm, or any other destructive device (including a starter pistol, tear-gas gun, or air gun)	1st Recommend expulsion
4.03	Discharge of a firearm – Discharging of any pistol, rifle, shotgun, air gun, teargas gun, etc.	1st Recommend expulsion
4.04	Explosives – Possessing, preparing, or igniting explosives containing a propellant charge of more than 4 ounces of an explosive or incendiary charge of more than one-quarter ounce on school board property.	1st Recommend expulsion
4.05	Burglary of school property – Entering or remaining in a structure when the premises are closed to the public with the intent to commit a crime.	1st Recommend expulsion
4.06	Aggravated battery – Intentionally causing great bodily harm, disability, or permanent disfigurement.	1st Recommend expulsion
4.07	Illegal organization – Any threatening or overt acts	1st Recommend expulsion

	by fraternities, sororities, secret societies, gangs, or non-affiliated school clubs which promote gang participation or threaten others. Includes enticing others to join a gang by threats, intimidation, initiation, and physical contact.	

ALTERNATIVE SCHOOL

It is the preferred policy of the Dublin City Board of Education that disruptive students are placed in alternative education settings in lieu of being suspended or expelled. The Dublin City School System may elect to provide an alternative school for students who have been removed from Dublin Middle or Dublin High School by a Disciplinary Tribunal. Also students attending the Georgia Preparatory Academy Department of Juvenile Justice will be required to attend Moore Street Alternative School for at least 9 weeks before enrolling or being readmitted to Dublin Middle School. The Moore Street Alternative School will allow students who otherwise would not be allowed to attend school in the system to go to school and continue earning credit toward promotion and/or graduation. Students who have been removed from Dublin Middle or Dublin High School and who are attending the alternative school may come on the Dublin Middle or Dublin High School campus to attend after school athletic events provided they follow all rules and procedures outlined in the Dublin City Code of Conduct.

ATHLETIC DISCIPLINE PROCEDURES

The coach may immediately suspend a player from a contest or a practice. Any suspension period of more than one week shall be determined by a meeting of the athlete's coach or coaches, the head coach or coaches, and the athletic director. A written statement of violation by the coach will be required. As a result of the decision to suspend for more than one week, the following steps will be taken:

A consultation will be held with the parent or guardian or their representative, preferably by a meeting.
A consultation will be held with the student athlete.
Notification of the appeal process will be given.

DETENTION

Detention is held at the discretion of school administration. A student assigned to the detention hall must be on time and bring study materials. Students are to make all necessary plans so that no days are missed. In the case of an emergency situation, the student should see an administrator as soon as possible for approval to miss. Students who miss a day in the detention hall without first having the absence excused will be assigned to Saturday School. No athletic practice or other activity supersedes an assignment to detention hall. Students assigned to the detention hall will be given one day to make arrangements to attend.

DISCIPLINARY TRIBUNAL

A disciplinary tribunal shall convene and conduct a hearing in the following cases:

a. Where a student has committed an alleged assault or battery upon any teacher, other school official, or employee;
b. Where a student has committed an alleged assault or battery upon another student and the school principal determines that expulsion or long term suspension may be appropriate punishment;
c. Where a student has intentionally caused substantial damage while on school premises to personal property belonging to a teacher, other school employee, or student, and the school principal determines that expulsion or long term suspension may be appropriate punishment;
d. Where a student has possessed, distributed, or been under the influence of illegal drugs and/or alcohol while at school, while en route to and from school, or while attending a school sponsored event and the principal determines that expulsion or long term suspension may be appropriate punishment;
e. Where a student has demonstrated a chronic behavioral pattern that is detrimental to the ongoing mission of the school and the principal determines that expulsion or long term suspension may be appropriate punishment;
f. Where the superintendent refers a matter to a tribunal for a hearing.
g. Waiver – A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.
h. Expulsion – Suspension of a student from a public school beyond the current school quarter or semester. Only a disciplinary tribunal may take such action.

The Dublin City Board of Education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759

including the ability to honor disciplinary orders or private schools and other public schools/school systems pursuant to O.C.G.A 20-2-751.2.

