Dublin High School



STUDENT HANDBOOK
2025-2026

Dr. Michael Overstreet, Principal

Mr. Reginald Cordy, 9th Grade Academy Principal

Dr. Lewis Zellner, Assistant Principal of Operations

Mrs. Susan Curtis, Assistant Principal for Instruction

Dr. Frederick C. Williams, Superintendent

1127 Hillcrest Parkway, Dublin, Georgia 31021
Phone: 478-353-8040, Fax: 478-353-8041
Web Site: dhs.dcs.irish

DUBLIN CITY SCHOOLS

VISION

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

MISSION

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

MOTTO

Our Motto: An Irish Education: It's not luck; it's hard work!

Beliefs

In Dublin City Schools, we believe:

- That in God's divine authority of this world, all people have equal worth, and the family is the foundation of the community.
- All people, with effort and positive attitude, can reach their highest potential through high quality educational experiences.
- Collaborative communication among all stakeholders is vital for all student and school district success.
- High performing and trustworthy leadership is vital to a strong school district.
- A safe and loving environment promotes positive learning communities for academic achievement and personal growth.
- That striving towards common goals unites diverse people.
- That early and on-going involvement in the education of children by family and community is critical to success.

*Parents will sign-off having read this section on page 81 and 82

PRINCIPAL'S MESSAGE:

Welcome to the 2025–2026 School Year!

Dear Dublin High School Students and Families,

On behalf of the faculty and staff, I am excited and honored to welcome you to what promises to be another outstanding year at Dublin High School! I am Michael Overstreet, your Principal, and it is my privilege to continue serving this vibrant and thriving school community. Having served in Dublin City Schools for more than fifteen years, I remain deeply committed to our district's vision: *High Achievement and Success for All Students*. Our Theme this year is: **"AI - All IN At All Levels."**

Last year was a remarkable one, filled with academic milestones and unforgettable achievements in academics, sports, clubs, and student organizations. This year, we will build on that success with a renewed focus on excellence in every classroom, every program, and every student interaction. We will continue to live out the "Dublin Way," with integrity, commitment, and unity as we support all students in reaching their full potential.

A Safe, Loving Environment

At DHS, we are committed to providing a safe, loving, and clean learning environment every day. Every student deserves to feel valued, supported, and empowered. Parents, your partnership is vital in helping us create a positive culture that uplifts all students. Together, we will continue to ensure that DHS is a place where respect and kindness are the norm, and every student is free to learn and grow.

High Expectations for High Achievement

Our primary mission remains clear: to ensure every student graduates **college and career ready**, whether that means entering the workforce through a chosen career pathway or enrolling in a college or university. Success does not happen by luck; it happens when we set high expectations and support each other in achieving them.

Students shall come to school every day ready to learn, work hard, and take pride in being part of the Irish Family. Believe in yourself. Embrace challenges and be present in learning. **Daily attendance** is essential, please review our attendance policy in the student handbook and make every effort to be in school every day and on time.

Dress Code, Cell Phones, and Electronic Devices

To maintain a focused and respectful learning environment: the administration and staff will strictly enforce the following:

*Parents will sign-off having read this section on page 81 and 82

- **Dress Code**: All students are expected to follow the school dress code as outlined in the student/parent handbook. We believe all students shall dress in a way that promotes a positive learning environment and reflects the pride we have in our school.

- **Cell Phones & Electronic Devices**: **Dublin High School is a cell phone free campus.** Cell phones and personal electronic devices must be **turned off and stored away during the instructional day.** We want all students to be fully engaged in their learning without distractions.

Students Success Starts with Involvement

We encourage every student to get involved! Whether it's joining a club, playing a team sport, performing in the arts, or volunteering, there is a place for you here at DHS. Being involved builds friendships, strengthens character, and enhances your high school experience.

Stay Connected

Parents, please stay connected to your child's academic progress through **Infinite Campus** and maintain regular communication with our teachers, counselors, and the administrative staff through ParentSquare, the school's information platform, or by calling or visiting the school. If you ever have questions or concerns, know that we are here to support you.

Let's make this a year of ***excellence, growth, and unforgettable memories*, the Dublin Way!** Welcome to Dublin High School. Let's pursue high achievement, ensure success for all students, and live each day with purpose and pride by being All In at All Levels!

All IN, Go Irish,

Michael Overstreet

Principal, Dublin High School

*Parents will sign-off having read this section on page 81 and 82

Dublin High School's Alma Mater



Dublin High, we love you,
And we are proud to be a part
Of all you have to give,
And the learning you impart.

As we stand behind you
And cherish the love we hold,
We try to do our best
To fight for the Green and Gold.

We strive to pass the test
Of unity, faith, and love.
May we excel with honor
Until our worth we prove.

CHORUS
Hail to thee, our Alma Mater,
Hail to the Green and Gold.
We will sing with hearts of pride

*Parents will sign-off having read this section on page 81 and 82

For ages yet untold.

CONTENTS PAGE

Quick Guide for Students **7**
Daily Schedule **8**
School Calendar **9**
Parents Right to Know **11**

I. STUDENT CODES **13**
Student Dress Code 13
Visual Depiction of Dress Code 14
Bookbag Policy 15
Technology / Chromebooks 15
Cell Phones and Other Electronic Devices 17
Bullying 18
Student Driver 20
Student Behavior Code 21
ISS / Expulsion 22
OSS / Alternative School 22
Searches 23
Level 1 offenses 26
Level 2 offences 28
Level 3 offences 31
Major offences 36
Definition of terms 37
PBIS Matrix 43
Bus Regulations 44

II. ACADEMICS **53**
Graduation Requirements 53
Dual Enrollment 54
Grading Policies and Procedures 55
Testing (State Assessment) 56
International Baccalaureate 57
Academic Awards and Honors 58

III. ATTENDANCE (updated 7/2022) **59**
Attendance Policy 59
Tardy Policy 62
Check-In and Check-Out Procedures 62

IV. EXTRACURRICULAR and ATHLETICS **63**
Athletic Physicals 63
NCAA Information 63
Homecoming Court 65
Clubs and Extracurricular Activities 67

V. EMERGENCIES AND SAFETY **70**
Emergency Drills 70

VI. GENERAL INFORMATION **71**

VII. APPENDICES **78**

*Parents will sign-off having read this section on page 81 and 82

VIII. Parental Permission to Participate 81

I. PARENT/GUARDIAN SIGN-OFF PAGE 82

Guide for Students

If you need:	Go to:
Accident Insurance Claim form	Main Office
Activity Approval	Principal
Admittance Slips, Attendance, Tardies, Check Out	Main Office
Announcements	Main Office
Athletic Information	Coach Roger Holmes
Career, Technical, and Agriculture Education	Mr. Lanier
Certificate of Attendance for Driver's License	Mrs. Maddox
College, Scholarship, Transcript Information	Guidance Office
Counseling	Guidance Office
Discipline Information	Administrator
Fines and Fees	Bookkeeper
Grievances	Teachers, Administrators
Lockers	Dr. Zellner
Lunchroom Information	Cafeteria Manager
Medical Attention	Nurse Dawn Samson
Parking Permits	Mrs. Maddox
Phone	Mrs. Maddox

*Parents will sign-off having read this section on page 81 and 82

Technology/ Chromebook (see policy)	Media Center
Withdrawal or Enrollment	Guidance Office

BELL SCHEDULE
2025-2026

7:30 - 9:05 - First Period	95 minutes
9:10 - 10:45 - Second Period	95 minutes
10:50 - 12:50 - Third Period	120 minutes
12:55 - 2:30 - Fourth Period	95 minutes

3-Period Lunch Schedule 25 minutes for lunch, 5 minute intervals.

Lunch A: 11:25 – 11:50 Lunch B: 11:55 – 12:20 Lunch C: 12:25 – 12:50

Afternoon Activity Bell Schedule

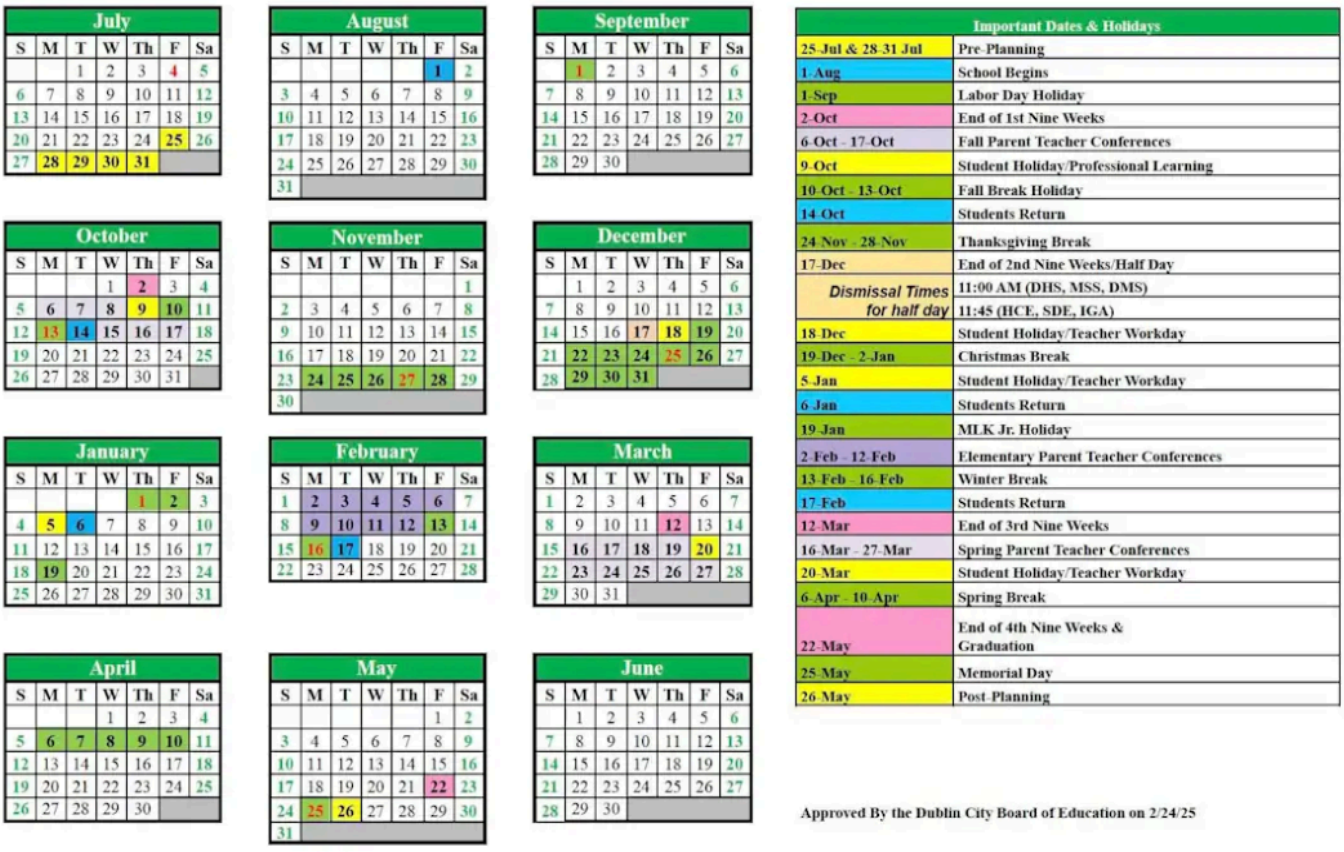
7:30-8:40- First Period	70 Minutes
8:45-9:55- Second Period	70 Minutes
10:00- 11:45 Third Period/Lunch	105 Minutes
11:50-1:00- Fourth Period	65 Minutes
1:20-2:30- Afternoon Activity	90 Minutes

3-Period Lunch Schedule 25 minutes for lunch, 5 minute intervals.

Lunch A: 10:20-10:44 Lunch B- 10:50-11:15 Lunch C: 11:20-11:45

*Parents will sign-off having read this section on page 81 and 82

DUBLIN CITY SCHOOLS
School Calendar
2025-2026



July

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

August

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

September

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

October

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

November

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

December

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

January

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

February

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

March

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

April

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

May

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

June

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

Important Dates & Holidays

25-Jul & 28-31 Jul	Pre-Planning
1-Aug	School Begins
1-Sep	Labor Day Holiday
2-Oct	End of 1st Nine Weeks
6-Oct – 17-Oct	Fall Parent Teacher Conferences
9-Oct	Student Holiday/Professional Learning
10-Oct – 13-Oct	Fall Break Holiday
14-Oct	Students Return
24-Nov – 28-Nov	Thanksgiving Break
17-Dec	End of 2nd Nine Weeks/Half Day
Dismissal Times for half day	11:00 AM (DHS, MSS, DMS) 11:45 (HCE, SDE, IGA)
18-Dec	Student Holiday/Teacher Workday
19-Dec – 2-Jan	Christmas Break
5-Jan	Student Holiday/Teacher Workday
6-Jan	Students Return
19-Jan	MLK Jr. Holiday
2-Feb – 12-Feb	Elementary Parent Teacher Conferences
13-Feb – 16-Feb	Winter Break
17-Feb	Students Return
12-Mar	End of 3rd Nine Weeks
16-Mar – 27-Mar	Spring Parent Teacher Conferences
20-Mar	Student Holiday/Teacher Workday
6-Apr – 10-Apr	Spring Break
22-May	End of 4th Nine Weeks & Graduation
25-May	Memorial Day
26-May	Post-Planning

Approved By the Dublin City Board of Education on 2/24/25

*Parents will sign-off having read this section on page 81 and 82

DHS Professional Qualifications for Teachers

Dear Parents/Guardians:

All teachers' knowledge of the subject area they teach is critical in their instruction of students. Parents have the right to know the professional qualifications of the teachers who teach their children. As a Charter System, Dublin City Schools determined that Professional Qualifications are as follows:

All teachers must hold or be eligible for a valid GAPSC certificate in the applicable field and content area OR must have a four year degree in a related field and must pass the appropriate GACE content assessment within the first year of employment.

All teachers and staff at Dublin High School are dedicated to providing the best education and support for our students. Please do not hesitate to contact me if you have any questions or concerns. We are here to ensure your child has a successful school year.

My contact information is michael.overstreet@dcsirish.com or 478-353-8040.

Sincerely,
Michael Overstreet, Ed.D

*Parents will sign-off having read this section on page 81 and 82

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.

*Parents will sign-off having read this section on page 81 and 82

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.

