



# **Dalton**

PUBLIC SCHOOLS

# *Handbook*

*For Students and Parents*

**2025 - 2026**





## MISSION

The mission of Dalton Public Schools is to empower students through innovation, excellence, and opportunity to thrive in an ever-changing world.

## VISION

Dalton Public Schools' vision is to cultivate a safe and innovative environment where every student gains the skills and confidence to learn, lead, and succeed.

## COMMITMENTS

Safety and Security

Culture

Standards Based Tier 1 Instruction

Literacy

Customer Service

**LEARN.**

**LEAD.**

**SUCCEED.**







Monday, August 5	School Orientations
Wednesday, August 6	First Day of School for Students
Monday, September 1	Labor Day Holiday/Staff and Student Holiday
Friday, September 19	Early Student Release Day - All Students
Monday, September 22	Virtual Learning Day
Thursday, October 9	Early Student Release Day
Friday, October 10	Staff Professional Learning Day/Student Holiday
Monday, October 13	Student & Staff Holiday
Friday, November 22	Virtual Learning Day
Monday-Friday: November 24-28	Thanksgiving Holiday
Friday, December 19	End of First Semester Early Student Release Day
Monday-Thursday: December 22-January 2	Winter Holiday
Monday, January 5	Staff Professional Learning Day/Student Holiday
Tuesday, January 6	Classes Resume for Students
Friday, January 19	Staff & Student Holiday
Monday, February 16	Staff & Student Holiday
Tuesday, February 17	Staff Professional Learning Day/Student Holiday
Friday, March 13	Early Student Release Day
Monday, March 16	Virtual Learning Day
Friday-Friday April 3-10	Spring Break
Friday May 22	Last Student Day of School Early Student Release Day
Tuesday & Wednesday, May 26-27	Staff Professional Learning Days





Dear Dalton Public Schools Family,

Welcome to the 2025–2026 school year! I'm excited to welcome back our returning students, staff, and families—and extend a special greeting to those joining us for the very first time. Whether this is your first step in our district or another chapter in your ongoing journey with us, you belong here.

As we begin this new school year, I encourage each of you to take time to reflect on the incredible potential you hold. Every new year is a blank page, and with it comes a unique opportunity to leave your mark—on your school, on your community, and on one another. The mark you leave may come through academic achievement, acts of kindness, leadership, innovation, or perseverance in the face of challenge. No matter the form it takes, your contribution is valuable and lasting.

At Dalton Public Schools, our mission is clear:

“To empower students through innovation, excellence, and opportunity to thrive in an ever-changing world.”

This mission guides everything we do, from the classroom to the community. We are committed to equipping every student with the tools, support, and experiences they need to succeed—not just in school, but in life. Together, we'll foster a culture that celebrates curiosity, creativity, and character.

I invite you to embrace the year ahead with optimism and purpose. Get involved. Lift others up. Take bold steps toward your goals. Whether you're a student finding your voice, a teacher inspiring the next generation, or a parent supporting your child's growth, you are part of something special.

Let's make this year unforgettable—for the lessons we learn, the relationships we build, and the lasting impressions we make.

Welcome back, and here's to a fantastic year ahead!

Warm regards,

Dr. Steven Craft  
Superintendent  
Dalton Public Schools

# DPS CONTACT INFORMATION

## CENTRAL OFFICE

Administrative  
Services Building  
300 W. Waugh St.  
Dalton, GA 30720  
Dr. Steven Craft,  
Superintendent  
Office: 706-876-4003  
Fax: 706-226-4583

## OPERATIONS BUILDING

412 S. Hamilton St.  
Dalton, GA 30720  
Fax: 706-226-8348

**Maintenance**  
706-876-4075

**School Nutrition Services**  
706-876-4076

**Security**  
706-876-4083

**Bus Transportation First Student**  
706-428-9489

## ANNEX BUILDING

105 N. Thorton Ave.  
Dalton, GA 30720  
Fax: 706-370-5788

## 101 BUILDING

101 N. Thorton Ave.  
Dalton, GA 30720  
**Enrollment**  
706-876-4000  
Fax: 706-876-4027

**Exceptional Student Services**  
706-876-4023  
Fax: 706-272-2107

## TECHNOLOGY SERVICES CENTER

201 E. Franklin St.  
Dalton, GA 30720  
Fax: 706-271-2218  
**Technology**  
706-876-4050

## Online

[www.daltonpublicschools.com](http://www.daltonpublicschools.com)

Facebook:

Dalton Public Schools GA

Instagram, TikTok, & Twitter  
@dpsschools

## Elementary Schools

Pre-Kindergarten - Grade 5

### Blue Ridge

**Veronica Rodriguez**

*Principal*

100 S. Bogle St.

Dalton, GA 30721

706-876-4100

Fax: 706-260-2848

### Brookwood

**Dr. BethAnn Browning**

*Principal*

501 Central Ave.

Dalton, GA 30720

706-876-4200

Fax: 706-278-8224

### City Park

**Kim Rhyne**

*Principal*

405 School St.

Dalton, GA 30720

706-876-4500

Fax: 706-226-5457

### Park Creek

**Brandon Headrick**

*Principal*

1500 Hale Bowen Dr.

Dalton, GA 30721

706-428-7700

Fax: 706-428-7725

### Roan

**Anne Fetzer**

*Principal*

1116 Roan St.

Dalton, GA 30721

706-876-4350

Fax: 706-278-0979

### Westwood

**Alesa Smith**

*Principal*

708 Trammell St.

Dalton, GA 30720

706-876-4425

Fax: 706-278-1379

## Secondary Schools

Grades 6 - 7

### Hammond Creek Middle School

**Heather Lawson**

*Principal*

330 Pleasant Grove Dr.

Dalton, GA 30721

706-876-4660

Fax: 706-876-4661

Grade 8

### Dalton Junior High School

**Spencer Gazaway**

*Principal*

1250 Cross Plains Trail

Dalton, GA 30721

706-876-4650

Fax: 706-428-7850

Grades 9 - 12

### Dalton High School

**Dr. Lee Collins**

*Principal*

1500 Manly St.

Dalton, GA 30721

706-876-4800

Fax: 706-226-2430

Grades 9 - 12

### The Dalton Academy

**Jessica Ashlock**

*Principal*

1250 Cross Plains Trail

Dalton, GA 30721

706-876-4700

Fax: 706-876-4701

## Helpful Links

### Dalton Public Schools

<http://www.daltonpublicschools.com>

### Dalton Public Schools on Facebook

<http://www.facebook.com/dpsschools>

### Dalton Public Schools on Twitter

<http://www.twitter.com/dpsschools>

### Dalton Public Schools on Instagram

<http://www.instagram.com/dpsschools>

### Dalton Public Schools Parent Portal

<https://ics.dalton.k12.ga.us/campus/portal/dalton.jsp>

### Georgia Curriculum Standards

<https://www.georgiastandards.org>

### Georgia Department of Education

<http://www.gadoe.org>

### College and Career Readiness Performance Index

<https://www.gadoe.org/CCRPI/Pages/default.aspx>

### Georgia Schools Report Card

<https://gosa.georgia.gov/report-card>

### Georgia Professional Standards

<https://www.gapsc.com>

### US Department of Education

<http://www.ed.gov>

### Every Student Succeeds Act

<http://www.ed.gov/essa>

### Parent Teacher Association

<http://www.pta.org>

### Weather News

<http://achieve.weatherbug.com>

## Did You Know?

Title I Part A is part of the Every Student Succeeds Act (ESSA). This act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with greater than 40 percent of their children qualifying for free or reduced-price meals. All DPS schools are designated Title I schools. These funds are designed to ensure that all children learn challenging academic content and meet high academic achievement goals. Recognizing that parents are important partners in their child's learning, some Title I funds are designated to provide parents with information and opportunities for parent involvement.

To view your school's parent involvement policy and school improvement plan, check with the school's office. To learn more about how to give input to schools and the system about Title I programs and expenditures, please visit the district website at [www.daltonpublicschools.com](http://www.daltonpublicschools.com)





# Daily School Schedules

Our school day begins and ends at different times depending on the grade level.

- Elementary Schools: 8:30 AM to 3:25 PM
- Middle School & Junior High: 8:05 AM to 3:00 PM
- High Schools: 7:30 AM to 2:15 PM

## Accessing the Handbook

Dalton Public Schools is proud to serve our community through a unified system made up of six elementary schools, one middle school, one junior high, two high schools, and the Dalton Cyber Academy. We are committed to supporting every student's growth and success—preparing them for college, career, and life through strong community partnerships and a focus on excellence in education.

This handbook is designed to provide helpful information about our schools, expectations, and policies. While we've worked to ensure the accuracy of the details at the time of printing, the most up-to-date version is always available online. Please refer to the online handbook and district policies, which take priority over any printed materials.

You can access the latest version of the handbook and other important resources at:

[www.daltonpublicschools.com](http://www.daltonpublicschools.com)

## General Notices

### Statement of Non-Discrimination

Dalton Public Schools is proud to serve our community through a unified system made up of six elementary schools, one middle school, one junior high, two high schools, and the Dalton Cyber Academy. We are committed to supporting every student's growth and success—preparing them for college, career, and life through strong community partnerships and a focus on excellence in education.

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[www.daltonpublicschools.com](http://www.daltonpublicschools.com)

## Non-Discrimination and Equal Opportunity Statement

In accordance with federal law, Dalton Public Schools prohibits discrimination in its educational programs, activities, and employment practices on the basis of:

- Race, color, or national origin (Title VI of the Civil Rights Act of 1964)
- Sex (Title IX of the Education Amendments of 1972; Title II of the Carl D. Perkins Career and Technical Education Act of 2006; Title VII of the Civil Rights Act of 1964; and the Equal Pay Act of 1963)
- Age (Age Discrimination in Employment Act of 1967)
- Disability or handicap (Section 504 of the Rehabilitation Act of 1973 and Titles I and V of the Americans with Disabilities Act of 1990)
- Genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008)

Dalton Public Schools also strictly prohibits any form of retaliation against individuals who file a discrimination complaint, participate in any investigation or hearing, or oppose discriminatory practices in good faith.