LONG TERM SUSPENSION

Under the provisions of Dublin City Board of Education policy JCEB, a student shall be subject to a long term suspension (more than ten days), or expulsion for a semester, a school year, or longer for violation of any state or federal law. Such suspension or expulsion may be recommended by the administration notwithstanding that the student was previously suspended by other school officials. Where long term suspension or expulsion is recommended, notice of the pending action shall be sent to the student and parents (or other persons acting *in loco parentis*), either in person, with a witness present, or by United States mail directed to the last known address. Included in the notice shall be the following:

1. A copy of the rule allegedly violated and a summary of the evidence to be used to support the charges.
2. A statement that the student has the right to a hearing within ten days, or that the student and or parent/guardian may waive such hearing.
3. A notification that the hearing shall be before a tribunal with the right of the student and his/her parents to be represented by an attorney and to have witnesses appear and testify on the behalf of the student.
4. A statement that the Board of Education shall subpoena witnesses upon request.
5. That the parent has the right to appeal the decision of the tribunal to the Board of Education.

A student under a long term suspension or expulsion cannot come on campus for any reason nor can the student attend any school activity, whether on campus or at another location without the permission of the principal during the period of the suspension or expulsion.

All long term suspensions and expulsions will be handled through the Dublin City Schools tribunal process.

OFF-CAMPUS CONDUCT

The Board of Education has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools.

1. Administrators are authorized to take disciplinary action for conduct that occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event, or, (c) en route to and from school or a school activity.
2. Administrators are also authorized to take disciplinary action against a student for any off-campus actions, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and/or staff.
3. A student who has been charged with a criminal act while off campus is subject to disciplinary action and may receive expulsion from school or assigned to an alternative learning environment for a period to be determined by appropriate school officials. Such an act could include, but would not be limited to, a felony charge that poses a potential danger or disruption at school, a drug charge, an alcohol charge, or any type of sexual charge.
4. Such students whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action. This includes imposing restrictions on the student from attendance at after-school events on the school campus or school-related events off the school campus for a period to be determined by appropriate school officials.
5. School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged.
6. The Superintendent, principal and/or other administrators shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation.
7. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.
8. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in Board policy relating to suspension or expulsion.

ON-CAMPUS CHARGES

A student who has been charged with a criminal act while on campus is subject to the same discipline as the off-campus policy.

SATURDAY SCHOOL

Saturday School is held at the discretion of the principal or his/her designee. Members of the administrative staff assign students to this program. Students who are assigned to this program and who miss their assigned days without a proper excuse will be placed in In-School Suspension for two days.

SHORT TERM SUSPENSION

The principal or his/her designee may suspend a student for a period not to exceed ten (10) days for any violation of a school rule or state or federal law. Any such suspension shall not require a formal hearing but shall require an informal investigation be conducted prior to the suspension whereby the school authority shall give the student oral notice of the accusation(s) against him/her, and if the student denies the charges, the student is given the opportunity to present any defensive matter in his/her behalf that is reasonably available. There need be no delay between the time the student is notified of the accusation and opportunity for the student to explain his/her side. The purpose of the investigation is to notify the student of the charges and to ensure fairness in the matter. Students facing immediate suspension shall be detained pending the arrival of their parents whenever feasible. School authorities shall endeavor to notify the parents/guardians in writing or by telephone as quickly as possible regarding a student's suspension.

ATTENDANCE AT SCHOOL EVENTS WHILE SUSPENDED

Students assigned out-of-school suspension, long-term suspension, or expulsion from school may not attend or participate in any school functions on the day of the infraction or the days of suspension until the assigned suspension is complete. Students assigned out-of-school suspension, long-term suspension, or expulsion from school may not be on Dublin City Board of Education's property without the principal's permission.

ELIGIBILITY WHILE SUSPENDED

Students assigned to the alternative school, out-of-school suspension, or expulsion for disciplinary reasons, lose their eligibility to participate in any before/after school-related activities on the day(s) of suspension. Additionally, students are considered suspended on the day of the infraction until the assigned suspension is complete. An assigned disciplinary suspension is considered to have ended when the student returns to the regular class setting the following school day with the exception of students whose suspension ends on a Friday. Students are eligible to participate in weekend (Saturday/Sunday) school-related activities if the last day of suspension assigned is Friday.

IMMEDIACY OF SUSPENSION

Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, providing due process rights can be afforded within this time.