*Parents will sign-off having read this section on page 79.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Disadvantaged Children, Academic Achievement Awards, Schoolwide 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 migrate 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. *Revised October 2015*

*Parents will sign-off having read this section on page 79

*Parents will sign-off having read this section on page 81 and 82

STUDENT CODES

A: Student Dress Code

- 2025-2026 At Dublin City Schools, we expect all students to come to school dressed in a way that supports a positive and focused learning environment. Students should wear clothing that is appropriate for school and does not interfere with teaching, learning, or the rights of others.We believe that when students dress neatly and cleanly, they tend to show a more respectful and responsible attitude toward school. Dressing appropriately helps everyone stay focused on learning and encourages a school culture of pride and respect.To support this, all students at Dublin High School are expected to follow the school dress code. This ensures that everyone can learn in a safe, respectful, and distraction-free environment.
- All clothing must be appropriately sized (not sagging) and worn with the appropriate undergarments, which cannot be seen through the garment.
- All shirts must have sleeves. No spaghetti straps or tank tops.
- All clothing must cover the body with no openings, slits, or holes that expose skin above the knee or undergarments, cleavage, the mid-section, bare back or other parts of the torso.
- Clothing that is too short or too tight is not allowed. NOT PERMITTED CLOTHING ITEMS: This is not intended as a comprehensive list of non- permitted clothing items. Dublin High School may prohibit additional clothing items throughout the school year. Notice regarding additional prohibited clothing items will be communicated through ParenSquare or the district's facebook page.

- **Accessories that are distracting or potentially dangerous**, such as sharp jewelry, overly long nails, or objects that could be used as weapons or related to drugs/alcohol.

- **Other disruptive items**, including dice, cards, laser pointers, toys, games, and non-instructional electronic devices.

- **Shorts or pants must be worn under athletic skirts or shorts**, including tennis, cheerleading, or PE uniforms.

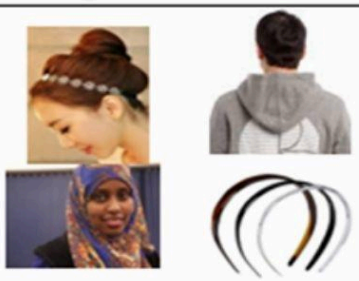
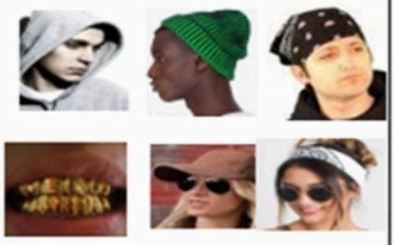
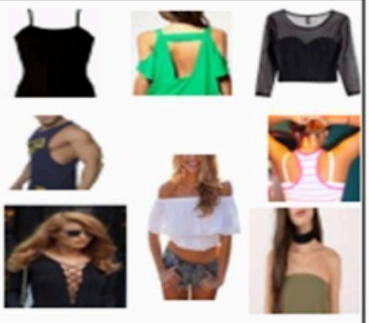
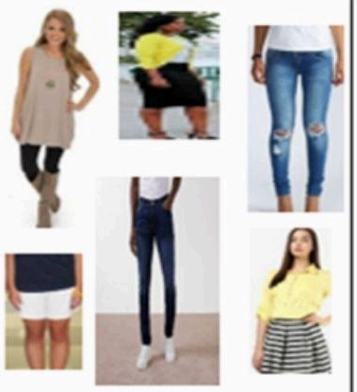
- **Athletes may wear school jerseys or uniforms** on designated days, as outlined in the school handbook.

- **School administrators reserve the right to prohibit any clothing or item** they believe presents a safety concern or disrupts the learning environment.

*Parents will sign-off having read this section on page 81 and 82

REFLECT YOUR RESPECT!

DRESS CODE GUIDELINES

	⬇ DO's ⬇	⬇ DON'T's ⬇
HEADWEAR • Bandanas, do-rags or any paisley print headgear are not allowed • Picks and combs are not allowed in hair • Hats and other headgear (including hoodies) are not allowed in the building • Plastic headbands, barrettes, and ribbons are permitted • Religious headgear is allowed • No removable dental wear • No sunglasses without a medical excuse		
UPPER GARMENT • Sleeveless attire cannot reveal undergarments • Shirts cannot be low-cut, or show cleavage • Halter tops and shirts with spaghetti straps are not allowed. • Clothing must cover waist and back with no skin showing between the top and bottom garments • Men's sleeveless muscle tank tops not allowed • No transparent or mesh clothing without an appropriate shirt underneath		
LOWER GARMENT • Pants must be worn at the natural waistline • Undergarments are not to be visible • Shorts and skirts should be of fingertip length (including when a student is seated) • Skin cannot be visible above fingertip length • No clothing that is excessively form fitting (i.e., Spandex) • Leggings, yoga pants, or bottoms that are form fitting must have a top garment of fingertip length • No pajama pants or sleepwear		
FOOTWEAR • Bedroom shoes/slippers are not allowed • No Flip-Flops		

ATTIRE AND ACCESSORIES CANNOT BE OBSCENE, PROFANE, LEWD, VULGAR, INDECENT, GANG RELATED OR POSE A SAFETY THREAT TO ONESELF OR OTHERS (HEAVY CHAINS, FISH HOOKS, BRASS KNUCKLES).

The administration will make the final judgment on the appropriateness of a student's clothing, appearance and/or display of symbols, messages, or statements on school grounds.

*Parents will sign-off having read this section on page 81 and 82

B. Book Bag Policy

- **Students are only permitted to carry MESH or CLEAR book bags to class.** Certain book bags may be deemed too large and if so will be prohibited from being brought to school. All book bags must be carried. **No rolling book bags are permitted on campus without prior authorization from administration. If a student is a member of a DHS Athletic team, s/he will be allowed one team bag to carry his/her sports equipment. The student will be encouraged to place these items in a locker or a designated location assigned by a coach or administrator until the end of the school day.**

C. Technology/Chromebook Policy

TECHNOLOGY/RESPONSIBLE USE

Dublin City Schools provides students access to internet resources, wireless access systems, computers, networked printers and other peripheral devices widely available in all district locations. Staff blends thoughtful use of these resources with the curriculum. Guidance and instruction is provided to students in the appropriate use of these technologies.

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 the use of these technologies so as to maintain the integrity of these resources.

Responsibility

Students are responsible for their 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. 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.

Student Terms and Conditions

Students are responsible for their actions and behavior at school. Dublin City Schools is not liable for student's actions when connecting to the Internet through the school's devices. Students assume full liability, legal, financial, or otherwise for their actions. Using the Internet is a privilege, not a right. Access to the Internet may be removed if abused. Information obtained from the Internet should be examined for reliability, authority, and relevance.

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 they are working.

Student Expectations

- You will assume that all information on the Internet is private property.
- You may use only legal material and follow all copyright laws.

*Parents will sign-off having read this section on page 81 and 82

- You will not vandalize the network or Internet resources.
- You may find material that is inappropriate; it is your responsibility to leave that site and report it to your teacher.
- You will not attempt to buy anything using the school network.
- You will not share your password with others.
- You will not attempt to access another user's account.

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.

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 the 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

*Parents will sign-off having read this section on page 81 and 82

school.

6. 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.

7. Dispute Resolution

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

8. 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.

Cell Phones and Other Electronic Devices:

We have a responsibility to have better social/emotional well-being and instruction in the classroom for all our students. Recognizing that cell phones have become a distraction, **the use of Personal Electronic Devices, such as cell phones, smartwatches, and other electronic devices at Dublin High School will be prohibited during the school day.**

What will that mean: To support a focused and distraction-free learning environment, **cell phones and other electronic devices are not to be used during the instructional school day.** This includes classrooms, hallways, restrooms, and school assemblies.

- **Devices must be turned off and kept out of sight** at all times during instruction.
- **During hallway transitions**, all cell phones, headphones, and electronic devices must remain in book bags.
- **During the school day,** all cell phones and personal electronic devices must be out of sight and placed in bookbags.
- **If parents/guardians need to contact a student during the day**, they should call the Dublin High School Front Office at (478) 353-8040.
- **In the event of lockdown situations,** at the appropriate point, students will be allowed and encouraged, by the person supervising them, to use their cell phones to contact their parents.
- **Accommodations will be made for students** who require a personal electronic device for medical assistance.
- **While riding the school bus**, phones may only be used in emergencies and with the bus driver's permission.

Violations of this policy will result in the following disciplinary action:

- First Offense: Warning/Parent Conference with Administrator.
- Second Offense: 3 days of ISS.

*Parents will sign-off having read this section on page 81 and 82

- Third Offense: 5 days of ISS.
- Continued violations will result in additional disciplinary action.

We also invite our Fighting Irish families to join us in our efforts to minimize the use of Personal Electronic Devices by supporting our teachers and having conversations about this with their students at home.

If you have any questions or concerns, please reach out to Dr. Michael Overstreet via email at michael.overstreet@dcsirish.com or by calling (478) 353-8040.

Violations of this policy will result in the following disciplinary actions:

- **1st Offense**: 3 days of In-School Suspension (ISS)
- **2nd Offense**: 5 days of ISS
- **3rd Offense**: 10 days of ISS
- **Additional violations** may lead to further disciplinary consequences.

Let's work together to stay focused and make the most of our learning time!

Cell phones or cameras containing **indecent, nude, or pornographic pictures or video, photos of drugs, weapons, acts of violence, or gang-related activity** will be confiscated and kept indefinitely or turned over to police. Recordings on campus of any event including verbal or physical confrontations will be confiscated by school administrators as part of any investigation.
We are not responsible for lost or stolen cell phones.

B. Behavior in the Halls. Students should show proper respect for one another by not exhibiting affection in the halls. Running in the halls is not permitted. Students should make every effort to walk on the right side of the hall during transitions without delay or stopping to visit others. At no time should electronic devices, headphones, or earbuds be worn or visible during transitions. Students shall not gather in groups during transitions.

C. Bullying. Bullying is defined as aggressive behavior that involves unwanted, negative actions. "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself."

1. **Types of Bullying.** Some typical forms of bullying are
   - **a.** verbal bullying including derogatory comments and bad names.
   - **b.** bullying through social exclusion or isolation.
   - **c.** physical bullying such as hitting, kicking, shoving, and spitting.
   - **d.** bullying through lies and false rumors.
   - **e.** having money or other things taken or damaged by students who bully.
   - **f.** being threatened or being forced to do things by students who bully.
   - **g.** racial bullying and sexual bullying.
   - **h.** Cyber bullying (via cell phone or Internet): Cyber bullying is bullying through email, instant messaging (IMing), chat room exchanges, Website posts, or digital messages or images

sent to a cellular phone or personal digital assistant (PDA) (Kowalski et al. 2008). Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

2. Impact of Bullying. A single student who bullies can have a wide-ranging impact on the students s/he bullies and the overall climate of the school and community. Students deserve to feel safe at school, but when they experience bullying, these types of effects can last long into their future:

a. Depression
b. Low self-esteem
c. Health problems
d. Poor grades
e. Suicidal thoughts

3. What to Do. If you feel that you or someone else is being bullied, immediately report it to a teacher, a school administrator, a guidance counselor, or the school resource officer. No one has to put up with bullying, but we cannot help you if you don't report it. **Please see Bullying Flowchart in the appendices.**

D. Bused Students. Bus students may only ride the buses they are assigned for morning and afternoon transportation. They 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 designated area. No car riders should be in this area. 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 **DHS Code of Conduct** apply to students on buses and at bus stops.

E. Cafeteria. Breakfast and lunch will be served daily in the cafeteria. Students should report promptly to lunch when their lunch assignment begins. Good behavior in the cafeteria is a must. Students are responsible for returning trays, silver, paper, etc. to the proper place when finished. Breaking in line is not allowed. Students must remain on campus during lunch period. Students are expected to help maintain a clean environment by putting waste in the appropriate containers. If a student is at a table where trays are left, the student will be expected to assist in clearing the area when asked.

School Nutrition Policy:
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.**

*Parents will sign-off having read this section on page 81 and 82

F. Student Car Driver Policy
Students who drive to school must adhere to the following regulations:

1. Registration Requirements
   All student drivers must register their vehicles with the school office. Registration requires:
   - A $15.00 non-refundable registration fee- Paid through QR code (School Window)
   - A valid driver's license
   - Proof of current automobile insurance
   - A current year parking decal, which must be visibly displayed on the vehicle
2. Parking Lot Access and Behavior
   - Students are not permitted to go to their vehicles during the school day without prior administrative approval.
   - Students must exit their vehicles and enter the school building immediately upon arrival.
   - The parking lot is off-limits during instructional hours unless otherwise approved by school staff.
   - At the end of the school day, students must leave campus promptly.
3. Driving and Attendance Expectations
   - Student drivers must follow all school driving and parking regulations.
   - Students who receive repeated unexcused tardies may have their driving privileges revoked at the discretion of school administration.
4. Violations and Consequences
   - Any violations of driving or parking rules may result in disciplinary actions, including:
     - Revocation of driving privileges
     - Issuance of fines
     - Towing of the vehicle at the owner's expense

Maintaining the privilege of driving to school depends on responsible behavior, punctuality, and compliance with all outlined expectations!

*Parents will sign-off having read this section on page 81 and 82

DUBLIN CITY SCHOOLS
BOARD OF EDUCATION

STUDENT BEHAVIOR CODE

2025-2026

NOTICE:

Administrators have the discretion to assign whatever punishment listed that they may deem necessary.

STUDENT BEHAVIOR CODE

Students enrolled in the Dublin City School System should

1. Obey the laws of the City, County, State, and Federal governments.
2. Exercise good citizenship.
3. Respect individuals and their property.
4. Arrive at their designated school at the appropriate time.
5. Report to all classes promptly.
6. Prepare assigned work and participate in all learning activities as directed by teachers.

CLASSIFICATION OF VIOLATIONS

Violations of the Code are grouped into three classifications of minor, intermediate, and major offenses. Each classification is followed by a list of offenses and the possible disciplinary actions to be implemented by the principals or their designees.

Disciplinary actions are based on the seriousness of the offense within the code and the student's previous disciplinary record.

PROCEDURES FOR THE ADMINISTRATION OF DISCIPLINARY ACTIONS

*Parents will sign-off having read this section on page 81 and 82

In each class of violations the principal or designee shall hear the student's explanation and, if necessary, consult further with school personnel before determining the classification of the violation. No student shall be punished for any suspected violations until the person responsible for implementing the disciplinary action has heard the student's explanation. Due process involving student rights shall be followed.

All academic grades should reflect the teacher's most objective assessment of the student's academic achievement and **should not be influenced by student behavior.**

FORMAL DISCIPLINARY ACTIONS AND PROCEDURES

IN-SCHOOL SUSPENSION PROGRAM

In-School Suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. The principal or designee shall determine the scope of in-school suspension in their school.

PHYSICAL RESTRAINT

The principal or his/her designated person(s) has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. This action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

SCHOOL BUS SUSPENSION

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 will be for a reasonable and specified period of time.

EXPULSION

Any student expelled from school must meet the following criteria to be considered for admission:

1. The student must be eligible to apply for admission.
2. The student must petition the Board of Education for a hearing, be recommended by the Superintendent for admission, and approved 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.