## Compliance and Contact Information

The Dalton Board of Education ensures equal access and opportunity for all students, employees, and members of the public. The district's designated coordinator for non-discrimination policies is:

Robert Shaw  
Associate Superintendent of Student Support Services  
Dalton Public Schools  
P.O. Box 1408, 300 W. Waugh St.  
Dalton, GA 30722-1408  
Phone: 706-876-4073  
Email: [robert.shaw@dalton.k12.ga.us](mailto:robert.shaw@dalton.k12.ga.us)

Questions or complaints regarding the application of non-discrimination laws and regulations may also be directed to any of the following:

- U.S. Department of Education, Office for Civil Rights (OCR)  
Atlanta Office or Washington, D.C. Headquarters
- U.S. Equal Employment Opportunity Commission (EEOC)  
Toll-Free: 1-800-669-4000  
TTY (for individuals with hearing impairments): 1-800-669-6820  
Website: [www.eeoc.gov](http://www.eeoc.gov)

## Disability-Related Inquiries

For questions or concerns related specifically to disability or impairment, please contact:

Pam Wiles  
Assistant Superintendent of Exceptional Student Services

Dalton Public Schools  
P.O. Box 1408, 300 W. Waugh St.  
Dalton, GA 30722-1408  
Phone: 706-876-4014  
Email: [pam.wiles@dalton.k12.ga.us](mailto:pam.wiles@dalton.k12.ga.us)

## Equity in Sports

In compliance with O.C.G.A. § 20-2-315, the Equity in Sports Act, and Dalton Board of Education Policy IDFA, Dalton Public Schools is committed to ensuring equal opportunities for all students to participate in athletic programs, regardless of gender.

This notice serves as the official notification to families that Dalton Public Schools adheres to all federal and state requirements regarding gender equity in sports.

If you have concerns or inquiries regarding gender discrimination or equity in school athletic programs, please contact:

Dr. Robert Shaw  
Associate Superintendent of Student  
Support Services  
Dalton Public Schools  
P.O. Box 1408, 300 W. Waugh St.  
Dalton, GA 30722-1408  
Phone: 706-876-4073  
Email: [robert.shaw@dalton.k12.ga.us](mailto:robert.shaw@dalton.k12.ga.us)

For concerns related specifically to disability or impairment in relation to athletics or other programs, please contact:

Pam Wiles  
Assistant Superintendent of Exceptional Student Services  
Dalton Public Schools  
P.O. Box 1408, 300 W. Waugh St.  
Dalton, GA 30722-1408  
Phone: 706-876-4014  
Email: [pam.wiles@dalton.k12.ga.us](mailto:pam.wiles@dalton.k12.ga.us)

## USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Section 504 of the Rehabilitation Act of 1973 & Impartial Hearing Statement

Section 504 of the Rehabilitation Act of 1973 is a portion of the Americans with Disabilities Act (ADA) that ensures students experience equal access to school-related activities regardless of a known or perceived disability. Dalton Public Schools has a procedure for ensuring that students with a mental or physical impairment, or perceived as having an impairment, experience equal access to school-related activities. If a parent or staff member has concerns about a student's access to school experiences, a Section 504 referral can be initiated by alerting the student's teacher, school counselor, or an administrator about their concerns.

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

Pam Wiles  
Dalton Public Schools'  
Section 504 Coordinator  
PO Box 1408  
Dalton, GA 30722-1408

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 district's Section 504 Coordinator. Pam Wiles will assist the grievant in completing the written Request for Hearing. She may

be contacted through the district's central office at 300 W. Waugh St, Dalton, GA 30720 or by telephone at 706-876-4023. Copies of the Section 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at [www.daltonpublicschools.com](http://www.daltonpublicschools.com) or may be picked up at The 101 Building (101 N. Thornton Ave. Dalton, GA 30722) or at any of the school offices.



## Parents' Right to Know

In compliance with the requirements of the Every Student Succeeds Act, parents may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

Whether the student's teacher—has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal at your child's school. Contact information is provided in the school directory of this handbook.

## Parents' Bill of Rights

A parent of a minor child at any school within the district may exercise his or her parental rights using the following procedures:

- A parent may review records relating to his or her minor child by contacting the office at his or her child's school. A mutually agreeable time for parent

record review that will be scheduled during regular business hours.

- A parent may learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the child's classroom, by contacting the ILT (instructional lead teacher) who will contact the county designee as a point of information. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on site upon a parent's request made during the review period.
- A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher by contacting the principal or the building level leader.
- A parent may withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Parents will be notified in advance of the sex education course content and parents will be given the opportunity to opt his or her minor child out of participation by notifying the minor child's teacher in writing.
- A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the minor child's school in writing upon the child's enrollment.

Pursuant to Georgia Code 20-2-786 (f)





# Instruction Teaching and Learning

Dalton Public Schools (DPS) is committed to the vision of “World-class learning that prepares students for success in college, career, and civic life.” The district’s curriculum and instructional practices are strategically designed to align with and support four goal areas of the district’s Strategic Plan:

1. Improve student mastery of standards
2. Improve student social emotional learning competencies
3. Consistently engage students in work with high levels of cognitive demand
4. Develop and nurture family support

The Georgia Department of Education establishes rigorous academic standards that define what students across the state must know and be able to do at each grade level and in every subject area. The standards provide clear expectations for instruction, assessment, and mastery in the areas of English Language Arts, Mathematics, Science, Social Studies, Computer Science, Fine Arts, and Health Education.

For a listing of the standards by grade level and content area, visit <https://inspire.gadoe.org/>.

## Content and Curriculum

### English Language Arts

Dalton Public Schools utilizes a Structured Literacy framework in all elementary schools. Structured Literacy is an instructional approach that focuses on teaching students the skills necessary for reading, writing, and spelling grounded in the Science of Reading research. Dalton Public Schools uses Savvas myView Literacy to help students become strong, confident readers and writers. This high-quality curriculum offers engaging stories, nonfiction texts, and writing activities that are designed to spark curiosity and support learning at every level.

With myView, students build essential skills in reading, writing, speaking, and listening—all while exploring a variety of topics and cultures. The curriculum is aligned with Georgia’s K-12 English Language Arts Standards and provides digital tools that allow students to interact with texts in meaningful ways, both in the classroom and at home.

Families are important partners in learning, and myView offers resources that help parents stay informed and involved in their child’s literacy journey.

### Mathematics

Dalton Public Schools utilizes the Georgia Math Learning Plans to align its curriculum with the state’s K–12

Mathematics Standards, ensuring consistency and coherence across grade levels. These plans offer structured instructional resources that emphasize conceptual understanding, real-world application, and mathematical reasoning. They also incorporate key elements such as mathematical modeling and a statistical reasoning framework, which help students make sense of data, recognize patterns, and solve complex problems in meaningful contexts.

### Science

Dalton Public Schools implements the Georgia Standards of Excellence for Science to ensure a rigorous, standards-based curriculum that promotes scientific literacy and inquiry. Leveraging state-provided resources—including instructional frameworks, phenomena-based learning tools, and performance tasks—DPS emphasizes the 5E instructional model (Engage, Explore, Explain, Elaborate, Evaluate) to guide science instruction. This student-centered approach fosters curiosity, critical thinking, and real-world application of scientific concepts, preparing students for success on academic assessments and future STEM opportunities.

### Social Studies

Dalton Public Schools follows the Georgia Standards of Excellence to guide social studies instruction for elementary students. These standards are designed to provide a strong foundation in history, geography, government, and economics, ensuring that students develop a deep understanding of their community, state, nation, and the world. Through engaging lessons and hands-on activities, students explore key historical events, cultural influences, and civic responsibilities, helping them become informed and active citizens. The curriculum is tailored to meet age-appropriate learning goals while encouraging critical thinking and a sense of global awareness.

By integrating these curricula, Dalton Public Schools reaffirms its commitment to educational excellence and ensures that students are well-prepared to succeed on standardized assessments such as the Georgia Milestones, which evaluate proficiency in key academic areas.

## Grading and Homework

### Pre- Kindergarten

During the school year, parents will receive progress reports of their student’s progress per Bright from the Start guidelines.

### K-5 — Standards Based Grading/Reporting

Dalton Public Schools has created a standards-based report card system in grades K–5. Standards-based reporting is a way of measuring a student’s progress based on how well they master specific standards and expecta-

tions for each nine-week term throughout the year.

- 1-Minimum Progress Toward Expectations
- 2-Progressing Toward Expectations
- 3-Meets Expectations
- 4-Exceeds Expectations.

This approach provides families with a clearer understanding of their child's academic strengths and areas for growth, ensuring more meaningful support and communication throughout the school year.

**3-5 Numerical Grades**

Students in third, fourth and fifth grade will receive both a standards-based and a numerical grade in English Language Arts and Mathematics standards each nine-week term.