ENROLLMENT OF STUDENTS SUSPENDED FROM OTHER SYSTEM

Students suspended from other school systems will be required to complete their assigned suspension prior to attending regular classes. Students may complete their suspension as assigned at the Alternative School, In-School Suspension, or Out of School Suspension. Upon receipt of records, Dublin City Schools reserves the right to follow all disciplinary resolutions specified by the previous school of enrollment.

MAKEUP WORK DURING SUSPENSION

All students are required to make up all class assignments missed during short-term suspension or suspension pending tribunal.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The Code of Conduct applies to all students including students with disabilities. However, students with disabilities are afforded specific due process protections.

SUSPENSION FOR UP TO 10 DAYS IN A SCHOOL YEAR

Students with disabilities can be suspended for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards and services. Saturday school and before/after-school detention do not count toward the 10 days.

A Functional Behavior Assessment and Behavior Intervention Plan should be completed on any students approaching 10 days of suspension.

The Special Education Director should be notified of any special education student approaching 10 days of suspension.

SUSPENSION BEYOND 10 DAYS IN A SCHOOL YEAR

1. School provides written notice to parent/guardian of intervention or consequence being considered and date of Individual Education Program Manifestation Determination Review. A meeting must be held within 10 days of the date of the decision to discipline the student. A copy of the Notice of Procedures Safeguards should be provided to parents.

2. The IEP team will determine whether the misconduct is related to the student's disability by reviewing all current and relevant information.

3. If the behavior is a manifestation of the disability, the IEP team will review and revise the behavior intervention plan specifically for the misconduct of the student. A disciplinary change in placement (expulsion) cannot occur.

4. If the behavior is not a manifestation of the disability, school officials may apply the Code of Conduct interventions and consequences. However, the student may not be suspended for more than 10 consecutive or cumulative school days in a year without providing appropriate educational services. Students with disabilities may be placed in an interim alternative educational setting for a maximum of 45 school days.

5. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

APPEALS

The school principal has the authority to suspend a student out of school for a period of not to exceed ten cumulative days per semester. Any out of school suspension, in-school suspension, Saturday school or detention is not subject to appeal beyond the school level. Any rulings by the Disciplinary Tribunal involving long-term suspension or expulsion may be appealed to the Dublin City Board of Education in accordance with the policies and regulation of the Board.

POLICE NOTIFICATION

Notification of Police for specific Code of Conduct violations is designated in the Code of Conduct Matrix. School administration will contact the parent/guardian of the student when Police have been requested to report to the school for a Code of Conduct violation. When parents are not available to report to the school, administrators may serve as loco parentis when minors are being questioned by Police.

POLICIES FOR REMOVAL OF STUDENTS FROM CLASSROOM FOR DISRUPTIVE BEHAVIOR

Students who engage in repeated disruptive behavior may be immediately removed from the classroom and subject to the disciplinary provisions in the Official Code of Georgia Annotated §20-2-738.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

20-2-751.7. (a) The Professional Standards Commission has established a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities.

The School System procedures include the following:

a. Any student *(or parent or friend of a student)* who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
b. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal‘s designee, and shall submit a written report of the incident to the school principal or principal‘s designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.*
c. Any school principal or principal‘s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
d. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal‘s designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

WEAPONS/RIFLE
Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. {Pursuant to Gun-Free Schools Act—Public Law 107-110, Section 4141}. Consequences are long-term suspension or expulsion. Infractions will be reported to law enforcement and the Superintendent of Schools.

WEAPONS/OTHER FIREARMS
Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge or more than ¼ ounce, mine or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). {Pursuant to Gun-Free Schools Act—Public Law 107-110, Section 4141}. Consequences are long-term suspension or expulsion. Infractions will be reported to law enforcement and the Superintendent of Schools. *(JCDAE)*

Disclaimer: School rules published in this handbook are subject to such change as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operation of the school. Not all school rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. Dublin High School utilizes an in-school suspension program as an alternative to out-of-school suspension. Except where specified in the Code of Conduct, the school administrator, at his/her discretion, may choose whether a student serves suspension in the in-school center or out-of-school. Additionally, the administrator may choose, at his/her discretion, to utilize the After School Intervention Program or the Saturday School Program as possible alternatives to suspension, but only within a limited scope. In unusual situations, the school's administrator(s) may, upon reviewing the circumstances of a discipline situation, choose to utilize disciplinary procedures other than the ones specified herein. This will be done in the case where the administrator feels the best interest of the school is better served by using alternative disciplinary procedures. Dublin High School feels strongly that parents should be an integral part of the discipline process. Teachers are encouraged to contact parents at any time they have a student who appears to be a chronic behavior problem in class. Similarly, administrators will attempt to contact parents whenever possible after dealing with a student even if no formal action (In-School Suspension, suspension, etc.) was taken. Camera surveillance is utilized around campus and evidence can be used to supply information for disciplinary actions.
All parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

STUDENT BULLYING INFORMATION

Dublin Middle School
Bully Free Zone 2026-2027

Bullying- Any attempt to inflict injury, display of force, or causing physical or bodily harm.