VIDEO SURVEILLANCE. Video equipment may be used to document student behavior. Disciplinary action may be taken as a result of this surveillance.

OUT-OF-SCHOOL SUSPENSION

The Dublin City Board of Education defines suspension as "the temporary removal of a student from school for violation of school policies, rules, or regulations; or orderly operations of the school." When suspended, a student **is prohibited from entering any Dublin City Schools property and from attending or participating in school or Board-related activities (for example: athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds.** Violation of this rule will result in additional charges of trespassing against the student. Graduating seniors who are under suspension at the time of graduation may be denied participation in the commencement exercises. Prior to the suspension of any student entitled to be treated pursuant to the provisions of the education for all Handicapped Children Act, all protections and rights provided by those acts will be accorded those

*Parents will sign-off having read this section on page 81 and 82

students covered by them. **If a student is suspended from school, a parent/guardian will be required to come to the school to take the student home.**

DUBLIN ALTERNATIVE SCHOOL

The Dublin Alternative Education Program is a separate, structured school created to help students who have exhibited disruptive behavior and/or problems adjusting to the regular school setting. It is a **"last chance"** school and is intended to help "at risk" students find success through changes in attitudes, study habits, and lifestyles.

The placement process will begin when the school principal meets with the student and his/her parent/guardian, notifying them of the process. The principal will send a signed copy of his/her recommendation along with the Alternative School application to the Student Services committee at the Central Office. If the recommendation is approved, the Alternative School Principal will arrange for an interview with the student and his/her parents. Parents must accompany the student to the interview. Only after the policies of the Alternative School have been agreed upon will the student be assigned to the program.

Once assigned to the Dublin Alternative School, a student must successfully complete a minimum of a full semester. Students could be assigned for 18-36 weeks, depending upon the severity of the infraction. Once a student returns to DHS from the alternative school (Moore Street), the student, parent, and principal will sign a contract stating that the student will uphold the requirements outlined in the contract or will return to Moore Street alternative school at the discretion of the Dublin High School principal. Students who do not conform to the rules of the DHS will be subject to a return to Moore Street School or stronger disciplinary action which could result in expulsion by the Dublin City Board of Education.

INTERROGATIONS AND SEARCHES

I. Search of Property

The board fully recognizes the requirement of constitutional law in the area of student privacy. The board is equally aware that such tangible personal property items as student desks, student lockers, and related properties are and remain the property of the board.

The board is charged with maintenance of such property and thus authorized inspection for any maintenance-related reasons. With respect to opening said lockers or desks for other reasons, the following will apply throughout the school system.

Desks, lockers, and other equipment at any school belong to the school board and, although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable suspicion, belief or cause that some substance or other material is contained therein which is illegal, harmful to the safety of the student himself or the student body as a whole, or significantly disruptive to the overall discipline of the school.

Any items which are specifically prohibited by law, by board policy or by fair and reasonable local school regulations may be impounded by school officials. Such prohibited items will include, but not be limited to the following: (1) any weapons, (2) drugs of any sort, (3) alcoholic beverages, (4) pornographic or otherwise obscene material, or (5) any other object, controlled substance or material which would be a violation or evidence of a violation of federal or state law, of board policy, or of the local school's fair and reasonable regulations.

*Parents will sign-off having read this section on page 81 and 82

II. Search of a Student's Person

The board authorizes teachers and administrative personnel who have reasonable suspicion, belief or cause that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or students or to the health or welfare of the student body to search the person or said student(s) under the following conditions:

1. Any such action will not be taken unless there is a reasonable suspicion, belief, or cause of violation of law or policy.
2. Any such action will not deliberately be intended to embarrass, harass, or intimidate the student(s).
3. An effort will be made to notify parents that a search was done involving the student.
4. The above search will be done with the knowledge and supervision of the principal.

Any search of a student's person will be done privately by a teacher or administrator of the same sex as the student to be searched. At least one witness who is an administrator or teacher, also of the same sex as said student, will be present throughout the search.

Reasonable suspicion, belief, or cause of violation of law or policy may be based upon information from such sources as faculty member, student, a law enforcement officer, visual evidence or any combination of these factors.

III. Interrogations of Students

A student enrolled in Dublin City Schools will not be interrogated by any law enforcement authority or representative of the courts on public school property during regular school hours without the knowledge of the school's principal or his designee. All interrogations will be conducted in private, with an official school representative (principal or his designated representative) present. An exception may be made in cases of interviews by the Department of Human Resources.

To ensure that all rights and requests are respected, the following procedures will be followed by school administrators:

- Every reasonable effort will be made to contact or have a parent or guardian present.
- Do not allow the police to take the student from school unless the student is under arrest.
- Make certain that only a school administrator, and not the police, summons the student out of class.
- Be certain the student is advised of his/her rights.
- A school administrator should be present during the entire interrogation.
- The school administrator should not participate in the questioning of the student.

Class I

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 and disciplinary actions.

*Parents will sign-off having read this section on page 81 and 82

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

RECOMMENDED CONSEQUENCES FOR CLASS I VIOLATIONS

First Offense: Informal conference-A teacher or staff member directly involved with the incident will talk with the student regarding how the student should behave. Documentation will be added in Infinite Campus.

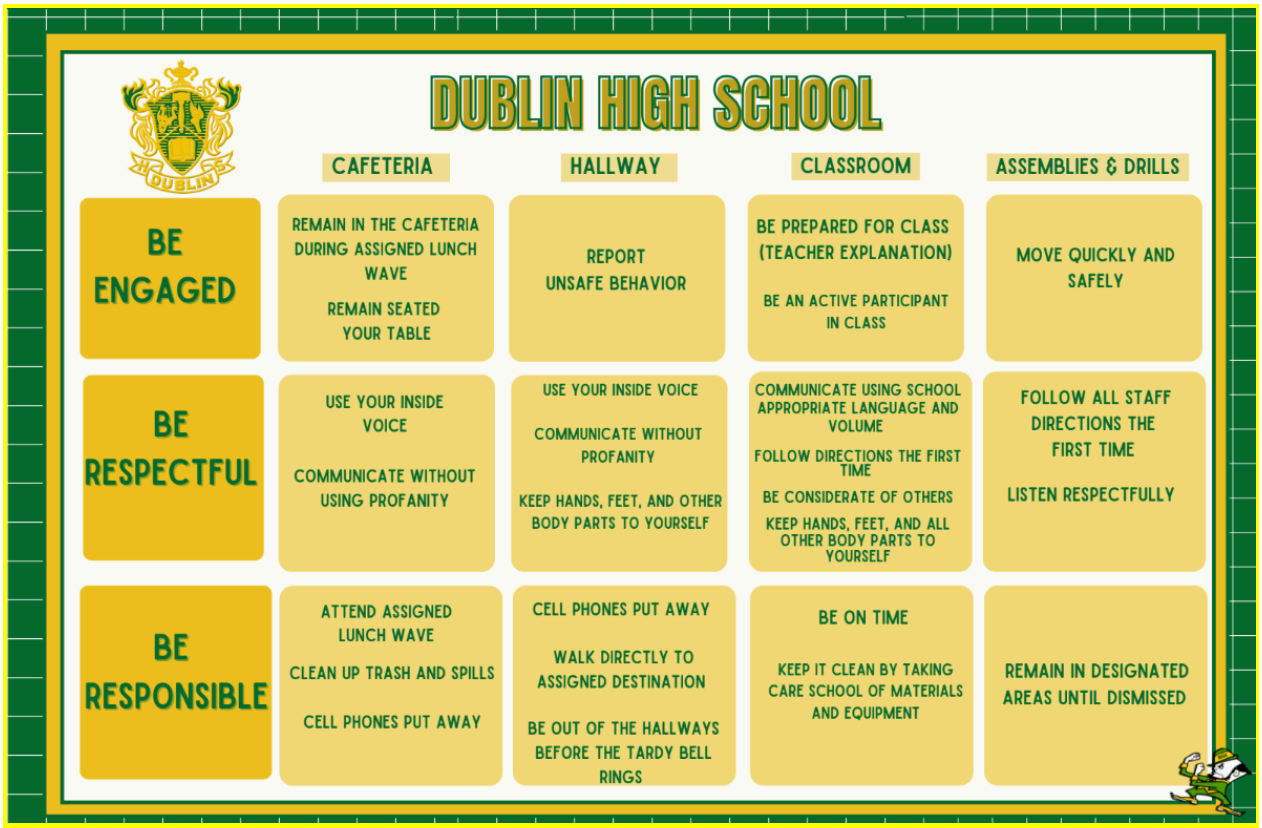
Second Offense: Parent Phone Call- a legal guardian is notified by telephone, personal contact, or letter. During this conversation, the student will agree to change his/her behavior. Documentation will be added in Infinite Campus.

Third Offense: In-person Parent Conference- A legal guardian, the involved staff member, a counselor or their designee, and the student will participate in an in-person conference to address the recurrence of the behavior. Documentation will be added in Infinite Campus.

Fourth Offense: Structured Day- Structured Day allows a student to participate in instruction while removing him/her from social time to work on a reflective piece that demonstrates his/her understanding of the effects of their behavior on others. Documentation will be added in Infinite Campus.

Subsequent Offenses will be dealt with according to the Student Handbook. Consequences include ISS and OSS, depending on the infraction.

Here are our school-wide PBIS expectations:



*Parents will sign-off having read this section on page 81 and 82

GRADES 9-12 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

Violation	Offense Description	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	Possession of alcohol	1st ISS 3 days 2nd ISS 5 days 3rd OSS 3 days
Battery 1.03	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	1st ISS 5 days 2nd OSS 3 days 3rd OSS 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 3 days 2nd ISS 5 days 3rd OSS 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 3 days 2nd ISS 5 days 3rd OSS 3 days
Fighting 1.08	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries	1st ISS 3 days 2nd ISS 5 days 3rd OSS 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 Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Sexual Harassment 1.15	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	1st ISS 3 days 2nd ISS 5 days 3rd OSS 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 5 days 2nd OSS 3 days 3rd OSS 5 days

*Parents will sign-off having read this section on page 81 and 82

Tobacco 1.18	Possession of tobacco or vaping products	1st ISS 3 days 2nd ISS 5 days 3rd OSS 3 days
Weapons-Knife 1.22	Possession of a knife or knife-like item on school property without intent to harm or intimidate	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Other Incident for a State Reported Discipline Action 1.24	Any other discipline incident for which a student is administered, 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 3 days 2nd ISS 5 days 3rd OSS 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 ISS 3 days 2nd ISS 5 days 3rd OSS 3 days
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 3 days 2nd ISS 5 days 3rd OSS 3 days
Other-Dress Code Violation 1.31	First offense … Violation of school dress code that includes standards for appropriate school attire	1st ISS 3 days 2nd ISS 5 days 3rd OSS 3 days
Academic Dishonesty 1.32	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments, and assignments. Academic dishonesty in any form will result in a zero.	1st ISS 3 days 2nd ISS 5 days 3rd OSS 3 days
Other- Student Incivility 1.33	Failure to comply with instructions or the inadvertent use of inappropriate language	1st ISS 3 days 2nd ISS 5 days 3rd OSS 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 3 days 2nd ISS 5 days 3rd OSS 3 days
Repeated Offenses 1.36	Collection of minor incidents	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days

*Parents will sign-off having read this section on page 81 and 82

GRADES 9-12 OFFENSES

Level 2 Offenses

NOTE: All first time offenses for infractions in Level 2 and Level 3 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 3 days 2nd OSS 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 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	1st OSS 3 days 2nd OSS 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 3 days 2nd ISS 5 days 3rd OSS 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 5 days 2nd OSS 3 days 3rd OSS 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 3 days 2nd ISS 5 days 3rd OSS 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	1st OSS 5 days 2nd OSS 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.	1st OSS 3 days 2nd OSS 5 days

*Parents will sign-off having read this section on page 81 and 82

	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	3rd up to 10 days of OSS pending a tribunal
Robbery 2.13	Robbery without the use of weapon	1st OSS 10 days 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 5 days 2nd OSS 3 days 3rd OSS 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 5 days 2nd OSS 3 days 3rd OSS 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 5 days 2nd OSS 3 days 3rd OSS 5 days
Tobacco 2.18	Use of or knowledgeable possession of tobacco or vaping products	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Trespassing 2.19	Entering or remaining on school grounds or facilities without authorization and with no lawful permission	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Vandalism 2.20	Participating in the minor destruction, damage or defacement of school property or private property without permission	1st ISS 5 days 2nd OSS 3 days 3rd OSS 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 10 days 2nd up to 10 days of OSS pending a tribunal 3rd Recommend Expulsion
Weapons-other 2.23	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 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 3 days 2nd OSS 5 days 3rd up to 10 days of OSS pending a tribunal

*Parents will sign-off having read this section on page 81 and 82

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	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Dress code violation 2.31	Second offense … Violation of school dress code that includes standards for appropriate school attire	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Academic Dishonesty 2.32	Intentional plagiarism or cheating on a minor classroom assignment or project. Academic dishonesty in any form will result in a zero.	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days
Student Incivility 2.33	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	1st OSS 3 days 2nd OSS 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 3 days 2nd ISS 5 days 3rd OSS 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 5 days 2nd OSS 3 days 3rd OSS 5 days
Repeated offenses 2.36	Collection of moderate incidents	1st ISS 5 days 2nd OSS 3 days 3rd OSS 5 days

*Parents will sign-off having read this section on page 81 and 82

Grades 9-12 Offenses

Level 3 Offenses

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
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	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion

*Parents will sign-off having read this section on page 81 and 82

	*Includes, but not limited to, disruptive behavior on school bus, misbehavior during fire drill or other safety exercise	
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	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

*Parents will sign-off having read this section on page 81 and 82

		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 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	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 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 or vaping products; Level 3 may be used for students that violate the school policy on tobacco/vaping 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 trespassing 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
		1st up to 10 days of OSS pending a

*Parents will sign-off having read this section on page 81 and 82

Weapons-knife 3.22	Intentional possession, use or intention to use a knife or knife-like item with the intent to harm or intimidate	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. DCS Bullying Flow Chart should be used as a rubric in this and all bullying cases.	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 3rd recommend permanent expulsion

*Parents will sign-off having read this section on page 81 and 82

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). Academic dishonesty in any form will result in a zero.	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 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	1st up to 10 days of OSS pending a tribunal hearing 2nd recommend expulsion for up to 1 school year 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

*Parents will sign-off having read this section on page 81 and 82

GRADES 9-12
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:

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

3.16.1.2 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

*Parents will sign-off having read this section on page 81 and 82

	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.	

DEFINITION OF TERMS

The Alternative Education Program: is a program providing a learning environment that includes the objectives of the quality core curriculum and instruction which enables students to return to a general or career education program as quickly as possible. Course credit shall be earned in an alternative education program in the same manner as in other education programs.