**Report Card Dates**

**Elementary & Hammond Creek Middle Schools**  
Report Card Dates

- October 17, 2025
- January 9, 2026
- March 20, 2026
- May 22, 2026

**Dalton Junior High School**  
Progress Report Card Dates

- September 26, 2025
- November 7, 2025
- February 20, 2026
- April 17, 2026

Report Card Dates

- January 9, 2026
- May 22, 2026

**Dalton High Schools & The Dalton Academy**  
Progress Report Card Dates

- September 26, 2025
- November 7, 2025
- February 20, 2026
- April 17, 2026

Report Card Dates

- January 9, 2026
- May 22, 2026

**Elementary Homework**

Dalton Public Schools encourages homework when it reinforces and supports classroom learning. Homework assignments should be purposeful, age-appropriate, and manageable in length. The goal is to strengthen academic skills without interfering with a child's physi-

cal and mental health, family time, or personal interests. Parents are encouraged to provide a supportive home environment and communicate with teachers if concerns arise.

**Web Based Student Reports**  
**Infinite Campus Parent Portal**

All DPS students and parents are assigned accounts on Infinite Campus, the district's online grade reporting and messenger system. Activated accounts allow you to access password-protected, customized web pages with links to online grade report and attendance reports for your child as well as district /school messages.

There are two types of activation codes—one for students and one for parents. Students may request their codes from homeroom teachers.

To obtain a parent activation code, please email your request to [parentportal@dalton.k12.ga.us](mailto:parentportal@dalton.k12.ga.us).

**Promotion and Retention**

The DPS guidelines for promotion and retention, approved by the Dalton Board of Education, comply with Georgia law. This law directly impacts all Georgia thirdgraders, fifth-graders, and eighth-graders. If students do not meet reading and math standards as measured by the state's Georgia Milestone End-of-Grade (EOG) test as well as district requirements, the student will not receive automatic promotion to the next grade. To view a copy of these guidelines, visit the district's website at [www.daltonpublicschools.com](http://www.daltonpublicschools.com).

**Assessing Student Progress**

**Kindergarten**

The Georgia Kindergarten Inventory of Developing Skills Readiness Check and the Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0) is used by teachers so they may learn what level of instructional support your child needs as (s)he enters kindergarten and progresses throughout the year.

**Grades K-8**

Dalton Public Schools complies with the Georgia Department of Education's requirements for administering both state and national standardized tests. Students in grades 3-8 are assessed using the state-mandated Georgia Milestones End-of-Grade (EOG) tests.

Additionally, DPS administers universal screeners such as Amira (K-3) and NWEA's MAP Growth Assessment (K-8) to formatively assess student progress throughout the year.

A testing schedule is available online at [www.dalton-publicschools.com](http://www.dalton-publicschools.com). (Note: The testing schedule is subject to revisions based on changes made by the Georgia DOE during the school year.)

Parents may view the results of all tests administered to their child. Standardized test results will be shared with parents through parent conferences and/or report cards. School-wide results are available online at [gosa.georgia.gov/report-card](https://gosa.georgia.gov/report-card).



## Sampling of DPS Services Designed to Determine/Meet Individual Student Needs

### Challenge/Gifted

Dalton Public Schools serves approximately 900 identified gifted students in grades 1-12. Eligibility for gifted services is based on the state gifted eligibility rule and includes qualifying scores in mental abilities, achievement, creativity, and motivation. The curriculum is aligned to both Georgia's content standards and the state and national gifted standards. The structure of the classes allow for differentiation, acceleration, and greater depth of knowledge. In addition to classes at their home schools, fifth grade students spend one school day each week at the C3 center at The Dalton Academy, extending and enriching the curriculum taught at the home schools.

### Early Intervention Program (EIP)

The Early Intervention Program (EIP) for elementary schools is a state-funded program designed to provide interventions for students who are at risk of not reaching or maintaining their academic grade level. This is based on their performance on state or national assessments or performance measures in English Language Arts/Reading, Mathematics, or both in order to help them meet grade-level expectations within the shortest possible time.

### English Learners (EL)

Dalton Public Schools' English for Speakers of Other Languages (ESOL) program is designed to support students whose primary language is not English. The program aims to help students develop proficiency in listening, speaking, reading and writing English, ensuring they can fully participate in academic and social activities.

Dalton Public Schools provides ESOL services for English Learners (ELs) across all grade levels. Central to our approach is the "push-in" instructional model, wherein ESOL certified teachers work with students directly within the mainstream classrooms. This integrated support ensures that ELs receive targeted academic language instruction while remaining engaged with their peers in the general classroom setting.

ESOL services are aligned with state requirements and are tailored to foster the academic success and linguistic development of our diverse student population.

## Exceptional Student Services (ESS)

Dalton Public Schools' ESS department supports the programming of supports and services to students with disabilities, ranging in age from 3-21 years. A continuum of services, from general education curriculum to an alternate curriculum, is provided for students with disabilities within the school district. The district provides supports and services as determined by student needs and Individualized Education Programs (IEPs), which could include services within the region's Georgia Network for Educational and Therapeutic Support (GNETS) center at the North Star location in Dalton. For more information about Exceptional Student Services, call the ESS office at 706-876-4023.

### Child Find

Do you know a child who has or may have a disability and is not receiving therapy or services? Students ages birth through 21 who have a disability may be eligible to receive special services at no cost to their parents. For more information or to make a referral call:

- Babies Can't Wait 706-529-5763 (Serving children with disabilities ages birth -3)
- Dalton Public Schools 706-876-4023 (Serving Dalton City students with disabilities ages 3-21)
- Whitfield County Schools 706-876-3921 (Serving Whitfield County students with disabilities ages 3-21)





## Technology/Internet

The Dalton Board of Education is committed to providing access to advanced technology and increased opportunities for learning (e-learning) by providing students with Internet access through our district's computer network. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community.

Parents and students should consider that a student's education will be enhanced through the use of the Dalton Public Schools' online network. Some of the academic information needed by students will be available through this network, yet, a student may discover inappropriate material. Dalton Public Schools uses aggressive filters and does everything within its capacity to monitor material available through the network. Students and teachers will participate in digital citizenship curriculum throughout their school career. Digital citizenship helps build the capacity of students, teachers and parents on the self-monitored habits that sustain and improve the digital communities that you enjoy or depend on.

**If you do not want your child to have access to the DPS online network, including email, you must notify the school in writing within 10 days of enrollment in DPS. If this is your preference, you assume responsibility for acquiring your child's academic information that would otherwise be provided by Dalton Public Schools' network.**

### Dalton Public Schools 1:1 Device Program

Technology in the classroom has become a necessity and not a luxury. Beginning in the 2016-17 year, all Dalton Public Schools students in grades 3-12 were equipped with a device that became an integrated part of their classroom experience. The district has been expanding the use and availability of technology in many of its classrooms over the last few years. Using E-SPLOST (Educational Special Purpose Local Option Sales Tax) revenues and allocating local funds, the district was able to ensure devices are available for students. Dalton Public Schools will provide new devices to 3rd, 6th and 9th grade students. All other students in grades pre-k through 12 will get devices to complete the one-to-one ratio. Once a student reaches 3rd, 6th or 9th grade, he or she will get a new device to keep until he or she reaches the next transitioned grade, graduation or leaves the district. Students in pre-k and kindergarten will receive iPads while 1st and 2nd will receive laptops for classroom use.

### Device Damage and Repairs

All new devices in 3rd, 6th and 9th grades were purchased with full accidental warranty coverage. Loss or theft of the device and the charger are not covered by the warranty. As the district continues to make device

refresh purchases, the accidental warranty will also be included. This school year, repair costs for accidental damage to a device will not be charged to the student. Families will not need to purchase any insurance this year to cover accidental damage to devices.

The district reserves the right to charge any student for a damaged device based upon school administration's review of any particular incident. Any student found to willfully damage a device could face disciplinary action in addition to the cost for the repair of the device.

## Chargers

Each student will be provided one charger for his or her device at the beginning of the school year. Students should verify the functionality of their charger within the first week of receiving their device. If a charger is found to be defective or damaged within the first week of a student having the device, then the district will replace the charger at no cost to the student. At the end of the school year the charger should be turned in with the device. If a student's charger is lost or damaged throughout the school year, then the student may purchase another charger in the media center for \$15.

## Web Filtering

All devices have a DPS approved web filter that will safeguard your student both on and off campus. If you suspect an inappropriate website is accessible on your child's device, please report the content to your school administration team. The district technology team will review the website and take any necessary steps to block content where appropriate.



## Taking Devices Home

Your student's device is a vital part of instruction at Dalton Public Schools. Students will be able to take their device home throughout the school year. Each school and grade level will have different start dates for taking devices home. Please contact your school administration for more information. Taking a device home is a privilege and may be revoked by school administration due to disciplinary issues, an attempt to access inappropriate content or circumvent district filtering, or issues with intentionally damaging a device.

## Device Take Up

During May, devices will be collected in order to prepare them for the next school year. In addition, students who transfer to another district or withdraw from Dalton Public Schools should turn in their device before leaving the district. Any student who does not turn in their device or charger will be charged for the full replacement cost of the device and/or \$15 for the charger.



## Electronic Communication Device Usage in Dalton Public Schools Memorandum of Understanding

We recognize that electronic communication devices (ECDs) are an important part of our everyday world and are increasingly being used to enhance teaching and learning. The use of ECDs in schools increases student productivity in and outside the classroom, encourages individual leadership in learning, expands access to learning resources, and helps develop digital citizenship within a structured environment. However, we do not want devices to interfere with the students' learning environment. Unless otherwise noted, the following information applies to both school-owned and family-owned ECDs. Use of ECDs is subject to the provisions in the District Acceptable Use and Internet Policy.

1. Electronic communication devices (ECDs) include computers (laptops), pagers, cell phones, smart phones, portable game units, graphing calculators,

and similar electronic equipment that may enable users to communicate electronically person-to-person or through internet social networking sites such as Facebook, Instagram and Twitter.