Bullying can happen in all of the following places: school property, school vehicles, at bus stops, school related functions, or via the computer or cell phone.

4 Types of Bullying

Physical Bullying- hitting, shoving, poking, chasing someone
Verbal Bullying- calling people names, mean jokes, spreading rumors
Social Bullying- excluding someone from a group, ignoring or avoiding
Cyber Bullying- sending mean texts or emails, posting pictures

What to do if you are being bullied?

*Tell an adult
*Be assertive
*Have confidence
*Don't fight back
*Walk away from the situation
*Don't give a bully an audience

Dublin City Schools Complaint Procedures

A. Grounds for a Complaint

Any individual, organization, or agency ("complainant") may file a complaint with the Dublin City Schools (DCS) if that individual, organization, or agency believes and alleges that DCS is violating a federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, School-wide Programs
- Title I, Part C: Migrant Education Program
- Title II, Part A: Teacher and Leader Effectiveness
- Title III, Part A: English to Speakers of Other Languages
- Title IV, Part B: 21st Century Community Learning Centers
- Title X, Part C: The McKinney-Vento Homeless Act

C. Complaints Originating at the Local Level

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Dublin City Schools to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to migrant the issue with the Dublin City Schools.

D. Filing a Complaint

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the Dublin City Schools has violated a requirement of a Federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of the names and telephone numbers of individuals who can provide additional information.
- Whether a complaint has been filed with any other government agency, and if so, which agency.
- Copies of all applicable documents supporting the complainant's position.
- The address of the complainant.

The complaint must be addressed to:

Title I Director, Dublin City Schools, 207 Shamrock Drive, Dublin, GA, 31021.

E. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the Dublin City Schools will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Dublin City Schools received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Dublin City Schools may investigate or address the complaint.
- Any other pertinent information.

If additional information or an investigation is necessary, DCS will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a

timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

F. Right of Appeal

If an individual, organization, or agency is aggrieved by the final decision of the Dublin City Schools, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Dublin City Schools System's decision and include a complete statement of the reasons supporting the appeal.

Parent Right to Know Professional Qualifications of Teachers and Paraprofessionals

Dublin City Schools

Parent Right to Know Procedures for Qualified Teachers Status

Dublin City Schools, a charter school system, will waive certification under Georgia Law (OCGA 20-2-2065 or OCTA 20-2-80).

For the current fiscal year, Dublin City Schools will waive certification in all areas except Special Education at all grade level bands.

Professional Qualification of Teacher Evidence:

If a student has been assigned to or has been taught for four or more consecutive weeks by a teacher who does not meet DCS Teacher Professional Qualifications, parents will be provided with a notice. Letters will be sent home to notify parents and parents may request this information at any time during the year.

The following information may be requested:

The minimum professional qualifications required for employment for teachers at Dublin City Schools:

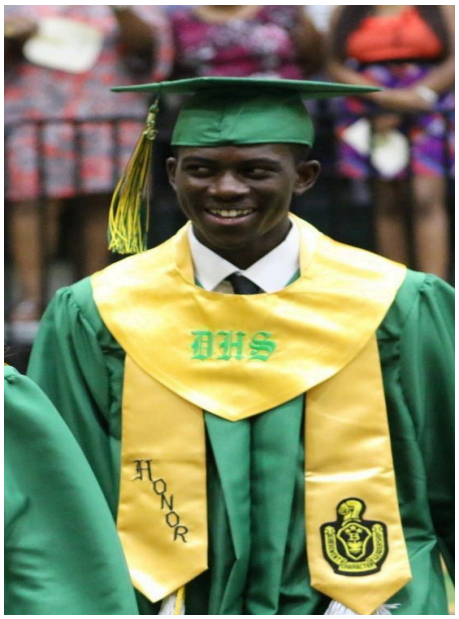
1. For all core content classes- minimum bachelor's degree and the teacher must attempt to pass the G.A.C.E. content assessment by May 15th of the current fiscal year.
2. For all positions in Special Education, teachers must have or be eligible for the appropriate certification.
3. For all non-core content classes- minimum associate's degree and/or appropriate field experience. For CTAE courses, national certification in the appropriate area with a minimum of five years of experience in the field will substitute for an associate's degree.