The Dublin City School System shall provide an alternative education program that
1. is provided in a setting other than a student's regular classroom;
2. is located on or off of a regular school campus and may include in-school suspension that provides continued progress on regular classroom assignments;
3. provides for disruptive students who are assigned to the alternative education program to be separated from non-disruptive students who are assigned to the program;
4. focuses on English language arts, mathematics, science, social studies and, self discipline;
5. provides for students' educational and behavioral needs; and
6. provides supervision and counseling.

Assault: Any verbal threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm.
Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.
Bullying: In accordance with Georgia law, bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interferes with the learning process of students around him or her and which are likely to recur.
Criminal Law Violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal. (16-11-34)(16-11-32)(16-11-38)
Discipline Referral: A written report by any faculty member for a Level II or above violation of the Student Code of Conduct.
Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters
Disruption or Interference With School: Any act, which substantially hinders the normal operations of the school. Examples include but are not limited to: (20-2-1181)
a. Occupying any school building, gymnasium, school grounds, properties or part, thereof, with intent to deprive others of its use, or acting so as to produce the effect of depriving others of its use.
b. Blocking the entrance or exit of any school building or property or corridor or room, thereof, so as to deprive others of access thereto;
c. Preventing or attempting to prevent the convening or continued function of any school, class, activity or lawful meeting or assembly on the school campus;

*Parents will sign-off having read this section on page 81 and 82

d. Preventing students from attending a class or school activity; blocking normal pedestrian or vehicular traffic on a school campus or adjacent grounds (except under the direct instruction of the principal);
e. Making noise or acting in any manner continuously or intentionally so as to interfere with the teacher's ability to conduct class;
f. By the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, causing intentionally the disruption of any lawful mission, process, or function of the school or engaging in any such conduct for the disruption or obstruction of any such lawful mission, process, or function;
g. Refusing to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel;
h. Urging, encouraging, or counseling other students to violate school rules.

Dress Code: A description of acceptable and unacceptable apparel which can be worn by students.

Drug: As used in this code of conduct the term "drug" refers to any controlled or illegal substance the possession of which is prohibited by law and includes, but is not limited to, any narcotic, hallucinogen, amphetamine, barbiturate, cocaine, marijuana, anabolic steroid, or any other substance which is represented by any individual to be a drug. The term "drug" does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal. In cases where a student is found to have engaged in physical violence against a teacher or other school employee and such contact was intentional, the student may be expelled for the remainder of the student's eligibility to attend public schools unless the student was acting in self defense.

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

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

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

Harassment, Racial: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. otherwise adversely affects an individual's employment or academic opportunities.

Harassment, Religious: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Harassment, Sexual: Sexual harassment consists of unwelcome sexual advances, requests for sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or reaction of that conduct of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

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

Physical violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harm were in defense of himself or herself, as provided in Code Section 16-3-21.

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

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

Weapons: The term "weapon" is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following are defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, and other knife, straight-edge razor or razor blade, spring parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to apply consequences for a violation of the DHS Code of Conduct, school administrators and teachers will follow a progressive discipline process.

The severity of the consequence will be in proportion to the severity of the violation and will take into account the student's discipline history, the age of the student, and other relevant factors.

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

*Parents will sign-off having read this section on page 81 and 82

Principals are authorized to use the following consequences, as appropriate, for violations of the DHS Code of Conduct:

1. Warnings and/or counseling with a school administrator or counselor
2. Loss of privileges
3. Isolation or time out
4. Temporary removal from class or activity
5. Notification of parents
6. Parent conference
7. Detention
8. Temporary placement in an Alternative Education Program
9. Short-term suspension (ISS/OSS)
10. Referral to a Tribunal for long-term suspension ,expulsion, or placement in an Alternative Education Program
11. Suspension or expulsion from the school bus
12. Referral to law enforcement or juvenile court officials for acts of misconduct which under Georgia Law are required to be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Principals may not impose suspensions longer than 10 days. Long-term suspension or expulsion, for periods of more than 10 days, can be imposed only by a disciplinary tribunal as outlined in the Dublin City Board of Education policies. Before a student is suspended for 10 days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior.

DISCIPLINE OF **SPECIAL EDUCATION STUDENTS** UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Discipline for students with disabilities will be handled in accordance with State Board Rule 160-4-7-.10 Discipline, which is available in its entirety on the Dublin City Schools Policy website as Regulation IDDF-R.

DISCIPLINE OF **STUDENTS SERVED UNDER SECTION 504** OF THE REHABILITATION ACT

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

*Parents will sign-off having read this section on page 81 and 82

LEARNING AND DISCIPLINE
RIGHTS AND RESPONSIBILITIES

The student's most important task is learning and preparing for life as an adult and a good citizen. In order for each student to have the most positive learning environment possible, it is necessary to have policies and rules that govern the behavior of all within the school. The policies and rules governing the behavior of Dublin High School students are found in Dublin High School's Code of Conduct for grades 9-12. All students are responsible for studying this code and adjusting their behavior accordingly. One of the aims of society is to help students to get along with others and learn to live in the larger society. Self-discipline is the **key** and the **goal**. Through self-discipline, students develop character and learn to live in an orderly society. The faculty and staff of Dublin High School encourage good self-discipline and **expect** students to abide by the established policies and rules. We **expect** and encourage all students to be respectful of others' rights, and we **expect** all students to be responsible for their own actions. We at Dublin High School take both the **rights** and **responsibilities** of students seriously and **expect** all students to do the same. 1. All students have a right to a learning environment that is appropriately well-ordered, peaceful, safe, non-threatening and conducive to learning. 2. All students have the right to a caring, well-prepared teacher who instructs well and who limits students' inappropriate self-destructive behavior. 3. All students have the right to choose how to behave, with full understanding of the consequences that invariably follow their choices. We, therefore, **expect** any students who feel they cannot support the established policies to accept the consequences for their own actions and behavior. Let the choices you make today be choices you can live with tomorrow. The choices we make affect the quality of our lives.

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

*Parents will sign-off having read this section on page 81 and 82

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.

Proactive Guidance for Positive Behavior
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.

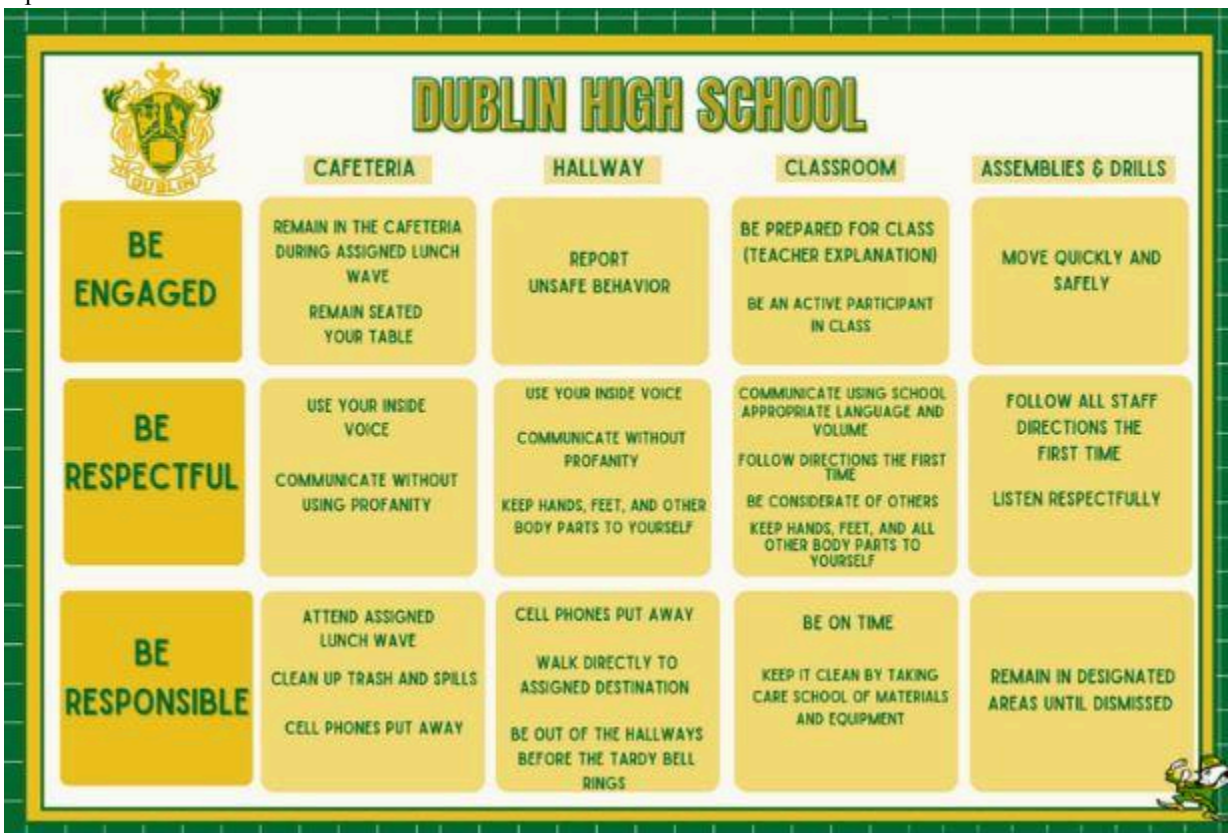
Schools will use the following research-based practices as a guide to creating a safe, respectful, and productive learning climate and implement these minimum expectations for proactive behavioral support systems:

- 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 focused 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.

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 behavioral expectations and matrix posted within the school. 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 behavioral supports and guidance for students and staff in how to address behavioral expectations in accordance with PBIS.



STATEMENT ON AUTHORITY OF SCHOOL LEADERSHIP & ATHLETIC SPORTS TEAMS

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 brochure, the Principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

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.

ATHLETIC DISCIPLINE PROCEDURES

It is a privilege to represent our school by participating in athletics. This is a tremendous responsibility, one that our student-athletes should recognize at all times. All student-athletes shall adhere to the Code of Conduct as detailed in the Athletic Handbook. Any violation or misconduct shall be subject to disciplinary action assigned first by the team head coach, but also by the school administration if deemed necessary upon review.

*Parents will sign-off having read this section on page 81 and 82

Code of Conduct

- Student-athletes must meet the academic eligibility requirements of the GHSA to participate.
- Student-athletes must abide by all school policies and regulations.
- A student-athlete who has out-of-school suspension will be suspended from being present at any practice or game for the duration of the out-of-school suspension.
- Possession of tobacco, alcohol, non-prescribed controlled substance, or paraphernalia will not be tolerated. The violator will be subject to disciplinary action.
- Student-athletes must be in attendance for half of the school day to practice or play.
- Coaches have the ability to establish additional rules for the sport they coach. All student-athletes are expected to follow these rules and guidelines.
- A student-athlete who quits a sport/activity or is dismissed from a team will not be allowed to participate in another sport/activity until the previous season is completed.
- Student-athletes are required to return equipment and uniforms issued by the school. Failure to do so will result in financial restitution.
- Student-athletes are under the jurisdiction of the Dublin City School System, GHSA, and The State of Georgia standards, rules, policies, and procedures.
- Student-athletes are expected to show sportsmanship at all times and positively represent the Dublin City School System.

BUS RULES AND REGULATIONS

School transportation is furnished by the Dublin City Board of Education for all eligible students. Safety is of the utmost importance. Students are considered to be "at school" while on the bus and all school rules apply. If necessary, riding privileges may be suspended and/or revoked.

The following rules are for the safety, welfare, and health of all students riding a bus:

- The driver is charge of the bus and all students on board and may assign seats if he/she wishes
- Obey the driver promptly and cheerfully; you are on school property.
- Ride only on the assigned bus. 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.
- Wait in an orderly line off the street or road. Be on time! The driver cannot wait for students who are tardy. Cross in front of the bus after it comes to a complete stop and far enough in front of the bus to be seen by the driver at all times.
- Students are to get on and off the bus in an orderly fashion and are to find a seat quickly and remain seated while the bus is in motion.
- Behave on the bus just as you would in the classroom.
- Do not engage in any activity that will distract the driver.
- Balloons, glass vases, or large flowers may not be taken on buses.
- The following activities and items are forbidden on buses:

smoking, drinking, or eating; throwing anything from the bus; possessing knives or any other sharp object; bringing animals on the bus; tampering with mechanical equipment, accessories, or controls; using any electronic devices such as cell phones, pagers, audible radios, tape or CD players without headphones, mirrors, lasers, flash cameras or other reflective devices or lights. Other activities and items may be forbidden at the discretion of the bus driver when safety is a concern.

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.

*Parents will sign-off having read this section on page 81 and 82

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.

IN-SCHOOL SUSPENSION

The Dublin City Schools In-school Suspension Program provides the school and students with an alternative to out-of-school suspension. Students assigned to the In-school Suspension center must adhere to all rules and regulations that accompany the program. While assigned, students are counted present at school and are allowed to continue to do work that is counted as credit in class. The program (In-School Suspension) is a disciplinary action to which a student is assigned for the reasons presented in the DCS Disciplinary Code (presented later in this section) or for general disruptive behavior. **Alternative discipline procedures up to and including out of school suspension or being taken to a disciplinary tribunal will be utilized for students who do not follow the rules of in-school suspension and/or who create chronic or severe behavior problems.**

A. GENERAL DISRUPTIVE BEHAVIOR IS DEFINED AS:

1. Behavior that interferes with the student's own learning or the educational process of others. It is behavior that requires attention and assistance beyond that which the traditional program can provide, or behavior that results in frequent conflicts of a disruptive nature while the student is under the jurisdiction of the school, either in or out of the classroom.
2. Behavior that threatens the welfare of others with whom the student comes in contact.

B. ASSIGNMENT TO IN-SCHOOL SUSPENSION

1. Only a school administrator may assign students.
2. Students assigned should report to the In-School Suspension room by the start of school each morning of their assigned days.
3. Students are to bring their own textbooks, workbooks, paper, pencils, and pens to complete all assignments.
4. One day in In-School Suspension equals one instructional day.

C. CURRICULUM FOR THE IN-SCHOOL SUSPENSION PROGRAM

In-school Suspension provides a highly structured daily program that includes:

1. Social isolation for the student from the rest of the student body.
2. Removal of the student from almost all school activities for the length of the In-School Suspension assignment.
3. Continuation of the regular academic work as provided by the student's classroom teachers.
4. Individual or group guidance to enable the student to examine his/her disruptive behavior and the consequences of that behavior that led to In-School Suspension assignment.
5. Additional assistance in essential academic skills (both remedial and enrichment.)
6. Individual counseling.

*Parents will sign-off having read this section on page 81 and 82

D. INSTRUCTIONAL MATERIALS

The regularly assigned classroom teacher shall provide the daily assignments for the students. All students shall be expected to complete all assigned classroom work as a condition to being released from In-School Suspension. Additional learning packets may be provided by the In-School Suspension Coordinator including remedial and enrichment activities.