2. School rules, including the Student Code of Conduct, apply when students are at school, attending a school-related activity off-campus, after-hours activities on campus, and in online school activities. They apply when students are:
  - Attending class
  - Socializing in hallways and elsewhere on school grounds
  - Using school media centers, restrooms, locker rooms, gyms and other school facilities
  - Going to and from school
  - Having lunch
  - Attending school-sponsored activities off-campus, such as field trips and dances
  - Attending school-related activities off-campus, such as away games, or buses to away games
3. The following will result in discipline at any of the above activities:
  - Refusal to turn off, close the screen or silence an ECD when told by a teacher, administrator, coach, counselor or other school official.
  - Damaging an ECD not owned by the student
  - Causing disruption or the likelihood of disruption
  - Using an ECD to cheat, including getting and giving answers to tests and copying from the internet
  - Using an ECD to bully, threaten, harass or attack another student or school personnel, whether or not communicated directly to that person
  - Sending (or asking to receive) pictures or videos of people who are partially or completely undressed
  - Bypassing or attempting to bypass school Internet filtering while using the school network
  - Using credentials other than a student's own (ex: another student or staff member's credentials) or attempt to impersonate another student or staff member
4. Additionally, the school may discipline students who misuse ECDs away from school on their own time if both of the following are true:
  - The student's use of the ECD causes significant disruption at school or serious harm to the school, other students, or school personnel
  - The student knew, or should have known, that the harm would happen
5. When a student misuses an ECD and/or student

account, the school may do the following, as long as the severity of the school's action matches the seriousness of the student's misuse of the ECD:

- Search the ECD and/or student account within the context of the alleged misuse
- Warn the student verbally or in writing, and/or contact the student's parents, school security or police
- Depending upon the offense, take and keep the ECD for the rest of the school day or longer
- Deny the student the privilege of participating in co-curricular, extracurricular and athletic activities in accord with the student discipline procedure
- Suspend or expel the student from school in accordance with student discipline procedures
- Depending on the offense, a student may have limited privilege and access to their student account

### Student Account Availability and Usage

All Dalton Public Schools Students have free access to the following accounts:

- Office 365, Google Suite, Canvas
- Additionally, students may have access to other district and school specific accounts. Parents and guardians may contact their child's school media specialist for a comprehensive list of accounts their student has access.
- Password reset will occur at a minimum of two times within a school year.
- It is recommended that school passwords do not match any non-DPS accounts.
- Students should never share their username and password.
- If a student feels that their credentials have been compromised or if they have forgotten their password, they should contact their school's media specialist.

### Information Specific to Family-Owned ECDs

- Students assume all risk of theft or damage and should exercise responsible behavior in the use and protection (protective cases) of any ECD. Dalton Public Schools will not be responsible for family-owned ECDs. You are encouraged to keep a record of your ECD's serial number, and you may wish to install tracking software (ex. Absolute Software) to assist you in finding lost or stolen property.
- Students should consult their ECD's manual for

troubleshooting. Schools cannot offer technical support or hardware and software for family-owned devices.

- All data/usage fees associated with family-owned ECDs are the responsibility of the owner of the data plan.
- Due to licensing or compatibility constraints, district software may not be able to be installed on a personally-owned ECD.

### Information Specific to School-Owned ECDs

- Based on Dalton Public Schools' 1:1 initiative, each Pre-K through 12th grade student will be issued a device to use in class.
- While an ECD may be assigned to a specific student, it is a learning resource owned by Dalton Public Schools. As such, students may be asked to use the ECD with others during class.
- Students assume all risk of theft or misuse and should exercise responsible behavior and care in the use and protection (including protective cases) of any ECD. Replace or repair costs will be assessed to student accounts for damages or loss of the device.
- The following charges apply to devices that receive malicious/negligent damage or become lost/unreturned:

Lost or Damaged Charging Adapter: \$15.00
Device Damage: The cost will vary upon the part(s) that need(s) to be replaced and the labor charge from the replacing company up to a maximum of \$565.
Lost/Unreturned Device: Cost of Device Replacement

- A police report is required if a school-owned ECD is stolen.
- If a student graduates or withdraws from Dalton Public Schools, the school-owned ECD must be returned. Failure to return a school-owned device will result in a charge to the student's account, as well as the device being reported as stolen. A student's ability to receive transcripts or participate in graduation ceremonies may be impacted.
- Any court costs involved in recovering a device that is not returned will be the responsibility of the parent/guardian of the student.



# Student Information

## Behavior

At Dalton Public Schools, all students are expected to conduct themselves respectfully and responsibly to foster a safe and productive learning environment. Behavior that disrupts the educational process or compromises the safety and well-being of others will not be tolerated.

We value the critical role that families play in supporting student success. We encourage parents and guardians to partner with school staff in upholding high standards of behavior and academic achievement. Should a student's actions interfere with the learning or safety of others, the school may contact the parent or guardian and request that the student be picked up for the remainder of the school day.

For your reference, the Dalton Public Schools Code of Conduct is provided at the end of this section. We kindly ask that you review it carefully and sign the acknowledgment form included with this handbook.

## No Toys

Students should not bring toys to school unless they are specifically requested by a teacher for educational purposes. Personal toys that are not part of the instructional program can be distracting and are not permitted during the school day.

Please be reminded that toy weapons or items resembling weapons are strictly prohibited on school grounds. The same applies to real weapons, in accordance with district safety policies.

## Media Center

Students participate in regularly scheduled visits to the school's media center as part of their instructional program. These visits are designed to support literacy, encourage independent reading, and promote responsible use of library resources.

When a student checks out a book to take home, families are encouraged to actively engage in the reading experience and ensure the book is returned by the designated due date. Parents and guardians are asked to reinforce expectations regarding the proper care and handling of books, with particular attention to avoiding markings, torn pages, or other damage.

Students receive instruction on media center procedures and are taught specific strategies for maintaining books in good condition. This includes keeping books away from food, liquids, young children, and pets. Developing personal responsibility for borrowing, protecting, and returning books is an integral component of the library curriculum. Please note that fines or replacement fees may be assessed for

books or materials that are lost or damaged.

Parents are encouraged to consult with the school's media specialist for information about additional digital and print resources available to support student learning at home.

In addition, we invite parents to serve as "Story Parents" by borrowing books to read aloud to their child or class. To request a specific title or for further assistance, please contact the school's media center directly. A variety of supplementary materials—including books on child development, instructional DVDs, educational videos, digital devices, and tablets—are also available for student use through the media center.

## P.L.A.Y.

### PINES Library Access for Youth Cards

Dalton Public Schools is proud to partner with the Northwest Georgia Regional Library System to provide all DPS students with complimentary access to an extensive range of library materials and digital resources through the PLAY (PINES Library Access for Youth) digital card program.

With a PLAY card, students can access more than 11 million items through PINES, Georgia's statewide public library network. Each student may check out up to five books, audiobooks, CDs, or DVDs at a time—with no overdue fines. In addition, students receive free access to a wide selection of eBooks and digital content through PINES, Libby, and eREAD Kids.

This is an opt-out program provided at no cost to families. Unless a parent or guardian submits a written request to opt out within 10 days of a student's enrollment in Dalton Public Schools, the student's DPS ID number will serve as their digital library card number.

For more information about the PLAY program or to explore available resources, please contact your school's media center or visit the Northwest Georgia Regional Library website.

## To Access P.L.A.Y. Card

To explore your library account, search for books, and place holds, visit:

- <https://ngrl.org/play-card/>
- Select: "Login to PINES"

### Library Card Number:

Enter your three-letter school prefix followed by your student ID number.

Example: If you are a Dalton Public Schools student and your ID is 12345, enter: DPS12345

### Password/PIN:

Enter your two-digit birth month and four-digit birth year (no spaces).

Example: If your birthdate is April 2006, enter: 042006

This login will give you access to more than 11 million books, audiobooks, eBooks, and other library materials through the statewide PINES system, including digital platforms like Libby and eREAD Kids.

If you need assistance with your login or accessing materials, please contact your school's media specialist.

## Field Trips

Field trips are planned as an extension of the instructional program and offer students meaningful learning experiences outside the classroom. Teachers will provide detailed information about each planned trip, including location, time, and any associated costs.

For student safety, all students are required to ride school-provided transportation to and from field trip destinations. Students are expected to return to school with their class at the conclusion of the trip.

If an admission fee is required, your child's teacher will communicate the amount in advance. Field trip fees may be paid via cash, check, or through SchoolPay. No student will be excluded from participating due to an inability to pay. Please contact your student's teacher with any questions.

### Chaperones and Volunteers:

Parents or guardians interested in serving as field trip chaperones must complete the district's volunteer application process and receive approval at least two weeks prior to the trip. This requirement ensures appropriate clearance and supports a safe environment for all students. Please contact the school office or visit the Dalton Public Schools volunteer webpage for more information.

## Clothing and Student Dress Code

Dalton Public Schools maintains a student dress code for all students in Pre-K through 12th grade to support a safe, respectful, and distraction-free learning environment. The complete dress code policy is outlined in the Dalton Public Schools Code of Conduct, which is included at the end of this section for your reference and convenience.

Students are expected to arrive at school each day wearing clothing and accessories that are comfortable, safe, and appropriate for active participation in a wide range of school activities, including classroom instruction, physical education, and outdoor recess.

To ensure student safety and comfort throughout the day, the following guidelines apply:

- Clothing and footwear should allow students to move freely and participate fully in all scheduled activities without concern for damage or discomfort.

- Elementary students are specifically encouraged to wear athletic-style shoes that are suitable for physical education (PE) classes and recess activities. Footwear that lacks support or poses a safety risk—such as flip-flops or shoes with wheels—is not permitted.
- Shoes with roller blades or wheels (commonly referred to as “Heelys”) are strictly prohibited on all school campuses and at school events.
- Rolling backpacks are also not allowed, as they present a safety hazard in hallways, on stairways, and during student arrival and dismissal, particularly in bus loading zones and car-rider lines.