Parent notification is not required for the following: For paraprofessionals who are not certified

Dublin City Schools District Family Engagement Policy

2026-2027
Revised May, 2022
207 Shamrock Drive, Dublin, GA 31021
(478) 353-8000

What is Parental Engagement and Involvement?



Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) That parents play an integral role in assisting their child's learning.

(B) That parents are encouraged to be actively involved in their child's education.

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

(D) The carrying out of other activities, such as those described in Section 1116 of the ESSA.

About the Family Engagement Policy

In support of strengthening student academic achievement, Dublin City Schools (DSC) has developed this family engagement policy that establishes the district's expectations for family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe DCS's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I Part A provides for substantive

family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of the Every Student Succeeds Act of 2015 (ESSA) contains the primary Title I Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1116, DCS will work with its Title I schools to ensure that the required school-level family engagement policies meet the requirements of Section 1116(b) and each include, as a component, a school-parent compact consistent with Section 1116(d) of the ESSA. At the district level and at the school level, Family Engagement Leadership Teams (FELT) will be charged with implementation and review of this plan quarterly.

Jointly Developed

During the Spring District Stakeholder Meeting in April, all parents are invited to participate and provide suggestions and ideas to improve the District Family Engagement Policy for the upcoming school year. The district sends invitations to all parents informing them about this meeting and posted an announcement on the school and district websites. During this meeting, parents also reviewed and discussed the Streamlined Comprehensive LEA Improvement Plan (SCLIP), School Parent Involvement Policies, 1% Parent Engagement Funding and the Parent-School Compacts.

Additionally, each Title I school used its Parent Advisory Council, School Leadership Teams and Parent Engagement Input Meetings to review the District Family Engagement Policy before the end of the school year.

Upon final revision, the District Family Engagement Policy was incorporated into the SCLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the district website or by submitting written comments to your child's school which is available in school Parent Resource Centers. Feedback received this year was included with the policy for this school year.

The District Family Engagement Policy was posted on district and school websites, distributed during the annual Title I school meetings earlier this school year, and made available in the schools' parent resource centers

Strengthening Our School

This year, the District Title I Coordinator will provide school-level family engagement coordinators (FECs) with assistance and support to each Title I school to ensure family engagement requirements are being satisfied and that parent engagement strategies and activities are being implemented. The District will hold monthly meetings at the central office.

Title I schools will receive notifications and resources from the district to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district will hold monthly meetings and trainings with Title I schools' FECs to review family engagement plans and activities. FECs will be responsible for sharing district resources and support from the meetings with their school at leadership team. The district will share updates at monthly District Principal's meetings.

The district will convene a summit in February for the district, principals and schools to review family engagement requirements and plan opportunities for family engagement activities and meetings for the remainder of the school year.

Reservation of Funds

DCS will reserve 1% from the total amount of Title I funds it receives in FY23 to carry out the family engagement requirements listed in this policy and as described in Section 1116 of the ESSA. Furthermore, DCS will distribute 95% of the amount reserved to all Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations.

Each Title I school will host an annual Parent Input meeting during the month of May for parents to provide suggestions on how family engagement funds will be used in the upcoming year at the district and school-level.

Comment cards and/or minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.



Opportunities for Parent Consultation

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

District Spring Stakeholder Meeting ~ To be Held during the Month of *April*
All parents are welcome to hear the latest updates from the Dublin City Schools as well as review and provide input into DCS District Family Engagement Policy and the District Improvement Plan for FY20 school year. Notices regarding this meeting will be sent home to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school and district websites, on DCS social media sites and at parent and family engagement meetings.

School Parent Input Meetings~ To be Held during the Month of *May 2023*
During this week, each Title I school will host a forum for parents to participate in roundtable discussions to review the schoolwide plan, the school's family engagement policies as well as provide input on the family engagement budget and family engagement programs. Each Title I school will send a letter home to parents notifying them about the date and time of the forum. Information regarding the School Parent Input Meetings will also be made available on school websites.