E. FOLLOW-UP OF STUDENTS

A follow-up of each student's academic and behavioral progress in the regular classroom will be maintained.

F. PARENTAL INVOLVEMENT

The parent/guardian of each student assigned to the In-School Suspension center will be notified when the student is placed in the program.

1. The parent/guardian will be notified by phone whenever possible.
2. The parent/guardian will receive a copy of the In-School Suspension assignment form.

G. REPEAT OFFENDERS

If being assigned to In-School Suspension does not bring about the appropriate changes in behavior, this type of disciplinary action will be discontinued and additional corrective action will be taken.

H. PARTICIPATION SCHOOL SPONSORED EVENTS WHILE ASSIGNED TO IN-SCHOOL SUSPENSION

Students will not be allowed to participate in school sponsored events on the days during which the student is assigned to In-School Suspension. (This step is at the discretion of the school administration.)

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.

*Parents will sign-off having read this section on page 81 and 82

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.

STUDENT SEARCHES

School officials may search a student in accordance with Board policy *JCAB Interrogations and Searches* if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, phones and other personal technology, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

1. **Personal Searches**: A student's person or personal effects 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.
3. **Automobile Searches**: The school retains the authority to conduct routine patrols of the student parking areas and the inspection of student vehicles on campus. The interior of a student's vehicle may be searched whenever a school authority has any reason to believe that illegal or unauthorized materials may be inside. Such patrols and inspections may be conducted without notice, consent, or warrant.

*Parents will sign-off having read this section on page 81 and 82

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 OR ASSIGNED ISS
Students assigned out-of-school suspension, long-term suspension, In-school 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.

MAKE-UP 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.

*Parents will sign-off having read this section on page 81 and 82

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. 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.

ADDITIONAL POLICIES RELATED TO CODE OF CONDUCT

Students and parents should be familiar with the policies below that relate to the Code of Conduct.

IGB	Student Support Team	JCDAD	Bus Conduct
IDDF	Special Education	JCDAE	Weapons in School
IDDF-R	Special Education (Student Support Team)	JCDAF	Off Campus Conduct
JC	Student Rights and Responsibilities	JCDB	Student Dress Code
JCAB	Interrogations and Searches	JCEB	Student Discipline Hearings
JCAC	Sexual Harassment	JD	Discipline
JCD	Student Conduct	JDD/JDE	Suspension and Expulsions
JCDAG	Bullying	JE	Student Support Services
JCDAA	Use of Tobacco	JGF(2)	Seclusion and Restraint
JCDAB	Drug/Alcohol Use	JCEB	Discipline and Counseling

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.

*Parents will sign-off having read this section on page 81 and 82

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.

PROGRESSIVE 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

*Parents will sign-off having read this section on page 81 and 82

ALTERNATIVE SCHOOL

The Dublin City School System may elect to provide an alternative school for students who have been expelled from Dublin Middle or Dublin High School by a Disciplinary Tribunal. This program 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 expelled 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.

Once a student returns to DHS from the alternative school (Moore Street), the student, parent, and principal will sign a contract stating that the student will uphold the requirements outlined in the contract or will return to Moore Street alternative school at the discretion of the Dublin High School principal.

Moore Street School (MSS) is a non-traditional accredited school within the Dublin City School system. Moore Street School serves students in grades 6-12 who, for whatever reason, have been less than successful in the traditional school setting.

At Moore Street School we promote a family atmosphere that encourages success through accountability and self-regulation. The educational setting at Moore Street School is designed to help students find success through changes in attitudes, study habits, and lifestyles, as illustrated by our motto: "Moore Street School...A Path to Success."

We certainly believe "It takes a village to raise a child;" therefore parents, students, educators, and the community at large are responsible for the academic success of our students. The staff is committed to creating a respectful and nurturing learning environment that is safe and clean.

We recognize that the major responsibility of the educational process rests with the student and his/her desire to accomplish something productive in life. We expect all of our students to be active participants in their educational process. At Moore Street School each student creates a path to success through an individualized educational computer based instructional (CBI) program. The curriculum used at Moore Street School is correlated to the Georgia Standards of Excellence. The instructional strategy used is a hybrid model primarily based on CBI and supplemented with direct instruction to fill gaps. Every effort is made at both the high school and middle school level to ensure that Moore Street School is, indeed, a Path to Success.

*Parents will sign-off having read this section on page 81 and 82

II. ACADEMICS

A. Graduation Requirements

AREAS OF STUDY	Units Required
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science* *The 4th Science unit may be used to meet both the science and elective requirement. Some specific CTAE electives may be used to meet the 4th science requirements.*	4
(IV) Social Studies*	4
(V) CTAE and/or Modern Language/Latin and/or Fine Arts*	3
(VI) Health and Physical Education*	1
(VII) Electives*	4
TOTAL UNITS (MINIMUM) ***Required Courses**	24

*Parents will sign-off having read this section on page 81 and 82

A. Academic Integrity. Students at Dublin High School are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Academic integrity is expected at all times. No student shall receive, give, procure, or attempt to procure answers, assistance, or materials not authorized by the teacher. **Academic dishonesty in any form will result in a zero**. We define academic dishonesty (cheating) as giving, receiving, or using unauthorized assistance in any form or of any nature on tests, examinations, projects, homework, or reports or any other school work or activities. Plagiarism, the use of another's ideas or products as one's own is defined as cheating. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher, or other supervising professional employee, taking into consideration written materials, observations, or information.

B. Secondary School Credentials. The Dublin City School Board of Education shall award the following documents to qualified students at the completion of the high school experience:
The Life Skills Concentration Diploma or Employment Preparatory Concentration Diploma. The document is awarded to students with disabilities assigned to a special program who have not met the Georgia assessment requirements referenced in the Georgia Board of Education Rule 160-3-1-07, or who have not completed all of the requirements for a high school diploma but who have completed the Individualized Education Program.

C. Dual Enrollment Programs. The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public school in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation and postsecondary requirements.

Eligibility:

To be eligible for the Dual Enrollment Program, a student must:

1. Abide by the rules of the participating high school and the participating eligible institution the student is attending, and a student can be denied participation at any time in the Dual Enrollment for violations of such rules
2. Maintain satisfactory academic progress as defined by the eligible postsecondary institution
3. Sign a student participation agreement form, provided by the school, acknowledging a complete understanding of the responsibilities of the student while participating in dual enrollment. This form must also be signed by the student's parents and submitted prior to participating in the program
4. Be enrolled in the ninth, tenth, eleventh or twelfth grade
5. Submit to the institution official qualifying testing scores (SAT, ACT, or Accuplacer)
6. Submit to the college an official transcript, lawful presence documentation (driver's license), and immunization form
7. Be admitted to an eligible institution as a dual credit enrollment student
8. Be enrolled in courses listed in the approved DE Course Directory

Application Procedure:

1. Go to the official website for the college to which you are applying (GMC, MGSU, or OFTC). Complete the online application for admission.
2. Take a copy of your transcript, driver's license, and immunization form to the college admission's office.
3. Then sign up for a GaFutures account. When you create your account, all fields MUST match what is in Infinite Campus

*Parents will sign-off having read this section on page 81 and 82

(Ex: Entire name spelled exactly, social security number, GTID number – (get this number from the Counselor).
4. Scroll down to "News You Can Use," click on "MOWR is Now Dual Enrollment", click on "Application Procedures" tab on the left, and then click the blue box "Apply Now".
5. Click "Add New Application". Make sure all information is correct and then submit.
6. You MUST COMPLETE A NEW APPLICATION ON GAFUTURES EVERY QUARTER/SEMESTER YOU ATTEND. This is how we pay for your classes.
7. Once you have been accepted to the college and completed the dual enrollment application, come to the guidance office to get a copy of the DE Student Participation Agreement. If this is the first time you are participating in dual enrollment, you and your parents must come in for a meeting. Please call the guidance office (478-353-8060) to schedule your time.
8. Complete the participation agreement and return to the guidance office. Then we can discuss your schedule. These courses must be able to fit into your DHS schedule.
9. For all Accelerated Career Diploma Students (Option B), see the CTAE Director or Graduation Coach before submitting your Dual Enrollment Application.

Award Amount: Let's be exact about new funding policies including eligibility for other programs like ACD, Accelerated Career Diploma. Students who meet all eligibility requirements will receive a student-specific award amount to be applied toward tuition, mandatory fees, and a book allowance. Dual Enrollment funding is available for a maximum of three semesters or four quarters per award year while enrolled at a participating high school based on approved enrollment with a completed Dual Enrollment funding application. If you do not complete all necessary paperwork by the deadline, you will be responsible for any and all fees. Aid is paid to the postsecondary institution. Award amounts may be found on the DE award chart.

Impact on HOPE and Zell Miller Scholarship Eligibility

- Dual credit enrollment hours taken at a postsecondary institution, under which DE payments have been made, are not counted as attempted-hours, nor included in the combined paid-hours limit.

Accreditation and Classification. DHS is accredited by the Southern Association of Colleges and Schools (SACS). It is a member of the Georgia High School Association and competes inter-scholastically with other high schools in Region 3-AA.

D. Grading Procedures.

CTAE Courses (except for Ag):
Pre-Mastery 10%
Daily Work 45%
Mastery Assessments 35%
Work Ethics 10%

Ag Classes Currently:
Work Ethics 15%
Daily Work 30%
Mastery Assessments 20%
SAEP 35%

All Other Courses:
Major Assessments 40%
Minor Assessments 40%

*Parents will sign-off having read this section on page 81 and 82

EOC/Final Exams 20 %

E. Exams: All teachers will give a semester/final exam in all courses at the end of each semester (December and May), or give the state-required comprehensive **Georgia Milestones that will count 20%** of the final grade. The exam period will be at least 80 minutes in length. Students will receive a numerical grade on the examination, and the semester average will be calculated by using the quarter grades and the exam grade using the formula Quarter 1 = 40%; Quarter 2 = 40%; Exam = 20%.

Exams and tests given by the teaching staff at Dublin High School generally reflect the end of course assessment that is associated with the course. The degree of understanding by the students will be evaluated by a conscientious plan to assess their depth of knowledge through a valid testing instrument. Once the semester grade is posted into grade history, it then becomes the official grade and cannot be changed unless it was incorrectly calculated. There will be no make-ups or re-tests.

Exam Exemption. Seniors who have no more than two absences in the semester **and** who have an overall 90 semester average in the class will be eligible to exempt the semester exam at teacher discretion.

F. Make-up Work / Incompletes. Students with excused absences may make up assignments for the days/classes they missed. STUDENTS ARE RESPONSIBLE FOR CONTACTING THE TEACHERS to arrange make-up dates/times; work must be made up within 10 days from the day students return to school. All make-up work must be completed before the current grading period (GP) ends. Students

Grading Scale:

A = 100-90 B = 89-80 C = 79-70 F = 69- 0

CLASSIFICATION REQUIREMENTS/STUDENTS BY GRADE

9th Grade: 0-6 Credits
10th Grade: 7-12 Credits
11th Grade: 13-17 Credits
12th Grade: 18 or more

G. GIFTED/ADVANCED PROGRAM

Students identified as gifted and those who may demonstrate exceptional academic abilities, or who may be motivated in a particular content area can be taught through the Advanced Content model of instructional delivery. The Advanced Content model includes a more rigorous course of study and a differentiated curriculum. Using the principles of differentiation, curricula for gifted and advanced academic students shall focus on developing cognitive learning, research and reference skills, and metacognitive skills at each grade/course grouping. Differentiated curriculum is defined as courses of study in which the content, teaching strategies, and expectations of student mastery have been raised to be an appropriate level of rigor for gifted students. Advanced Content class options include honors courses in the 9th and 10th grades, Advanced Placement (AP) courses in the 10th – 12th grades, and International Baccalaureate (IB) courses in Diploma Program for 11th & 12th grades.

*Parents will sign-off having read this section on page 81 and 82

H. Advanced Placement:

The College Board's AP courses are college-level classes offered in a wide variety of subjects that students can take while still in high school. The courses offer challenging coursework and a taste of what college classes are like. AP is content-centered, meaning that students should be subject content experts upon completion of the course. In alignment with the AP guidelines, AP courses give students the chance to earn potential college credit while in high school. AP courses are more demanding than regular high school classes as most AP courses are similar to first-year college courses. Benefits of taking an AP course(s) includes the opportunity to study a subject in-depth at the college level. This better prepares students for the expectations of college work. Next, if the student receives a high score on the culminating AP Exam, he or she may be eligible for college credit, advanced enrollment, or both at most colleges in the United States. Lastly, the AP Program offers a number of AP Scholar Awards to students for outstanding performance on AP Exams. If the student qualifies, colleges typically recognize this achievement. **All AP Exams are mandatory.**These assessments are **not optional**.**Failure to complete a required assessment may result in the student being responsible for the exam fees associated with each missed submission.**

I. International Baccalaureate Diploma Program:

The IB Diploma Program (DP) is an academically challenging and balanced program of education that prepares students, in grades 11 & 12, for success at university and life beyond. The program has gained recognition and respect from the world's leading colleges and universities as the premier path of preparatory study. The IB course of study has been designed to address the intellectual, social, emotional, and physical well-being of students. The program is process-centered, meaning that great emphasis is placed on not only challenging students to excel intellectually within their content studies, but also in their personal growth. IB aims to inspire responsibility in students along with the quest for life-long learning that is marked with enthusiasm and empathy. In addition to the DHS diploma, enrolled IB students may choose to pursue the IB Diploma, or available subject-specific certificates. Full pursuit of the IB Diploma means students must have completed various prerequisites in 9th or 10th grade and they must meet the specified graduation requirements from the State of Georgia. For declared IB Diploma candidates, the IB requirements involve full participation in 6 areas of study, submission of a Theory of Knowledge (TOK) essay and presentation, completion of an Extended Essay focused on independent student-conducted research, as well as, completion of the Creativity, Action, and Service (CAS) service volunteer requirements. IB is a significant amount of work, but there are many advantages for enrolling in the program. Students who earn the IB diploma are eagerly accepted into some of the world's most prestigious universities. Students who receive the Diploma and/or high marks on the culminating IB Exams, are commonly eligible for college/university credit. Additionally, former IB students report that their involvement in the program gave them the necessary tools and skills to excel at the university level, particularly with their ability to be prepared, their self-confidence, their research skills, their time-management, and to be actively engaged in their own learning.

*Parents will sign-off having read this section on page 81 and 82

ACADEMIC AWARDS and HONORS

A. A-Honor Roll. A student will be listed on the Dublin High School A-Honor Roll if he/she has an "A" **in each** of his/her individual classes.

B. A/B-Honor Roll. A student will be listed on the A/B-Honor Roll if he/she has an "A" or "B" **in each** of his/her individual classes. The Honor Roll may be published at the end of each grading period.