By following the district's dress code expectations, families help promote a positive and secure school climate that supports student learning and well-being. If you have questions about the dress code or need support securing appropriate clothing or footwear for your child, please contact your school's administration or counselor for assistance.



## Personal Belongings

Families are kindly asked to ensure that students do not bring items to school that are valuable, expensive, or hold significant sentimental importance. The school cannot guarantee the security of personal belongings, and such items may be lost, damaged, or misplaced during the school day. To avoid unnecessary distress or disruption, we recommend that all non-essential personal items remain at home.

## Lost and Found

To help ensure that misplaced items are returned promptly, we kindly ask that all of your student's personal belongings—such as jackets, lunch boxes, backpacks, and water bottles—be clearly labeled with their full name.

Any items found on school grounds or on a school bus should be turned in to the main office. Parents are welcome to check the school's Lost and Found collection during school visits.

Please note that unclaimed items are donated to a local charitable organization twice each year to help those in need and to keep our school environment organized and clutter-free.

## Attendance and Tuition Information

Dalton Public Schools is committed to delivering high-quality instruction every day to ensure students gain the knowledge and skills they need for success. Regular school attendance is essential for academic achievement, positive engagement, and long-term educational outcomes. We ask that families make school attendance a priority and support consistent on-time arrival.

### Attendance Documentation

To comply with Georgia law and Dalton Public Schools Board Policy:

- Excuse notes must be submitted within two (2) days of the student's return to school.
- After this timeframe, absences will remain unexcused unless medical documentation is provided.
- Parent notes will be accepted for up to 3 absences per semester; after 3, only official medical documentation on letterhead will be accepted.
- Absences due to illness, emergencies, or court orders must be documented in writing by a parent, guardian, or medical provider.
- Students who are not in the classroom by the

second morning bell will be marked tardy.

### Lawful and Unlawful Absences

Per Georgia Compulsory Attendance Law (O.C.G.A. § 20-2-690.1), the following are considered excused absences:

- Personal illness or health conditions endangering the student or others
- Serious illness or death in the immediate family
- Religious holidays
- Court appearances or legal obligations
- Conditions making attendance unsafe
- Military leave-related visitation (up to 5 days)
- Attendance at General Assembly sessions or approved school-sponsored activities
- Foster care court proceedings

Absences not meeting the above criteria or lacking appropriate documentation will be marked unexcused.

### Attendance Monitoring and Intervention Process (Per Semester)

Dalton Public Schools is committed to partnering with families to promote strong attendance habits and ensure student success. To support this effort, the district implements a tiered attendance notification and intervention process each semester. This allows staff and families to proactively address attendance concerns in a timely and supportive manner.

Parents and guardians will be contacted at the following key thresholds:

#### 3 Unexcused Absences

A formal notification letter is sent to families outlining the legal importance of regular school attendance. The letter also provides an opportunity to submit any missing documentation that may qualify an absence as excused.

#### 5 Total Absences (Excused and/or Unexcused)

Families receive a notice that the student has accumulated five total absences and that attendance is now being actively monitored. Continued communication and documentation are encouraged to avoid further intervention.

#### 7 Total Absences

Parents or guardians are required to participate in a mandatory attendance conference with school administration. During this meeting, the student's attendance record is reviewed and a plan of action is developed to improve attendance and support the student's academic progress.

#### 10 Total Absences

A formal referral is made to the Attendance Review Team for targeted intervention. If absences continue without valid documentation, the case may be escalated and referred to juvenile court or the



Department of Family and Children Services (DFCS) in accordance with state law.

We encourage families to maintain open communication with school staff regarding challenges related to attendance. Our goal is to provide support and ensure every student is present, prepared, and thriving.

## Definition of Perfect Attendance

Dalton Public Schools values and celebrates excellent attendance as a reflection of a student's commitment to learning. To be eligible for Perfect Attendance recognition for the academic year, a student must meet the following criteria:

- The student must be present at school every instructional day—with no full-day absences, whether excused or unexcused.
- The student may not have more than four (4) unexcused tardies and/or unexcused early checkouts for the year.

We appreciate the support of families in fostering consistent attendance and punctuality, which are essential to student success.

## Checkout Procedures

Dalton Public Schools staff recognize and take seriously their responsibility as guardians of students during the instructional day. To ensure the safety and security of all children, the following procedures are in place for early dismissals:

- Elementary students are not permitted to leave campus after arrival without being accompanied by a parent/guardian or an approved adult who has written authorization from the parent or guardian.
- Any consent for a student to leave school in the care of a third party must be approved by the principal or their designee. Authorization decisions are based on information provided by the parent or legal guardian at the time of enrollment.
- It is the responsibility of the parent or guardian to provide written updates regarding any changes to the list of adults authorized to check out their child.
- School staff may request and/or require a valid photo ID before releasing a student to any individual.

### End-of-Day Checkout Restriction

To maintain a safe and orderly dismissal process, students may not be checked out after 2:15 p.m. Parents or guardians arriving after that time will be asked to wait until 2:45 p.m., when students are dismissed with their regular transportation groups.

These policies are in place to safeguard every child and

ensure efficient school operations. We appreciate your cooperation and partnership in maintaining a secure learning environment.

## Out-of-Zone, Out of District, and Out of State Enrollment

Dalton Public Schools is committed to providing educational access while managing enrollment responsibly. The following guidelines apply to students who reside outside of their zoned school area, the city of Dalton, or the state of Georgia.

### Out-of-Zone Enrollment

Students who reside within the Dalton city limits may request a transfer to a different school than the one they are zoned to attend. All requests are subject to space availability, program alignment, and administrative approval.

### Out-of-District Enrollment

Students living outside the city of Dalton but within the state of Georgia may apply for enrollment on a space-available basis. Tuition rates for out-of-district students are as follows:

- \$75 per month for first child (\$750/year)
- \$50 per month for second child (\$500/year)
- \$50 per month for third child (\$500/year)
- \$0.00 per month for fourth child
- \$300 per month for each child (\$3,000/year) for students who live outside the state of Georgia. Georgia.

### Out-of-State Enrollment

Students who reside outside the state of Georgia may be considered for enrollment on a space-available basis. Tuition is \$300/month per child (\$3,000/year).

All out-of-zone, out-of-district, and out-of-state enrollments are conditional and subject to ongoing review. Approval may be revoked if the following conditions are not met:

- Capacity Constraints: Enrollment may be denied or rescinded if grade-level or building capacity is reached.
- Academic and Behavioral Performance: Students must maintain satisfactory academic standing and appropriate conduct.
- Attendance and Tardiness: Regular and punctual attendance is required. A pattern of absences or tardies may result in revocation.
- Transportation: Parents/guardians are responsible for transportation. District transportation is not provided for out-of-zone students.

## Tuition

Tuition payments for out-of-district and out-of-state students must be made in advance by the 15th day of each school month, from August through May.

Payments should be directed to:  
Dalton Public Schools – Central Office  
Attn: Tuition  
300 W. Waugh Street  
Dalton, GA 30720

Dalton Public Schools now accepts tuition payments via credit card, debit card, or electronic check through our secure online payment portal at [www.schoolpay.com](http://www.schoolpay.com). Please note that a convenience and transaction fee will apply to online payments.

Families who reside outside the Dalton city limits but own property within the city may qualify for a partial or full tuition exemption. For more information, please contact the Dalton Public Schools Finance Office at 706-876-4006.

For questions regarding the Out-of-Zone (OOZ), Out-of-District (OOD), or Out-of-State (OOS) application process, please contact the Dalton Public Schools District Office at 706-876-4000.

A list of grade levels with available capacity by school is published annually on July 1 and can be found on the district's website.



## Parent Information

### Parent's Right to Know

A parent or guardian may request information regarding the professional qualifications of their child's classroom teachers or paraprofessionals by submitting a written request to the principal of the child's school.

In compliance with the Every Student Succeeds Act (ESSA), a parent/guardian may request the following information:

- Whether the student's teacher has met Georgia's state certification and licensure requirements for the grade level(s) and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or provisional status through which state qualification or licensing requirements have been waived;
- Whether the teacher is instructing in the field of discipline aligned with their state certification;
- Whether the student is receiving instructional support from a paraprofessional, and if so, the paraprofessional's qualifications.

Upon receipt of the request, school administration will provide the requested information in a timely manner. Dalton Public Schools is committed to hiring and retaining highly qualified instructional staff and values open communication with families regarding the professionals educating their children.

### Parent's Bill of Rights

In accordance with Georgia Code § 20-2-786(f), parents and legal guardians of minor children enrolled in Dalton Public Schools are entitled to exercise the following rights:

1. **Access to Student Records:** Parents may review education records relating to their minor child by contacting the school office where the child is enrolled. A mutually convenient time will be scheduled during regular business hours for the review.
2. **Access to Curriculum and Instructional Materials:** Parents may inquire about their child's courses of study and instructional materials used in the classroom by contacting the school principal or instructional leader. Instructional materials will be made available for parental review during the first two weeks of each grading period, either online or in person upon request made within that timeframe
3. **Right to Object to Instructional Materials:** Parents may raise concerns or objections to specific instructional materials assigned or recommended in their child's classroom by contacting the school

principal directly.

**4. Opt-Out of Sex Education Instruction:** Parents have the right to excuse their child from participating in sex education coursework by submitting a written notice of objection. Prior to the start of instruction, parents will be informed of the course content and provided with the opportunity to opt their student out by notifying the child's teacher in writing.