Parent input on the use of Title I funds to support family engagement programs may also be provided through the annual district survey. The survey will contain questions related to the family engagement budget as well as a section for parents to provide their comments.

Unable to attend these meetings? Please visit: http:www.dcs.irish/federal-programs-78fe8b1a to review the meeting documents and meeting minutes and leave your input.

For Additional Information Contact: Dr. La'Ronda Fleming
Dublin City Schools Director of Federal Programs (478) 353-8000



Building School and Parent Capacity

Dublin City Schools will build the schools' and parents' capacity for strong family engagement, in order to ensure effective involvement of parents and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through districtwide activities and programs.

DCS will work with a district and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program. DCS will provide classes for parents to gain knowledge about the state-adopted standards and the achievement standards, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these classes will be posted on the district website and shared through each Title I school's newsletter and website.

DCS will also provide a page on the district website that will contain resources and materials, including parent guides, study guides, and practice assessments, to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources, DCS technology specialists will collaborate with Title I schools to host workshops for parents. Dates and times for these workshops will be determined and announced by each individual school.

DCS will coordinate and integrate the district's family engagement programs with the Head Start program and other state funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. In the spring, the elementary schools will host Pre-K to Kindergarten transition meetings and school visitation days so families may receive information and tour the schools to help prepare them and their children for kindergarten. Each spring, elementary kindergarten teachers visit the community daycares, Head Starts, and other private Pre-K facilities to explain our district's kindergarten enrollment procedures and our schoolwide expectations for academics, attendance, and behavior. DCS will also coordinate with these programs to ensure that parents are informed about available resources.

To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each Title I school will send home a districtwide calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize the district Facebook.

DCS will conduct two trainings during the school year for principals and school FECs to learn and discuss strategies to increase parent engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools. The Title I coordinator will also provide opportunities for visits to each Title I school to review and discuss family engagement requirements and initiatives. Updates from the visits will be shared at the district leadership team meetings. DCS will host training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

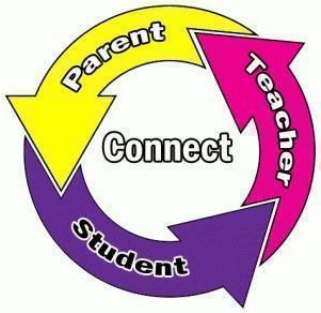
DCS has established a districtwide Parent Advisory Council composed of parent representatives from each Title I school's Parent Advisory Council to provide advice on all matters related to family engagement in Title I, Part A programs. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by posting recordings of council and other district meetings on the website and increase participation by utilizing video conferencing technology to accommodate the schedules of these valuable partners.

Academic Parent Teacher Teams

What is APTT? Academic Parent Teacher Teams are family engagement opportunities that foster collaboration between the school, the student and the parent. The Georgia Department of Education has provided training and support to Title I schools on this innovative approach to improve student outcomes through parent and teacher collaboration. The Family Engagement Leadership Team (FELT) will be charged with review of activities and implementation of the APTT model at the district and school level quarterly.

Academic Parent-Teacher Teams (APTT) is a model of family engagement that is grounded in the notion that schools

can thrive when families and teachers work together, as genuine partners, to maximize student learning inside and outside of school. The model is research-based and aligns grade-level learning concepts, student performance data, and family-teacher communication and collaboration. The APTT model supplements and elevates the efforts of traditional parent conferences by expanding opportunities for families and teachers to collaborate.



Goals

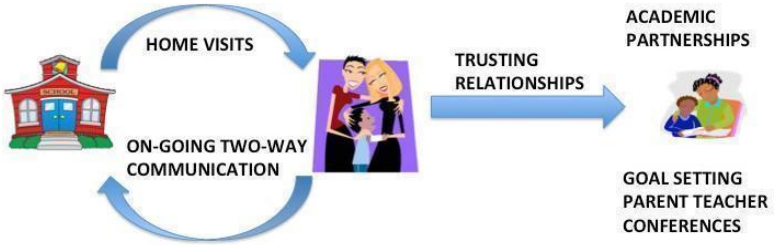
a. Dublin City Schools will develop meaningful relationships between schools and parents.
b. DCS will share our focus on grade level skills to promote overall literacy.
c. DCS will provide strategies for practice at home which supports classroom activities.
d. DCS will provide materials for at home strategies.