C. Class Rank. Students will be assigned a class rank based on the cumulative numerical average of all core academic areas (English, Mathematics, Science, Social Studies, and Foreign Language). Students who transfer from other high schools will have their class rank computed on the basis of all the course grades earned in the other high school. Letter grades earned in other schools will be converted to numerical grades.

D. Class Rankings/Honor Graduates

This policy falls under the approval of all Dublin City School board policies and procedures and is subject to change whenever new policies are adopted by the Dublin City Board of Education.

Class Rankings
Those students who distinguish themselves academically are fulfilling the high expectations of the Dublin City Board of Education and the citizens of this community. As such, they deserve to be recognized for their achievements.

The following are designated as core academic areas for the purpose of determining student academic honors and class rankings, including Honor Graduates, Valedictorian, and Salutatorian.

- English, Mathematics, Science, Social Studies, and Foreign Language; and,
- All IB Courses, starting with students who enter Dublin High School as a freshmen during the FAll semester of 2019 and thereafter.

All academic credits attempted by a student in the high school's core academic areas (English, Mathematics, Science, Social Studies, Foreign Language and all IB Courses) will be used to determine, **at the end of the third grading period of the senior year,** a cumulative numerical grade average (NGA) for all members of the class.

Students who choose to take courses taught by Dublin High School which demand a higher level of academic rigor will be given additional points as follows before computing cumulative numerical grade averages, class rank, and academic honors:

- International Baccalaureate - 10 points
- Advanced Placement - 10 points
- Dual Enrollment Courses - 10 points
- Honors Courses - 5 points

Honor Graduates

Honor graduates will be those students whose high school cumulative numerical grade average in the core academic areas listed above is 90 or above.

Selection of Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the top two academic performers at Dublin High School.

*Parents will sign-off having read this section on page 81 and 82

A student must be enrolled at Dublin High School for the full junior and senior years to be eligible for valedictorian and salutatorian honors. The two students ranked number one and number two will be given the honors of Valedictorian and Salutatorian, respectively, and will deliver speeches at the graduation ceremony. In the case of a tie, Co-Valedictorians or Co-Salutatorians will be named.

Identification of Valedictorian and Salutatorian shall be announced ten days after the end of the third grading period.

E. STAR Student and STAR Teacher. The Professional Association of Georgia Educators and the Dublin Exchange Club sponsor the STAR Student and STAR Teacher program. For more information, see a Guidance Counselor.

III. ATTENDANCE

A. Attendance Policy. Georgia law requires that all children between ages six (6) and sixteen (16) be enrolled and attend a public school, private school, or home study program. **Georgia's Compulsory School Attendance Law 20-2-690.1 became much stricter in regard to truancy. The new law states that more than five (5) unexcused absences constitute truancy.** Students are expected to attend school each school day except when granted an authorized excuse. Students under 15 years of age who are not regular in attendance 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.

B. Definitions:

1. Compulsory Education: Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth (6^{th}) and sixteenth (16^{th}) birthdays shall enroll and send such child or children to a public school, a private school, or a home study program (OCGA 20-2-690.10). Children who have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

2. Truant: Per the Georgia State Board of Education Attendance Rules, "Truant" is defined as: "any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences."

3. Excused Absences. Upon returning to school, the student will have three (3) days to present a written, signed excuse. Failure to do so will result in an **unexcused** absence. Phone calls and emails will **not** be accepted in place of written notice. After a student reaches **five (5)** total absences, any combination of excused and unexcused, a parent's note will no longer be accepted. A doctor's note will be REQUIRED to excuse ALL future absences. Written documents must include: Student's name, date(s) of the absence, reason for absence, parent or doctor's signature. **Excused Absences** shall include the following:

a. Personal illness.

b. A serious illness or death/funeral in the student's immediate family (Immediate family is defined as parents/guardians, grandparents, siblings, and other persons living within the child's residence).

c. A court order or an order by a governmental agency.

d. Celebration of state recognized religious holidays.

e. Conditions rendering attendance impossible or hazardous to student health or safety. Only the superintendent can make this determination.

*Parents will sign-off having read this section on page 81 and 82

f. One (1) day to register to vote.
g. PAGE for Georgia General Assembly (counted as present in school).
h. A student may miss up to five (5) school days to spend with a parent or guardian who is in the U.S. military service if such parent/guardian has been called to duty for or is on leave from overseas deployment.

4. Attendance Intervention Protocol

Tier 1 – Early Notification (3 or More Absences)

- **Attendance Threshold: When a student reaches three (3) or more absences (excused or unexcused).**
- **Action:**
    - **A written attendance reminder will be sent home to the parent/guardian.**
    - **Parents/guardians must sign and return the notice to the school.**
    - **The notice will be filed in the student's attendance record.**
    - **This serves as a courtesy notification to inform parents that attendance is being monitored.**

Tier 2 – Truancy Warning (5 or More Unexcused Absences)

- **Attendance Benchmark: When a student reaches five (5) or more unexcused absences.**
- **Action:**
    - **Parents/guardians will receive a formal notice outlining the attendance policy and related consequences.**
    - **A Truancy Meeting will be scheduled with the parent/guardian and designated school staff.**
    - **Attendance at this meeting is highly encouraged to develop a plan for improved attendance.**
    - **After five (5) total absences (regardless of excuse), parent notes will no longer be accepted for excusing future absences. Only doctor's notes will be accepted thereafter.**

Tier 3 – Court Involvement (7 or More Unexcused Absences)

- **Attendance Threshold: When a student reaches seven (7) or more unexcused absences.**

*Parents will sign-off having read this section on page 81 and 82

- **Action:**
    - **A truancy petition will be filed with the Laurens County Juvenile Court.**
    - **Each additional unexcused absence beyond this point will constitute a separate violation of the Georgia Compulsory Education Law (OCGA 20-2-690.10) and will be reported to the court.**

ATTENDANCE AND GRADUATION REQUIREMENTS

Credits need to promote to the next grade level:

7 credits to 10th 13 credits to 11th 18 credits to 12th 24 credits to graduate

Students are required to complete four years of class time to be eligible for graduation. Students are required to take eight courses in each of the four years and must follow all attendance requirements for all four courses in order to meet the eight-semester rule. The graduation requirement for all students is 24 credits.

- **Students must also follow the academic requirements of the track they are in. Please speak with your counselor about your specific requirements.**
- **Attendance will be taken each day in each period. Students must not miss more than 15 minutes of the entire period to be counted present in a block class. Students will not be penalized for meeting with the counselor, school social workers, or other persons, if the meeting is deemed necessary by the school administration (and as long as they have permission to be out of class). School sponsored activities do not count against a student's attendance, but students must complete make-up work assigned by the teacher.**
- **After one or more days absent, students are required to bring a note signed by the parent/guardian or a doctor's statement explaining the reason for the absence. Excuses should be presented on the first day a student returns to school BEFORE 8:00. Excuses will not be accepted after the third day following an absence. If no legal excuse has been brought by the third day, the absence will be considered unexcused.**
- **Students who encounter long-term illnesses may be eligible for the Hospital/Homebound Program and should make an application for this program when they anticipate being absent six (6) or more days due to personal illness.**
- **Class period attendance will be included in calculating "Perfect Attendance" determination.**

*Parents will sign-off having read this section on page 81 and 82

C. Tardy Policy and Procedures

Arrival and Sign-In Requirements:

- Students who arrive **less than 15 minutes late** must report directly to the front office to **sign in** before going to class.

- If a student arrives **15 minutes or more after the start of class**, the student is considered **absent for that class period** and must sign in at the front office to receive an **admission slip**.

Punctuality Expectations:
Being on time to school and class is important. It shows **personal responsibility**, **respect for others' time**, and a commitment to learning. Consistent tardiness disrupts instruction and affects student success.

Tardy Consequences

Number of Tardies	Action
3-5 Tardies	Parent Notification
6-8 Tardies	1 Day of In School Suspension
9-11 Tardies	2 Days of In School Suspension
12 or more Tardies	Out of School Suspension until parent conference is held and a behavior contract is signed.

D. Check In/Check Out Procedures:

If your student has to leave campus during the school day: 1) The student needs to turn in a note to the office before school starts, 2) The parent/guardian comes to the school and signs them out, or 3) the nurse or administrator signs them out. Students MUST receive permission from the office and must sign out. When students return, they must sign in. If a student is sick or has an emergency, that student must still follow “sign out” protocol before leaving campus. The student must sign out, even if 18 years of age or older. If an emergency does occur on the way to school, the student should call as soon as possible to let school authorities know what has happened. If a student comes in late, he or she must stop by the office and sign-in. Failure to follow sign-out/sign-in procedure will be considered the same as skipping and will be punished as the same.

E. Student Withdrawals

The Administration is authorized to withdraw a student who has missed more than 10 consecutive days of unexcused absences, is not subject to compulsory attendance, and is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA).

The Administration will make every effort to notify the parent or guardian of our intention to withdraw a student younger than 18 years of age.

F. Other Consequences for Attendance Violations

Learner’s/Driver’s License (O.C.G.A. 40-5-22)

*Parents will sign-off having read this section on page 81 and 82

The school will report the names, addresses and social security numbers of students who acquire ten (10) unexcused or consecutive absences to the State Board of Education which in turn will send this information to the Department of Motor Vehicles. The Department of Motor Vehicles will notify students of their ineligibility to apply for license or suspension of a current license. This is now a statewide requirement, known as TAADRA.

IV. EXTRACURRICULAR and ATHLETICS

A. Dublin High School is a member of the Georgia High School Association (GHSA) and will adhere to the rules and regulations of the GHSA. Students desiring to participate in any high school sport must first check with the Dublin High School Athletic Director to determine eligibility. All students, regardless of race or gender, are encouraged to participate in school sports.

B. The following sports are offered at Dublin High School:

Baseball	**Soccer**
Basketball	**Basketball Cheer**
Softball	**Competition Cheer**
Color Guard	**Tennis**
Cross Country	**Track & Field**
Football	**Football Cheer**
Volleyball	**Wrestling**
E-sports	**Dance Team**

C. Physical Examinations. All students in grades 9-12 who participate in competitive interscholastic athletics shall have an annual physical examination prior to participation in any tryout, practice, or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or a doctor of osteopathy. The physical examination form shall include the date that the exam was performed (month, date, and year), the student's name, and the physician's signature. Physicals must be dated after April 1st to be good for the current school year. These must be uploaded to DragonFly Athletics.

D. Medical Insurance. Dublin High does not provide medical insurance for student athletes. Parents will be given a form to complete for each student athlete that designates the medical provider and gives coaches or staff permission to transport students in event medical treatment is needed.

E. NCAA Freshman Eligibility Standards. KNOW THE RULES: See Mrs. Stubbs for more information on NCAA:

All high school student-athletes wishing to compete in college must register with the Eligibility Center. The NCAA national office does not handle initial-eligibility certifications. Please do not contact the NCAA national office with inquiries regarding an individual's initial-eligibility status, including whether or not transcripts, student release forms, etc., were received. **The NCAA Eligibility Center** maintains and processes all of the initial-eligibility certifications. The website is www.eligibilitycenter.org.

*Parents will sign-off having read this section on page 81 and 82

1. Core Courses: NCAA **Division I** requires **16 core courses** as of August 1, 2016. This rule applies to any student first entering any Division I college or university on or after August 1, 2016. See the chart below for the breakdown of this 16 core-course requirement. NCAA **Division II** requires **16 core courses.** See the breakdown of core-course requirements below.

2. Test Scores: Division I has a sliding scale for test score and grade-point average. The sliding scale for those requirements can be found on the Eligibility Center Website. The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used. The **ACT score** used for NCAA purposes is a **sum** of the four sections on the ACT: English, mathematics, reading, and science.

All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

3. Grade-Point Average: Only core courses are used in the calculation of the grade-point average.
Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Website to make certain that courses being taken have been approved as core courses. The Website is www.ncaaclearinghouse.net.

Division I grade-point-average requirements can be found on the Eligibility Center Website.
The Division II grade-point-average requirement is a minimum of 2.000.

<u>Core Courses Required by NCAA Divisions</u>:

DIVISION I: 16 Core-Course Rule Minimum (16 Core Courses):
4 years of English.
3 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
1 year of additional English, mathematics, or natural/physical science.
2 years of social science.
4 years of additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy).

DIVISION II: 14 Core-Course Rule Minimum :
3 years of English.
2 years of mathematics (Algebra I or higher).
2 years of natural/physical science (1 year of lab if offered by high school).
3 years of additional English, mathematics, or natural/physical science.
2 years of social science.
4 years of additional courses (from any area above, foreign language, or non-doctrinal religion/philosophy).

Students at Dublin High School are encouraged to participate in clubs and activities provided for them. Through participation in school activities, students develop confidence, social awareness, and leadership skills. Membership and participation in clubs/activities also provide important contributions to students' applications for college, scholarships, and resumes for employment. Some school activities involve

*Parents will sign-off having read this section on page 81 and 82

after-school practices and meetings; others may involve before school meetings. ***For a student to participate in an extracurricular or club activity, he/she must have his/her parent's signed permission***. Students should talk with teachers, sponsors, coaches, and other students to determine the activities best for them.

Homecoming Court Requirements/Selection Process

Requirements

Students in grades 9th – 12th can campaign for a position on the homecoming court if they meet the following criteria:

- Candidates must be enrolled at Dublin High School during the current school year.
- Candidates must be on track for graduation.
- Candidates must have an academic average of at least 90 or higher.
- Candidates must have passed 3 of 4 subjects in the previous semester (summer school is an extension of the second semester).
- Candidates for 10th and 11th grade homecoming representative positions may not have previously served as homecoming representatives at Dublin High School.
- Candidates must not have more than 5 tardies throughout their campaign and reign on the homecoming court.
- Candidates must not have more than 5 unexcused absences during their campaign and reign on the homecoming court.
- Candidates must not have any major referrals.
- Candidates must not have more than 3 minor referrals during the previous semester nor the current school year.
  (If tardies and unexcused absences increase, the candidate is no longer eligible to participate as a member of the homecoming court. The Runner-up will be moved up to represent the remainder of the term.)

Selection Process

- Candidates must complete the application and turn it in by the deadline. Incomplete applications will not be considered. Late applications will not be accepted.
- Candidates must get 2 teacher recommendations. (1 current academic teacher and 1 teacher from current high school or previous middle school (9th graders only)
- The Homecoming committee will verify applications based on the requirements listed above. Those who do not meet the above criteria will not be added to the ballot. The administration may remove any candidate
- The 9th, 10th, and 11th graders will vote for one male and one female to represent their grade.
- The 12th graders will vote for 5 females and 5 males to represent their class.
- A 2nd election will be held school-wide to vote for the DHS Homecoming King and Queen from the list of 5 senior males and 5 senior females.
- In the event of a tie, breaking of the tie will be done through ballot procedures following the basics of the election process.