**5. Limiting Use of Student Images and Recordings:** Parents may submit written notice to their student's school requesting that photographs, video, or audio recordings of their child not be permitted, except in situations where such recordings are required for public safety and security purposes. This notice should be provided at the time of enrollment or as soon as practicable thereafter.

## Parent Conferences

At Dalton Public Schools, we value parents as essential partners in the education of their children. To support ongoing communication and student success, parent-teacher conferences will be scheduled throughout the school year.

For students in grades K–5, a minimum of two formal conferences will be held—one in the fall and one in the spring. Additional conferences may be arranged at the request of the parent or as determined necessary by the teacher.

To ensure meaningful and uninterrupted discussions, all conferences must be scheduled in advance. Parents are encouraged to contact the school office or email their child's teacher directly to request an appointment.

## Visitor Sign-In Procedures

Dalton Public Schools welcomes and encourages parent involvement in school activities. We value the partnership and support of our families in creating a positive learning environment.

In compliance with state law, all visitors must report to the main office upon arrival to sign in and receive a visitor's badge before proceeding to any other area of the school.

To minimize disruptions to instructional time, all classroom visits should be scheduled in advance with the teacher. Unscheduled visits may not be accommodated.

For the safety of all students and to allow access for emergency vehicles, visitors must avoid parking along yellow curbs or blocking driveways when visiting or picking up students.

If a student needs to receive personal items during the school day, those items must be brought to the main office for delivery.

## Volunteer Opportunities

Dalton Public Schools welcomes and encourages parents, guardians, and community members to volunteer in our schools. Volunteers provide valuable support to our students, staff, and programs.

DPS utilizes a tiered volunteer system to ensure a safe and supportive environment for all students and to comply with Georgia Law. Volunteers are classified into three levels based on their responsibilities and level of student interaction. Each level has specific requirements that must be completed before volunteering can begin.

To volunteer, individuals must complete the Volunteer Interest Form and receive approval from the school. Visitors (e.g., attending a school event or eating lunch with a student) are not considered volunteers and do not need to complete the application process.

### Volunteer Levels

**Level 1 – Guest Volunteers:** Support occasionally and always under staff supervision (e.g., classroom readers, event setup).

**Level 2 – Support Volunteers:** Assist more regularly but do not have unsupervised access to students (e.g., classroom helpers, field trip chaperones).

**Level 3 – Leadership Volunteers:** May have unsupervised student interaction or handle school funds (e.g., overnight trip chaperones, tutors, community coaches).

Per Georgia law (O.C.G.A. § 35-3-34.2), volunteers with potential unsupervised student access must complete a fingerprint-based background check through both the FBI and GBI.

Parents and guardians are reminded that all field trip volunteers must be approved in advance through the appropriate process. For safety reasons, parents may not join field trips without prior clearance.

For more information or assistance in determining your volunteer level, please contact your child's school.

## Student Messages

All messages for students must be directed to the school's front office. To ensure timely delivery, messages regarding after-school arrangements should be communicated as early as possible—no later than 2:15 p.m. on the day of the change.

## Invitations

Personal party invitations may be distributed at school only if all students in the classroom are included. For privacy and security reasons, school staff are not permitted to share student names, addresses, or phone numbers for personal events or special occasions.



# Transportation and Food Services

## Bus Services

Upon enrollment in Dalton Public Schools, students who live more than ½ mile from their assigned school and require transportation are assigned to a designated school bus route.

If your student needs to ride a different bus—for example, to a babysitter's or grandparent's home—on a recurring or extended basis, a Special Transportation Request Form must be completed and submitted through the school office. Please note: Submitting this form does not guarantee approval. Requests will only be granted if the alternate location has an existing bus stop and the bus has available seating. Bus stops at commercial businesses will not be approved. Additionally, students who are out-of-district or out-of-zone are not eligible for transportation.

If your student needs to ride home with a classmate for one day only, please send a signed note to the student's teacher. The note must also be signed by a school administrator or the teacher before the student presents it to the bus driver.

### Supervision at Bus Stops – Younger Students

For safety purposes, students in 3rd grade and younger must have someone at least 13 years old present at the bus stop to receive them in the afternoon. This individual does not need to be a family member and may be a babysitter or other responsible person. If no one meeting this requirement is present at the stop, the student will be returned to the school for pickup.

### Bus Inactivity and Route Removal

If a student does not ride the bus for five consecutive school days, their bus stop may be removed from the route. If transportation is needed again, parents/guardians must call the student's school to request that the student be re-added to the route. Reinstatement will depend on route availability and stop feasibility.

### Behavior Expectations

Students are expected to follow appropriate behavior guidelines while riding the bus at all times. Bus conduct rules are outlined in the DPS Student Code of Conduct. Violations may result in suspension from bus transportation or additional school consequences.

### Contact Information

Dalton Public Schools contracts with First Student to provide transportation services.

For questions regarding bus schedules or routing, please contact First Student at 706-428-9489.

# School Nutrition

Dalton Public Schools is committed to supporting the health and academic success of every student by offering nutritious school meals. All students may participate in the school breakfast and lunch programs. Monthly menus are available at: [www.daltonpublicschools.com](http://www.daltonpublicschools.com)

## Provision II Schools

The following schools operate under Provision II guidelines, allowing all enrolled students to receive free breakfast and lunch:

Roan School, City Park School, Park Creek School, Dalton Junior High School, and The Dalton Academy

Hammond Creek Middle School and Blue Ridge School will undergo recertification for the Provision II program during the 2025–26 school year. In order to re-establish program eligibility, each student at these schools must submit a Free and Reduced Meal Application.

## Free and Reduced Meal Applications

Families at all other schools—and those at Hammond Creek and Blue Ridge during recertification—are encouraged to submit a Free and Reduced Meal Application to determine eligibility.

- A new application must be completed each school year (one per household).
- Applications may be submitted at any time, but early submission during the first month of school is strongly encouraged.
- Students approved for free or reduced-price lunch also qualify for the same status for breakfast.
- Applications are available online at [www.daltonpublicschools.com](http://www.daltonpublicschools.com) and in paper format at each school.

**Important: It may take up to three weeks to process a new application. Families are responsible for payment of meals until the application is approved.**

## Meal Prices for 2025–26

### Elementary Schools

- Student Breakfast: \$2.25
- Student Lunch: \$2.75 (includes milk)
- Additional Milk: \$0.75

### Secondary Schools

- Student Breakfast: \$2.25
- Student Lunch: \$3.25

### Adult Visitors

- Adult Breakfast: \$3.25
- Adult Lunch: \$5.00

## Payment Information

Meals may be prepaid online at: [www.myschoolbucks.com](http://www.myschoolbucks.com)

Please note: MySchoolBucks charges a convenience fee per transaction.

## **Reimbursable Meal and Negative Balance/Alternate Meal Policy (Meal Charges)**

In accordance with federal guidelines and district procedures, all student meal accounts must remain current and in good standing. Parents and guardians are responsible for ensuring that students have sufficient funds for meals each day.

### **Reimbursable Meal Charges**

Students may charge reimbursable meals up to a maximum of \$25.00.

A la carte items may only be purchased if sufficient funds are available in the student's account; a la carte items may not be charged.

If a student exceeds the \$25.00 charge limit, they will be provided with an alternate reimbursable meal consisting of a ham or turkey and cheese sandwich, fruit or vegetable, and milk. The cost of this meal will be charged to the student's account.

### **Free/Reduced Meal Applications and Charges**

Any charges incurred prior to the approval of a Free or Reduced-Price Meal Application are the responsibility of the parent/guardian and must be paid in full.

Applications should be submitted as early as possible to avoid accruing charges.

Parent Notification of Negative Balances  
School Nutrition Managers will send weekly charge notices home with students.

Additionally, automated phone calls will be made to parents or guardians using the contact information listed in the district's student database.

### **Policy Requirement**

Effective July 1, 2017, the U.S. Department of Agriculture requires all school districts participating in the Federal School Meal Programs to implement and communicate a written policy addressing meal charges.

For assistance with account balances or payment arrangements, please contact your school's cafeteria manager.

## **Online Meal Payments**

Dalton Public Schools offers a convenient and secure way for families to manage school meal payments through [www.myschoolbucks.com](http://www.myschoolbucks.com). This online portal allows parents and guardians to add funds to student meal accounts and view recent cafeteria purchases.

### **Getting Started**

Create or access your account at [www.myschoolbucks.com](http://www.myschoolbucks.com).

Add your student(s) to your account. Families with multiple children can manage and make payments for each student within a single transaction.

### **Making a Payment**

Payments can be made using a credit card, debit card, or checking account.

All transactions are processed securely with encrypted technology.

Funds are typically credited to the student's meal account immediately after payment.

Please Note: MySchoolBucks charges a convenience fee per transaction. Fees are determined by the service provider and are subject to change.

For assistance with setting up an account or making a payment, please contact your school's cafeteria manager.

## **Health and Wellness Wellness**

The Dalton Board of Education is committed to promoting the health and well-being of all students and staff. To support this goal, a District Wellness Policy has been adopted to encourage lifelong wellness practices through nutrition education, physical activity, and other school-based activities.

The full policy is available online at here: <https://simbli.eboardsolutions.com/Policy/ViewPolicy>

## **Healthy Snacks for the Classroom**

In alignment with the district's wellness goals, families are encouraged to provide nutritious snacks for classroom celebrations, activities, and events. According to the USDA, offering healthy snacks helps establish positive eating habits that support lifelong health.