Team Meetings

In the APTT model, teachers facilitate three 75-minute team meetings each year — each consisting of the teacher meeting with the families of all of the teachers' students. The team meetings give families opportunities to learn and contribute in a collaborative environment. Important grade-level information and effective home practices are learned and exchanged with and among all families. During the 2023-2024 school year, DCS will provide literacy strategies to be used with the student in the home setting. Our school level academic interventionist create instructional kits for parents to use which support the literacy strategies being done in the classroom.

Individual Sessions

Once per year for each student, the teacher holds a 30-minute individual session with the student and the student's family to provide individualized, personal support. Individual sessions offer opportunities for families and teachers to deepen their relationship as partners, discuss each student's progress at home and at school, and collaboratively create a course of action to support student growth and improvement.
(Resource: https://aptt.wested.org/)



Parental Involvement Evaluation

Each year, DCS will conduct an evaluation of the content and effectiveness of this parental involvement policy and the parental involvement activities to improve the academic quality of the Title I schools through an annual parent survey, feedback from the F.E.L.T. and the School Improvement Input meetings.

Beginning in April, each Title I school will send home a survey for parents to provide valuable feedback regarding the parental involvement activities and programs. These surveys will also be posted on the district and school websites for parents to complete.

In addition to the annual survey, each Title I school will also use the School Improvement Input meetings to facilitate group discussions to discuss the needs of parents of children eligible to receive Title I services to design strategies for more effective parental involvement.

DCS will use the findings from the school forums and the survey results to design strategies to improve effective parental involvement, to remove possible barriers to parent participation, and to revise its parental involvement policies.

Accessibility

In carrying out the parental involvement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Chromebook Repair Cost Procedure

1. Overview

This Chromebook Repair Cost Procedure outlines the procedures, costs, and terms associated with repairing Chromebooks owned by Dublin City Schools (DCS).

2. Eligibility for Repair Services

All Chromebooks purchased and owned by DCS are eligible for repair services under this procedure.

3. Warranty Coverage

- **Manufacturer's Warranty:** Chromebooks within the manufacturer's warranty period will be repaired free of charge for defects in materials or workmanship. Physical damage is **NOT** covered under manufacturer's warranty.

Should a device be non-repairable under the warranty, then out-of-warranty repair costs will be incurred.

4. Out-of-Warranty Repairs

For Chromebooks outside the warranty period, repairs will incur costs. The following charges will apply once evaluated for damages:

- **Repairable Chromebooks:** $110
- **Non-repairable Chromebooks:** $350 for replacement

5. Payment

- **Payment Method:** All repair costs must be paid in advance before the repair process begins or another device can be received.
- **Payment Options:** Cash, Money Order, or Cashier's Check made out to the individual school.

8. Pickup and Delivery

Users are responsible for delivering their Chromebooks to the media center for repair. Upon completion of the repair, users must pick up their devices promptly.

9. Dispute Resolution

In the event of a dispute regarding repair costs or services, users may contact school administration for resolution within 20 days of notification.

10. Procedure Updates

DCS reserves the right to update this Chromebook Repair Cost Procedure as needed. Users will be notified of any changes.

*** Community Information:** Devices are available for checkout at the Oconee Regional Library of Laurens County.

DUBLIN MIDDLE SCHOOL

2026-2027 HANDBOOK RECEIPT

I have received a copy of the Dublin Middle School 2026-2027 Student Handbook and understand that I am responsible for all information contained herein. This signed statement will be placed in my temporary discipline file.

_____ _____

Student Name (Please Print) **Date**

_____

Student Signature

_____ _____

Parent Name (Please Print) **Date**

_____

Parent/Guardian Signature

_____ _____

Homeroom Teacher's name **Grade Level**

……

Parents/Guardians and students sign and return to DMS.

Parents please initial each to indicate that said letters listed were read.

_____ Complaint Procedures (page 55-56)

_____ Parent Involvement Policy (pages 57-59)

_____ School and Parent Compact (page 60-61)

APPENDIX

A. Available Swimming Programs

Tabby Joiner Swim Program
Facebook Messenger Contact

Dublin Country Club
Ronda Walker

Georgia Swim School
478-365-9449

Pool Pirates Swimming Sessions
478-697-2422

Micah's Playhouse
478-272-4894