*Parents will sign-off having read this section on page 81 and 82

- Students who wish to vote in either election must be present at school during the time of election. No allowances will be made for students who are absent when the vote is taken.

Applications can be picked up in the front office during the first full week of school:

● Application Pickup	August 4th
● Applications Due	August 15th
● Homecoming Campaign	August 18th – August 29th
● Homecoming Election	August 29th
● Senior King & Queen Campaign	September 1st – September 17th
● Senior King & Queen Election	September 17th

If selected, the Homecoming Court will be required to participate in the following:

- Homecoming Court Meeting (with parents)
- TV 35 Interview - with required attire
- Homecoming Court Practice (with parent escorts)
- Homecoming Pep Rally – with required attire
- Homecoming Pictures
- Homecoming Reception
- Homecoming Pregame & Halftime

Homecoming King and Queen and class representatives will be required to represent Dublin High School in various school and community functions and SGA community service functions as designated by the Homecoming Committee and Administration.

The Dublin High School Homecoming Committee and Administration have final approval of the Homecoming Court and have the right to remove any candidate, King or Queen who does not exemplify the highest standards of the school.

*Parents will sign-off having read this section on page 81 and 82

Dublin High School Clubs and Organizations 2024-2025

Club/CTSO	Sponsor(s)	Mission/Purpose	Activities (Past)	Activities (Planned)
Art Club	Mrs. Katrina Waters	To provide an outlet for student artists to express themselves artistically, to learn about educational and career opportunities in art, and to experience serving others through art.	Service projects, field trips	Same
Beta Club	Mrs. Chasity Carter Williams	To promote ideals of character, service, and leadership, to reward meritorious achievement, and to encourage and assist students in continuing in post-secondary education	School and community service projects (ex. Cancer Society, Salvation Army, Humane Society); Beta Convention	Continue service projects; initiation service; activities as voted on by members
Book Club	Mrs. Alyssa McCaskill	To promote the enjoyment of reading and of discussion of literature.	Participation in reading events across the state	Same
Choral Music Club	Mr. Marcus Rayner	To provide an outlet for student musicians to express themselves through music, to learn about educational and career opportunities in music, and to experience serving others through music.	Performed at Fine Arts extravaganza, Christmas concert, and DHS Pep Rally	Singing telegrams, Christmas carols, concert at VA Hospital and nursing homes
Drama Club	Mr. Jeremy Ellengberg	To provide an outlet for students to express themselves through drama and to participate in plays.	Performed at Fine Arts extravaganza and various plays	Same
FBLA	Mrs. Stephanie Wardlaw	To prepare students for careers in business and business-related fields by developing leadership skills through this co-curricular organization	Work programs; participate in regional and state conferences; develop and maintain website; develop newsletters; Community CTAE Advisory Board	Same
FCA	Community Based	Fellowship of Christian Athletes	Weekly meetings during lunch	Same
FCCLA	Mrs. Ernestine O'Neal	To promote personal growth and leadership	Leadership conferences at state	Same

*Parents will sign-off having read this section on page 81 and 82

		development through family and consumer sciences education – focusing on the multiple roles of family members, wage earners and community leaders, members develop skills for life.	and national levels; community service projects; officer training workshops	
FFA	Mr. Mark Donnell	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.	Field trips to the Georgia National Fair and Sunbelt Expo; public speaking; floriculture, nursery & landscape, floral design events; state convention	Same plus summer FFA Camp; state FFA convention
Kitty Hawk Air Society	Col. Gregory Bailey	This is the academic honor society of AFJROTC that furthers members' knowledge of the Air Force role in aerospace. KHAS has the flexibility to include objectives of local unit chapters under a single umbrella with the advantages of national stature.		
Partners Club	Mr. Marcus Rayner	This club will serve as big buddies to the special needs students in our system.	This club will serve as big buddies to the special needs students in our system.	Same
Spanish Club	Mr. Venkat Reddy	Ole' – To provide the means to develop an interest in and positive attitude toward the Spanish language, speakers of the Spanish language, and their cultures	Monthly Mexican dinners with conversation in Spanish and Mexican music; Dia de Muertos display and party with piñata; Dia de Enamorados party; collected children's books and donated; school projects	Same

*Parents will sign-off having read this section on page 81 and 82

DHS SGA Executive & Class Officer Responsibilities Chart (2025–2026)

Eligibility Requirements for All Candidates

Position	Primary Responsibilities
SGA President	**Lead all SGA meetings, represent the student body to administration, set school-wide goals.**
SGA Vice President	**Assist President, oversee student committees, preside in the President's absence.**
SGA Secretary	**Maintain accurate meeting minutes, manage official communications, track SGA records.**
SGA Treasurer	**Oversee SGA budgets, assist with fundraising and event planning, manage expenditures.**
Class President	**Represent class in SGA, lead class meetings, organize class-specific events.**
Class Vice President	**Assist Class President, coordinate student participation, lead in President's absence.**
Class Secretary	**Record class meeting notes, distribute communications, support class documentation.**
Class Treasurer	**Track class funds, assist with budgeting for class activities, coordinate with SGA finance.**

1. **Enrollment & Academic Standing**
    - Must be enrolled at Dublin High School.
    - Must be on track for graduation.
    - Must have a cumulative academic average of **80 (90) or higher**.
    - Must have passed **3 out of 4 classes (ALL)** in the previous semester (summer school counts as 2nd semester).
2. **Behavior & Attendance**
    - No **major disciplinary referrals**.
    - No more than **3 minor referrals** in the current or previous semester.
    - No more than **5 unexcused absences** during the current semester.
    - If absences or tardies exceed the limit, the runner-up will assume the position.

Selection Process Overview

1. **Application Packet Submission**
    - Application must be submitted **by deadline**
    - **Late or incomplete applications will not be accepted.**
2. **Required Documents**
    - Completed DHS SGA Officer Application Form
    - Grade verification signed by **Ms. Lemon** or **Ms. Fletcher**
    - Absence Verification Form signed by **Mrs. Newsome**
    - Behavior Verification Form signed by **Mr. Cordy**

*Parents will sign-off having read this section on page 81 and 82

- Two teacher recommendations:
  - One from a **current academic teacher**
  - One from a **current high school or previous middle school teacher (for 9th grade only)**

3. **Campaign Guidelines**
   - Flyers and videos must be submitted to the **SGA Campaign Ad Google Form**.
   - Must be approved by **Mrs. Wardlaw**.
   - **Only approved flyers** may be posted on social media.
   - **Only approved videos** will be uploaded to the student-accessible database.
4. **Voting Process**
   - Elections will be conducted during school hours.
   - Students must be **present** on election day to vote—**no absentee voting allowed**.
   - In the event of a **tie**, a runoff vote will take place.

V. EMERGENCIES and SAFETY

To ensure the safety of all students and school personnel, Dublin High 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.

A. Fire Drills. Fire drills are required by state law (Bd. of Ed. Policy JGF/GBR). GENERAL RULES FOR FIRE DRILLS: Students will follow designated exit instructions, keep in a single file, walk, not run, refrain from talking, and proceed to a distance approximately 300 feet from point of exit. When the all-clear bell is sounded, all will return to classrooms in the same orderly fashion. NOTE: Fire drills are a very important exercise which may save lives.

B. Tornado Drills. 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.

C. Safety/Lab Safety. Students will receive individual instruction in every lab regarding detailed safety rules and regulations. The following are general safety rules: All students, employees, and visitors will be required to wear eye protective devices while the laboratory is in operation. Visitors to a laboratory will be provided with eye protective devices. Only those students qualified to do so should operate machines. Obey warning and danger signs. Horseplay, fighting, wrestling, or childish behavior has no place in the lab. Be sure of what you are doing. If in doubt, take no chances; ask the instructor. Loose clothing, flowing neckties, rings and wristwatches can get caught in machinery and cause serious injury. Wear the proper clothing. Do not throw objects. Report all injuries, no matter how slight, to the instructor. An accident report will be completed for all injuries.

*Parents will sign-off having read this section on page 81 and 82

SB 402 - Swimming Safety Education

https://openstates.org/ga/bills/2023_24/HB402/

Please be advised of the following local 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 478-272-489

VI. GENERAL INFORMATION:

A. Address Changes. A parent is required to notify, in writing, the central registration office immediately of any change in address, phone number, or guardianship. Any married student is required to report this information to the Guidance Office and the attendance office. Correct contact information is necessary in case of emergencies.

B. Class Rings. Students are allowed to order class rings during their junior (11th grade) year.

C. Classroom Schedule Changes. Students are not allowed to change schedules (or drop classes) without permission of the Guidance Office and/or the **Administration.** If a student registers for a course, he/she is expected to complete the course and the work. Except for special cases or circumstances, students will not be allowed to request schedule changes after the **first five days** of a semester. Schedule changes will be considered when pertaining to one of the valid reasons listed below; other changes will be considered at the change of the semester.

1. A specific course is needed for graduation.
2. A specific course needs to be repeated for credit.
3. The student has failed the current course sequence.
4. The student has medical concerns that necessitate a change. Doctor verification must be provided.
5. Level of the current course is inappropriate/too difficult (must be changed within the first five days of class).
6. The student is enrolled in a course that he or she has already taken and passed.

D. Communications with Parents/Guardians. Every effort will be made to communicate with parents/guardians information that is of importance to them and their student(s). The faculty and staff will use phone calls, newsletters, progress reports, attendance inquiries, surveys, PTSA, and parent

*Parents will sign-off having read this section on page 81 and 82

conferences. Also, the Dublin High School website: www.dhs.dcs.irish/ is an excellent place to maintain contact with the school and its activities. Parents may also inquire about their child's progress, discipline, and attendance on the Parent Portal.

E. Computer Ethics/Internet Protection Act. The computer network and equipment are essential to the success of the school's instructional program; thus the integrity of this system must be maintained at all times. Students who use this technology must follow all internet use regulations and classroom rules at all times. Those who violate the rules will be punished according to policy.

F. Conferences. Conferences generally will be scheduled after school at 2:45 p.m. Conferences will be scheduled at such times that do not interrupt or interfere with instruction. Parents are encouraged to visit the school to discuss student progress with the Administration, Guidance Counselors, and teachers. Please call the school at 353-8040 to set up a conference with school personnel.

G. Corporal Punishment. Corporal punishment may be administered by the principal or assistant principal in the presence of another certified staff member of the Dublin City Schools. Bd. Po. JDA STATE REF: State Standards J1.1; J1.2

H. Curriculum/Course Syllabus/Standards. Curriculum Guides for every course funded by FTE are available to provide scope and sequence in every content area. The objectives and instructional strategies will be keyed to the objectives of the Georgia Milestone Tests, EOCT, and State Curriculum Guides (State Standards) shall be used as resources and guidelines.

I. Debts Incurred at School. Students must pay for any books, equipment, or uniforms that they lose or damage. Students who do not turn in library books on time are charged a small fine for overdue books. Any student who owes money, supplies, or equipment to the school will not be cleared for graduation or have her/his transcripts or records released to another school until the debt is paid. Students must reimburse the school for a book before another book can be issued to them. Students with an unpaid debt from the previous year will not be given a class schedule or allowed to attend class until the debt is paid.

J. Driver's License Attendance Certificate. All 15, 16, and 17-year-old students who intend to apply for a Georgia Learner's or Driver's License must present to the Department of Motor Vehicles a signed and notarized attendance certificate from Dublin High School. Students will need two attendance certificates during their high school careers: one for the Georgia Learner's Permit and another one for the Driver's License. These may be obtained from the Main Office for a $2 notary fee. In accordance with Georgia State Law, the school will also notify the Department of Motor Vehicles when a student is guilty of any of the following:

- Missing more than ten consecutive days of school with unlawful excuses
- Has dropped out of school without graduating
- Threatening, striking, or causing bodily harm to a teacher or other school personnel
- Possession or sale of drugs or alcohol on school property or at a school sponsored event
- Possession or use of a weapon on school property or at a school sponsored event
- Any sexual offense prohibited under Chapter 6 of Title 16
- Causing substantial physical or bodily harm to or seriously disfiguring another person.

Notification of the above will result in the revocation of a student's driver's permit and/or license.

K. Early Dismissal. (Is this the same as Check Out in section I) Students are not allowed to leave campus during the school day without written permission from the parent and approval from the school

administration.. All students must sign in and out of the school office before departing the school campus. **Each student checking out should have a note and should submit it to the Attendance Office or the main office secretary no later than 8:00 a.m. for verification and approval.** The note should have the name and telephone number of the parent/guardian to be called. **Students shall not be released until a parent/guardian is contacted.** If a student checks out, he/she must keep his/her check out note and present it to the teachers whose classes were missed when the student returns to school. **Under no circumstances should any student leave campus, once the student has arrived on campus, without parent/guardian verification before signing out.**

L. Email Contacts. On the DHS website, www.dhs.dcs.irish/ parents/guardians may sign up to receive announcements via email. They may also ask individual teachers to contact them when needed through email.

M. Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, parents/guardians are notified of the following: They have a right to inspect and to review their child's educational records maintained at the school which their child attends. They have the right to prevent disclosure of educational records to third parties with limited exceptions. They have the right to seek to have corrected any parts of an educational record that they 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. They also have a right to file a complaint with the FERPA office concerning Dublin City School's failure to comply with FERPA.

N. First Aid or Medical Attention. Students requiring first aid or medical attention should report to the School Nurse. Should medical emergency attention be needed, the school nurse will notify the administration (or Emergency 911) will be contacted depending upon the seriousness of the situation.

O. 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.

P. Gifted Students Education Program. 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. 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.

Q. Graduation Ceremony. Students must complete graduation requirements as specified at the beginning of their high school program of study (9th grade). While DHS teachers, counselors, and administrators make every effort to guide students in proper course selection for their chosen program of studies, the ultimate responsibility rests with each student and his/her parents/guardians. It is the student's responsibility to check with the counselors to make sure that all the necessary graduation requirements have been met. **Participation in the graduation ceremony is a privilege, not a right.** No student will be allowed to participate in the graduation exercise if he/she has not met all academic and other related graduation requirements to receive a Georgia recognized diploma. To participate in the ceremony, students demonstrate appropriate behavior and have good attendance during their senior year and all financial obligations to Dublin High School must be cleared. No honors or individual awards will be given at the graduation ceremony.

*Parents will sign-off having read this section on page 81 and 82

R. 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 them is available. Come by during your free time to make an appointment. Your counselor and social worker are willing to be of service. Confidentiality is assured.

S. Hall Passes. During class time, each student in the hallways must have a hall pass. Students are not allowed to go from one teacher's class to another during class time for any reason. The pass will have a time and stated place to go and be signed by the issuing teacher, thus giving permission for the student to be out of class. Students found in the hall without a pass will be considered skipping.