When providing treats for the classroom, please consider the following recommended snack options:

Fruits: Fresh, canned (in natural juice), frozen, or dried fruit, applesauce, fruit leathers, 100% fruit popsicles, low-fat fruit dip

Vegetables: Fresh/raw vegetables of all types and low-fat vegetable dip

Breads & Cereals: Whole grain breads, muffins, pitas, tortillas, whole grain cereals, cereal bars, and crackers, low-fat or air-popped popcorn, baked chips, pretzels, and granola bars or low-fat crackers (e.g., graham crackers, animal crackers)

Low-Fat Dairy: Yogurt, cheese, pudding, frozen yogurt  
Lean Meats: Sliced turkey, ham, or roast beef served on

whole grain bread or crackers

Other Snacks: Angel food cake, Jell-O, or low-fat ice cream and sherbet

Healthy Beverages: Water, low-fat or fat-free milk (flavored or unflavored), or fruit juice containing at least 50% real juice

Additional healthy snack suggestions can be found at: [www.nutritionexplorations.org](http://www.nutritionexplorations.org)

Please check with your child's teacher or school nurse regarding food allergies and individual classroom guidelines prior to sending any snacks.

## FITGeorgia

Dalton Public Schools administers the FITGeorgia fitness assessment in compliance with Georgia State Board Rule 160-4-2-.12, which requires all school districts to implement a fitness assessment approved by the Georgia Department of Education.

### About FIT Georgia

FITGeorgia is a state-developed fitness assessment designed to evaluate multiple components of student health and physical fitness. The program replaces the former FITNESSGRAM platform and aligns with Georgia's health and physical education standards.

FITGeorgia assesses the following areas:

- Healthy Body Range
- Aerobic Capacity
- Flexibility
- Muscular Strength
- Muscular Endurance

These components provide a comprehensive snapshot of a student's physical well-being and serve as a foundation for promoting lifelong health and fitness habits.

### Who Participates and What Is Assessed

- Kindergarten: Participation in the Healthy Body assessment is optional.
- Grades 1–3: The Healthy Body assessment is required. Teachers may practice the other assessments with students, but reporting is not required at these grade levels.
- Grades 4–12: Students are required to complete and report on all five components of the FIT Georgia assessment.

### Purpose and Use of Data

The data collected through FITGeorgia serves a variety of educational and public health purposes:

- Students & Families: Can monitor individual health trends and make informed decisions to support wellness and academic success.
- Teachers & Schools: Use results to inform

physical education instruction, evaluate program effectiveness, and guide curriculum planning.

- District Administrators: May use data for accountability reporting and to support funding and grant applications.
- Policy Makers & Partners: Public and private organizations, including the Georgia Health Policy Center, may use the data to shape programs, influence policy, and provide resources to improve child wellness statewide.

For more information about the FITGeorgia assessment, visit the Georgia Department of Education's overview at: [Georgia Fitness Assessment Overview](#)



## School Nurses

A licensed school nurse is available at each elementary school to support the health and well-being of all students. The school health program is provided at no cost and is available to all students.

In the event of an emergency, the school nurse will administer appropriate emergency medical care in accordance with established protocols.

Additional services provided by school nurses may include:

- **Health Screenings:** Vision, hearing, dental, scoliosis, nutrition, and developmental checks
- **Health Education:** Topics such as hygiene, nutrition, sleep, and physical activity
- **Health Support:** Assessment, treatment, and referral of health concerns as outlined in the school nurse protocol

If you prefer that your child not receive non-emergency services from the school nurse, please submit a written request to the school within 10 days of enrollment.



## Health Concerns and Medication

It is the responsibility of the parent or guardian to notify the school in writing of any known health conditions that may affect their child during the school day. This includes, but is not limited to, conditions such as:

- Diabetes
- Asthma
- Allergies
- Epilepsy

### Medication Administration

A written authorization form must be on file in the school clinic before any medication can be administered to a student.

All medications must be stored in the school clinic and administered by designated personnel, unless otherwise prescribed and authorized by a physician.

Medications must be delivered to the school in the original, labeled container. Medications sent in unapproved containers (e.g., plastic bags, foil) will not be accepted.

### Self-Administration of Medication

Students who are authorized to carry and self-administer medication—such as inhalers for asthma, auto-injectable epinephrine for allergic reactions, or diabetes-related treatments—must receive approval from school administration.

These students will be:

- Instructed not to allow other students to handle, possess, or use their medication.
- Notified that failure to follow these guidelines will result in disciplinary action in accordance with the Student Code of Conduct.

## Illness

The school will make every effort to notify parents or guardians of any illness or injury that occurs during the school day and may require medical attention or observation at home.

### Emergency Contact Information

To assist us in reaching you promptly:

- Please ensure that your current address and working phone numbers are up to date in the Infinite Campus system
- Be sure to provide accurate and complete emergency contact information in case you cannot be reached.

### When to Keep a Student Home

For the health and safety of all students:

- Students who are ill should remain at home until they have been fever-free, and free from vomiting or viral diarrhea, for at least 24 hours without the use of

medication.

- Returning to school too early may worsen your child's condition and increase the risk of spreading illness to others.

If you have questions regarding your child's health or readiness to return to school, please consult with the school nurse.

## Head Lice

Dalton Public Schools follows head lice procedures aligned with the State of Georgia Head Lice Manual and has adopted the Whitfield County Health Department's Lice Protocols and Practices. These guidelines allow school administrators, school nurses, and school social workers to intervene when necessary while maintaining a supportive approach.

### General Information

Head lice are a common and temporary condition that can affect any child.

Infestations are not a result of poor hygiene or parental neglect.

Students will not be excluded from school solely due to the presence of nits (lice eggs), except in extreme or persistent cases.

### Notification and Response

If a student is suspected of having head lice (live lice or live nits), the parent or guardian will be notified.

Based on state guidance, head-to-head contact is the most common method of transmission.

Isolation or exclusion is generally not required, but in some situations, students may be sent home for treatment at the discretion of school administration.

Dalton Public Schools aims to handle head lice cases with sensitivity and discretion, while also minimizing classroom disruption and preventing the spread of lice when necessary.

For questions or further guidance, please contact your school's nurse or administrator.

## Emergencies and School Safety

### Emergencies

Dalton Public Schools uses a multi-channel communication system to notify families of weather-related closures, emergencies, or urgent updates.

In the event of an emergency:

- Messages will be sent via phone call, text message and email using the district's automated messaging system.

Information will also be posted on:

- The Dalton Public Schools website: [www.daltonpublicschools.com](http://www.daltonpublicschools.com)
- District and school social media pages
- Local TV and radio stations
- The free DPS mobile app, available for download on the App Store and Google Play

Important: Please keep your child's school informed of any changes to your phone number, email address, or emergency contact information to ensure you receive critical updates in a timely manner.

## Emergency Preparedness

Each school and the district maintain a comprehensive Emergency Operations Plan (EOP) to guide staff in responding to a variety of emergency situations, including:

- Weather-related emergencies
- Fire
- Threats inside or outside the building
- Building evacuations

Emergency drills are conducted regularly throughout the year to ensure that students and staff are prepared to respond quickly and safely.

In an emergency situation, please do not call or text your student. Incoming calls or message alerts can cause phones to ring or vibrate, which may create a distraction or compromise safety during lockdown or emergency procedures.

### Family Reunification Procedures

In the event that a school must be evacuated, students will be transported to a designated family reunification site. Parents and guardians will be notified of the location and procedures for pickup through:

- Local TV and radio stations
- District and school websites
- DPS mobile app and social media
- Rooms Announcements
- Phone call, text, and email messaging

Photo identification is required when picking up a student from a reunification site. No exceptions will be made.

## School Safety

### “See Something, Say Something”

Dalton Public Schools is committed to maintaining a safe, respectful, and secure learning environment for all students and staff.

Students, families, staff, and community members are encouraged to report any suspicious activity, safety concerns, or potential threats directly to a school administrator, teacher, or staff member. Reports may be

made in person, by phone, or by email.

All reports are taken seriously and thoroughly investigated by school and/or district administration.

Your vigilance plays a vital role in keeping our schools safe. If you see or hear something concerning—say something.

Note: Dalton Public Schools will be launching a new anonymous reporting system in the near future. Once implemented, updated instructions and access information will be provided in this section and shared through official district communication channels.

## What Parents Should Do In An Emergency Situation

In the event of an emergency, accurate and up-to-date contact information is essential to ensure the safety and well-being of all students. Parents and guardians are responsible for notifying the school immediately of any changes to their address, phone number, or emergency contacts.

We encourage families to speak with their child about the importance of following all instructions from school staff during emergency situations. Students should remain calm, attentive, and responsive to their teacher's guidance at all times.

During a school lockdown, crisis, or other emergency event, we respectfully ask that parents do not call or come to the school. It is critical that phone lines remain open for communication with first responders and district personnel. Additionally, the presence of unauthorized individuals on or near campus can hinder emergency response efforts and create unsafe conditions. Law enforcement will restrict access to the school grounds until the situation is fully resolved.

Dalton Public Schools will provide timely and accurate updates using our official communication channels. We ask that you keep your phone accessible and monitor district messages for the most current information. Parents and guardians will be notified as soon as it is safe and appropriate to do so.

Your cooperation during emergency situations helps ensure the safety of all students and staff.



# Student Support Services

## Student Assistance Program

Dalton Public Schools offers a Student Assistance Program (SAP) to support the emotional, mental, and social well-being of all enrolled students. This program is free of charge and provides confidential counseling services to help students manage personal challenges that may impact their school experience.

### Purpose

The SAP is designed to assist students who may be experiencing difficulties such as:

- Relationship concerns
- Anxiety related to school performance
- Health or safety issues
- Lack of access to daily resources

Other personal issues that interfere with academic success or emotional well-being

### Service Provider

SAP is a contracted service through Hamilton Employee Assistance Program (EAP), a division of Hamilton Medical Center. All counseling is conducted by licensed professionals who are independent of Dalton Public Schools, ensuring confidentiality and privacy.