T. Health and Immunization Records. Any student enrolling in a Georgia school for the first time must present a Georgia Immunization Certificate (Form 3231). State law specifically requires immunization against Diphtheria, Hepatitis B, Haemophilus, Measles, Mumps, Pertussis, Polio, Rubella, Tetanus, Varicella, Pneumonia and Meningitis. 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 an updated certificate is provided. Official Code of FA Annotated (OCGA) 20-2-771.

U. Homebound and Hospital Homebound. If a student needs to be absent from school for more than 10 consecutive days because of serious illness or an accident, arrangements may be made to provide instruction at home. It is the responsibility of the parent to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be necessary.

V. Homework Assignments. Homework helps students develop good study habits and attitudes. If the assignment serves a good purpose and parents reinforce the completion of the task, students will benefit by gaining higher grades, better study habits, and a more positive attitude toward school and learning.

W.. In-School-Suspension. Objectives of the In-School-Suspension are to support high school students in their attempts to meet their educational and emotional needs, and to offer the disruptive student a second chance to correct misbehavior through permission to continue assignments in a structured, disciplined setting. **In-School-Suspension (ISS) Guidelines for Students are**

1. Students will follow all rules of the DHS handbook.
2. Students will report to the ISS at the beginning of the school day with the necessary school materials (books, notebooks, etc.).
3. Students will be on time. If tardy, the time missed must be made up.
4. Students will be expected to make up absences from the ISS.
5. Students will remain seated in assigned seats.
6. Students will raise hands to be recognized before speaking.
7. Students will not talk or communicate with other students.
8. Students will stay awake and on task.
9. No gum chewing, eating, or drinks allowed.
10. Students will stay on task and work for the entire time assigned to ISS.
11. Students will be expected to serve all days assigned in the ISS.
12. Students who do not follow the rules of the ISS could face additional days assigned or out of school suspension.

X. Insurance. School insurance is available to all students, but is 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, except varsity football, are required to take out the coverage

*Parents will sign-off having read this section on page 81 and 82

or sign a waiver. Football players are under different rules. DHS strongly urges 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.

Y.. 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 www.websense.com. Please refer to this site to see the software used to provide Internet protection for the students of Dublin High School.

Z. Locks/Lockers. Lockers are provided as a convenience for students for a fee of $5 per school year. Lockers should be kept locked when not in use, and the school is not responsible for stolen items. Lockers may be searched at any time when deemed necessary.

AA. Lost and Found. "Lost and Found" is located in the Media Center. If something is found that belongs to someone else or if something cannot be found, a report should be filed with an administrator. Every effort will be made to recover lost items and return found items.

BB. Media Center (Library). The media center will be open from 7:00 – 3:00 daily. The Media Center is designed to locate, organize, and disseminate all media in the way which will best serve the students, teachers, and administrators. Students must have a media pass signed by their teacher when coming to the Media Center. Passes are not required before or after school. Books are checked out for a two-week period but can be renewed for another two weeks. Reference books can be checked out for one class period during the school day or overnight. Overdue fines are five cents a school day per book and should be paid no later than the end of each 9-week grading period. Book bags are not allowed in the Media Center.

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

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

The committee will consist of members from the following stakeholder groups:

- Local School Governance Team
- Student Advisory Council
- Subject Area Teachers
- Family Engagement Coordinator
- Administrator

CC. Medicine. Basic First Aid will be provided by the nurse or designated staff in the event of an injury. Select over-the-counter medications may be administered by school personnel with a completed Student Health Information Form on file. All stocked medications will be given only with a signed parental permission. Parents will be contacted to pick up students with potentially contagious or serious conditions.

*Parents will sign-off having read this section on page 81 and 82

DD. Messages/Flowers. School personnel will make reasonable efforts to contact students for emergency situations; however, class time will not be interrupted to deliver messages or flowers. School personnel will NOT call students out of class to receive delivered goods or to get phone messages, and DHS is not responsible for items left at school for delivery to students.

EE. Moment of Quiet 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.

FF. Money/Valuables. Please do not bring large amounts of cash money to school. Students in physical education classes are urged to deposit money and other valuables with the instructor and lock all personal items in their lockers. The school is not responsible for lost money or valuables stolen.

GG. Non-discrimination Law. The Dublin City School system does not discriminate on the basis of sex, race, creed, age, national origin, marital status, handicap, sex, and disability in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Dublin City School System does not discriminate in any educational programs or activities or in employment policies.

HH. Nurse. The school nurse is available daily from 7:00 to 2:30 to assist students with any medical issues. Students should get permission from a teacher or staff before attempting to see the nurse.

II. Office Phones/Messages. Students may use the Main Office phones to contact parents in the event of an emergency. Discretion will be used by the office staff in determining the emergency. Parents may leave messages in the Main 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.

JJ. 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.

KK. Prom Dues/Refunds. Prom dues are scheduled by the prom director/committee. **Prom dues will not be refunded.**

LL. Report Cards/ Progress Reports. Report cards are sent home quarterly, at the end of each 9-week grading period. Progress reports are sent out midway between each grading period, approximately every 4 ½ weeks. Parent/Teacher conferences are urged for students making less than satisfactory in a class. Please call 353-8040 to schedule a conference with the teachers. The Infinite Campus Parent Portal is also available as a tool to inform parents of progress.

MM. Reporting Abuse and/or Neglect. 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

*Parents will sign-off having read this section on page 81 and 82

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.

NN. Security Searches. Students may pass through a metal detector as they enter the building at the beginning of each school day. Students may also be randomly searched by school officials during the school day. School officials may also, according to law and board policy, have access to student lockers, automobiles, and personal belongings while under school supervision, on or off campus. In the event the search of a student's person, personal possessions, locker, or vehicle, reveals the student is concealing any illegal items, local law enforcement will be notified (Legal Ref: State v. Young, 234 GA 488, 1975).

OO. Selective Service Registration. Federal law requires that each male register for the Selective Service within a thirty (30) day period of his eighteenth birthday.

PP. Senior Fees. All seniors are required to pay senior fees during the course of their senior year. This cost covers cap, gown, yearbooks, and other senior incidentals. Parents and students will be given the opportunity to order additional senior items at an additional cost.

QQ. 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.

RR. Textbook, Media Books, and Financial Obligations.
Textbooks and media books that are issued to or checked out by a student must be returned to the teacher who issued the book or returned to the Media Center and checked-in in accordance with media regulations. Each student is responsible for returning the books that were checked out or were issued. Substitute books are not acceptable. All textbooks are the property of the Dublin City School System and are issued to the student free of charge by the subject teacher. Students must pay for all books damaged or not returned.

SS. Transcripts and Student Enrollment Verification. Current students must request transcripts to be sent to colleges or universities through his/her GaFutures account (www.gafutures.org). If you are requesting a transcript for an out-of-state college or university, please contact the guidance office secretary. Transcript requests cannot be fulfilled in less than a 24 hour period.
Parents or students requesting a Student Enrollment Verification Letter must sign up in the guidance office. There is a $5 processing fee for each verification letter. Enrollment verification requests cannot be fulfilled in less than a 24 hour period

TT. Visitors. Dublin High School welcomes parents and patrons who wish to visit the school. All visitors and parents must enter the building through the main entrance (facing Hillcrest Pkwy.) and report directly to the Main Office for a visitor's pass. Please park in a designated visitor parking space. Students are not allowed to entertain visitors during the school day nor bring guests to school.

UU. Voter Registration. Designated teachers in the school are registrars and can register students to vote when the student attains the age of 17 ½ years and will not vote in an election until his/her 18th birthday. Otherwise, students must be 18 years old to register. April will be voter registration month. See the Guidance Office to register.

*Parents will sign-off having read this section on page 81 and 82

VV. Withdrawals/ Transfers from School. If it is necessary to withdraw from school or transfer to another school, a parent must accompany the student to complete the paperwork. The Guidance Office will handle all withdrawals. Students must return all textbooks, clear all fees, and return all equipment. No recommendation or transfer of credits will be given until the withdrawal form is returned and students are cleared by the Guidance Office or an Administrator.

WW. Work Permits. Students under the age of 16 must have a work permit in order to obtain a job. Work permits forms are available in the Main Office with the secretary/bookkeeper.

VII. APPENDICES:

APPENDIX A
AN EXEMPLARY SCHOOL

If Dublin High School is to be an exemplary school, it must have a clear sense of the goals that it is trying to accomplish, the characteristics of the school it seeks to become, and the contributions that the various stakeholders in the school must make in order to transform ideals into reality. The following vision statement is intended to provide the standards that Dublin High School should strive to achieve and maintain.

I. **Curriculum**. An exemplary school provides students with a common core curriculum complemented with a variety of elective courses and co-curricular activities. This balanced program stimulates intellectual curiosity, requires students to demonstrate that they have learned how to learn, and enables them to become productive and effective citizens. The school articulates the outcomes it seeks for all of its students and monitors each student's attainment of those outcomes through a variety of indicators. In such a school the curriculum:

A. addresses mastery of academic content which integrates acquisition of essential life skills.
B. enables students to broaden their perspective in order to understand and appreciate diverse cultures within the school as well as cultures and conditions beyond those of their local community.
C. stimulates active engagement on the part of students.
D. recognizes and provides for individual differences and interests.
E. integrates technology as a means to achieve specific curricular outcomes.
F. affects the District's support of innovation and commitment to continuous improvement.

II. **Attention to Individual Students**. Regardless of its size, an exemplary school recognizes the importance of each individual student. Those within the school make a concerted effort to communicate and demonstrate their concern for each student. As a result, each student feels that he or she is valued as a member of the school community.

A. Attention is paid to facilitating each student's transition to and through high school.
B. Each student is provided the information, assistance, and support that enables him or her to develop appropriate educational and career goals.

*Parents will sign-off having read this section on page 81 and 82

C. The behavior, academic progress, and emotional well being of each student are continually monitored and appropriate services are initiated as needed.

III. **Personnel**. An exemplary school operates on the premise that a school can only be as good as the personnel that it employs. Therefore, the Board and Administration are committed to recruiting and retaining individuals with exceptional expertise in their respective fields. In such a school:

A. all staff demonstrate their support of and commitment to the school's vision and values.
B. all staff have high expectations for student success and work individually and collaboratively to create conditions that promote student success.
C. all staff model the importance of lifelong learning through their commitment to ongoing professional development.
D. the Board of Education and Administration are proactive in promoting and protecting the District's vision and values.

IV. **Students**. In the final analysis, the effectiveness of any school is assessed on the basis of the conduct, character, and achievement of its students. In an exemplary school, students:

A. accept responsibility for their learning, decisions, and actions.
B. develop the skills to become more self-directed learners as they make the transition from freshman through senior year.
C. become actively engaged in and give their best effort to academic and co-curricular pursuits.
D. contribute to school and community service.
E. conduct themselves in a way that contributes to a safe and orderly atmosphere and ensures the rights of others.
F. Be considerate of others: teachers, staff, fellow students, visitors, etc.

V. **Climate**. An exemplary school provides a warm, inviting climate that enables students to enjoy their high school experience and results in a shared sense of pride in the school. In such a school:

A. there is a commitment to providing an emotionally and physically safe, supportive environment.
B. there is an ongoing effort to provide a school that is free of alcohol, other drugs, and violence.
C. there are opportunities for high levels of participation in the curricular and co-curricular programs.
D. all individuals are treated with respect and consideration.
E. relationships are characterized by caring and cooperation.
F. there is recognition and celebration of individual effort and achievement.
G. there is open communication between students, staff, administrators, and the Board of Education.
H. well-maintained physical facilities meet the needs of students and the community and reflect pride in the school.

VI. **Community Partnerships**

An exemplary school recognizes the importance of establishing effective partnerships with the larger community – parents, residents, business/government agencies, and other educational systems. It strives to develop the community's allegiance to and ownership in the school. In such a school:

A. The community demonstrates its support for the vision and values of the school.
B. The community provides the resources that enable the school to offer exemplary academic and co-curricular programs and holds the school accountable for long-range financial planning to safeguard the community's investment in education.

*Parents will sign-off having read this section on page 81 and 82

C. The community participates in the life of the school by attending programs, volunteering service, and assisting in the processes that have been designed to enhance the various aspects of the school.
D. The community calls upon the school to establish effective 2-way communication that both provides information and seeks feedback.
E. The community has ready access to the school's resources and facilities.
F. Parents play an active role in the education of their children, monitor their children's academic performance, and work with teachers to emphasize the importance of education.
G. Partnerships are established with businesses that reinforce the relevance of the academic and co-curricular programs and provide a direct link between the school and the workplace.
H. The school establishes effective linkages with sender districts and institutions of higher education.

APPENDIX C
NONDISCRIMINATION STATEMENT

The Dublin City Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX:
Mr. Jameson Travick, Curriculum Director
207 Shamrock Dr.
Dublin, GA 31021
478-353-8000

Section 504:
Dr. Takeisha Thomas, Special Education Director
207 Shamrock Dr.
Dublin, GA 31021
478-353-8000

The Dublin City Schools System offers the following Career and Technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12. Business Education - Engineering and Technology - Agriculture - Human Services – JROTC, and at the Heart of Georgia Career Academy:
Health Science
Law and Justice - Forensic Science

People seeking further information concerning the career and technical offerings and specific prerequisite criteria may contact:

Mr. Ben Lanier, CTAE Director
1127 Hillcrest Parkway
Dublin, GA 31021
478-353-8420
ben.lanier@dcsirish.com

*Parents will sign-off having read this section on page 81 and 82

PARENTAL PERMISSION TO PARTICIPATE

You may choose to allow your child to participate in a club or organization listed on pages 68 - 69 and signing below.

Club(s) _____

During the 2025-2026 school year, I give my child, _____,

permission to join the club(s) listed above.

_____ _____

Signature of Parent/Guardian **Date**

****

PARENTAL OPTION NOT TO ALLOW PARTICIPATION

You may choose **not** to allow your child to participate in a club or organization by signing the statement below.

During the 2025-2026 school year, I do **NOT** give permission for my child,

_____,

to participate in any of the clubs or organizations.

_____ _____

Signature of Parent/Guardian **Date**

*Parents will sign-off having read this section on page 81 and 82

DUBLIN HIGH SCHOOL

HANDBOOK RECEIPT

I have received a copy of the Dublin High School **2025-2026** 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)

_____

Student I.D. Number

_____

Date

_____

Student Signature

_____

Parent Name (Please Print)

_____

Parent/Guardian Signature

_____

Date

_____

First Block's Teacher's Name

.....

Parents/Guardians and students, **please return this page with signatures/initials** to your student's First Block teacher at DHS.

Parents, please initial each to indicate that you have read these documents.

_____ Principal, Parent, Student Document (pages 3-4)

_____ Title I "Parents Right to Know" (page 11)

_____ Complaint Procedures (page 12)

_____ Student Behavior Codes (pages 13-20)