### Confidentiality

Counselors maintain strict confidentiality between the student and their parent/guardian. Information shared during SAP counseling sessions is not disclosed to school personnel unless safety concerns require it or a release of information is signed.

### Accessing Services

SAP services can be accessed in the following ways:

- Direct Student Referral – Students may contact the SAP office directly
- Parental Referral – Custodial parents may refer their child
- School Referral – Teachers, administrators, or other authorized school personnel may initiate a referral

### Contact Information

To schedule an appointment or request information, please contact:

Hamilton EAP / Student Assistance Program  
Phone: (706) 272-6558

## Counseling

Each Dalton Public School is staffed with at least one certified school counselor who provides both classroom guidance and individualized support for students. The school counseling program is designed to foster the academic, social, and emotional development of every child.

Key objectives of the counseling program include:

- Promoting self-awareness and responsible decision-making
- Encouraging positive peer relationships and social skills
- Supporting personal safety and emotional well-being
- Fostering career awareness and goal setting
- Assisting parents and guardians in understanding the developmental needs of their child
- Collaborating with school staff to support a positive learning environment and provide academic support.

Counselors deliver services through classroom instruction, as well as small group and one-on-one counseling sessions, based on student needs.

In addition, a variety of resources, materials, and books addressing common parent-child topics are available for checkout by families. Parents are encouraged to contact the school counselor directly with any questions, concerns, or to request support regarding their child's academic, emotional, or social development.



## School Social Work Services

Dalton Public Schools employs dedicated School Social Workers who play a vital role in supporting the social, emotional, and family-related needs of students. Acting as a bridge between the school, home, and community, social workers help ensure that students have the resources and support necessary for academic and personal success.

School Social Workers may assist with:

- Connecting families to economic assistance programs, when appropriate
- Supporting daily attendance and truancy prevention efforts
- Conducting conferences with students and/or parents
- Making home visits to assess student needs and



- provide outreach
- Coordinating access to essential items such as school supplies, clothing, and food
- Consulting with school personnel to determine and implement appropriate interventions and supports

If you would like to contribute to an assistance fund supporting students in need, please contact the DPS Student Services Office for more information.

## Collecting and Sharing Student Information

### Forms Required for Student Enrollment

Each student must have copies of the following documents on file:

- Child's Social Security card and birth certificate;
- Georgia Proof of Immunization Form #3231;
- Georgia Eye/Ear/Dental Certificate Form #3300;
- Proof of home address in guardian's name.

### FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dalton Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Dalton Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Dalton Public Schools to include this type of information from your student's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information

disclosed without their prior written consent.

**If you do not want Dalton Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of enrolling in Dalton Public Schools.**

Dalton Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

### Use of Social Security Numbers

We use the latest approved technology in our school district to assist us in a number of areas. One of these areas involves student records and attendance. Our entire data system is based on the use of an assigned nine-digit number. We prefer, and think it is best, to use a child's Social Security Number on student records for a number of reasons – nearly every child has a Social Security Number, the Social Security Number does not change; technical schools, colleges and other educational institutions use Social Security Numbers for numeric ID purposes; and unlike names and birth dates, each Social Security Number is unique.

For these reasons, we request that you supply us with your child's Social Security Number. Georgia Law (OCGA 20-2- 150(d)) permits us to request your child's Social Security Number. Providing a Social Security Number is voluntary. We recognize and respect your concern about confidentiality of your child's Social Security Number and of your child's school records, and we too share these concerns. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, we assure you that your child's Social Security Number will not be shared without your permission.

We will use your child's Social Security Number for the following purposes:

- Keeping track of attendance and reporting it to you.
- Keeping track of grades and reporting it to you.
- As the numeric ID number to locate your child's records in our computer system and retrieve it.

If we do not receive your child's Social Security Number, we will assign your child a permanent nine-digit numeric

ID number to be used for the above purposes. This number will be displayed on records and computer screens as FTE/SSN Number as would a Social Security Number.

Remember, you have the right to view ALL school records available in our system about your student. If you would like to do this, just contact your student's principal or counselor.

If you wish additional information or have questions, please telephone the district's Enrollment office at 706-876-4054.

## Student Data Privacy Information

It is the policy of the Dalton Board of Education that Dalton Public Schools ("District") shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure. For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student emancipate via court order ("Complainant") may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District. Chief of Human Resources Mendy Woods has been designated to address any complaint. She may be contacted at (706) 876-4073 or [mendy.woods@dalton.k12.ga.us](mailto:mendy.woods@dalton.k12.ga.us).

## Media Photography and Videotaping on School Premises

During the course of the school year, your student may be photographed, videotaped, or otherwise recorded by Dalton Public Schools personnel, authorized media representatives (e.g., newspaper, television, online publications), and/or other organizations approved by the district. These recordings may be used for educational, promotional, or news-related purposes, and your child may be identified by name in such materials.

Additionally, your student may be invited to participate in interviews for media stories, school publications, or other district-approved communications efforts.

If you do not wish for your student to be photographed, recorded, or identified in this manner, you must submit a written notice to your student's school office within ten (10) calendar days of enrollment in Dalton Public Schools.

Failure to provide written notice within the specified timeframe will be interpreted as consent, and the district will assume that you grant permission for your student to

be included in such media-related activities as described above.

## District and Social Websites/Social Media/Mobile App

Dalton Public Schools may publish student names, photographs, and/or video recordings on official district-managed platforms, including but not limited to:

- The Dalton Public Schools district website and mobile application
- Individual school websites
- Extra-curricular program websites (e.g., athletics, fine arts, clubs)
- Official district and school social media accounts

These postings are intended to highlight student achievements, promote school activities, and share important district information.

If you do not wish for your student's name, image, or other personally identifiable information to be published on these websites or social media platforms, you must submit a written request to your child's school office within ten (10) calendar days of enrollment in Dalton Public Schools.

Failure to provide written notice within the specified timeframe will be interpreted as consent, and the district will proceed as though you have granted permission for your student's information to be shared as described above.

If you have any questions or concerns regarding this policy, please contact the Dalton Public Schools Communications Office at 706-876-4022.

## Protection of Pupil Rights Amendment (PPRA)

Definition of Terms Used in PPRA:

**"Instructional Material"**- Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

**"Invasive Physical Examination"**- Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

**"Personal Information"** - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

**Requirements:**

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

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

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

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

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

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information

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

## **Nondiscrimination and Sports Equity**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VII of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972, Title II of the Carl D. Perkins Vocational Education Act of 1984, Title VII of the Civil Rights Act of 1964 and Equal Pay Act of 1963); age (Age Discrimination in Employment Act of 1967); handicap (Section 504 of the Rehabilitation Act of 1973); disability (Title I and Title V of the Americans with Disabilities Act of 1990); genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008) in its educational programs, employment or activities receiving federal financial assistance. The district prohibits retaliation against any individual who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Employees, students and the general public are hereby notified that the Dalton Board of Education does not discriminate in any educational programs or activities or in its employment policies.

The Associate Superintendent of Student Support Services has been designated as the employee responsible for coordinating the effort to implement this non-discriminatory policy. Inquiries concerning the application of non-discrimination statutes and regulations to the policies and practices of the Dalton Board of Education may be addressed to:

Dr. Robert Shaw  
Associate Superintendent of Student Support Services  
Dalton Public Schools  
P.O. Box 1408  
300 W. Waugh St.  
Dalton, GA 30722-1408  
706-876-4073  
[robert.shaw@dalton.k12.ga.us](mailto:robert.shaw@dalton.k12.ga.us)

Or to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201; or to the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government



or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

If your communication is related to discrimination based on disability or impairment, contact:

Pam Wiles  
Assistant Superintendent of Exceptional Student Services  
Dalton Public Schools  
P.O. Box 1408  
300 W. Waugh St.  
Dalton, GA 30722-1408  
706-876-4014  
[pam.wiles@dalton.k12.ga.us](mailto:pam.wiles@dalton.k12.ga.us)

### Equity in Sports

By law, Dalton Public Schools is required to comply with and inform you about OCGA 20-2-315 Equity in Sports Act and Dalton Board of Education Policy IDFA. Inclusion of this notice in this handbook serves as Dalton Public Schools' notification to your family.

If your communication is related to discrimination based on gender or equity in sports programs provided by Dalton Public Schools, contact: Robert Shaw, Equal Opportunity Employment Coordinator, at the address, phone number or email address listed above.

If your communication is related to discrimination based on disability or impairment, contact: Pam Wiles, Director of Exceptional Student Services, at the address, phone or email listed above.

## Section 504 of the Rehabilitation Act of 1973 & Impartial Hearing Statement

Section 504 of the Rehabilitation Act of 1973 is a portion of the Americans with Disabilities Act (ADA) that ensures students experience equal access to school-related activities regardless of a known or perceived disability. Dalton Public Schools has a procedure for ensuring that students with a mental or physical impairment, or perceived as having an impairment, experience equal access to school-related activities. If a parent or staff member has concerns about a student's access to school experiences, a Section 504 referral can be initiated by alerting the student's teacher, school counselor, or an administrator about their concerns.

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 Pam Wiles, Dalton Public Schools' Section 504 Coordinator, PO Box 1408, Dalton, GA 30722-1408; 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 district's Section 504 Coordinator. Pam Wiles will assist the grievant in completing the written Request for Hearing. She may be contacted through the district's central office at 300 W. Waugh St, Dalton, GA 30720 or by telephone at 706-876-4023. Copies of the Section 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at [www.daltonpublicschools.com](http://www.daltonpublicschools.com) or may be picked up at The 101 Building (101 N. Thornton Ave. Dalton, GA 30722) or at any of the school offices.

## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
- 2. fax:**  
(833) 256-1665 or (202) 690-7442; or
- 3. email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

