

***Dodge County
Elementary***



Schools



***Student Handbook
2015-2016***

Dodge County Elementary Schools

NORTH DODGE ELEMENTARY

167 Orphans Cemetery Road
Eastman, Georgia 31023 Phone:
(478) 374-6690 Fax: (478)
374-6486 Lunchroom: (478)
374-6695 Nurse: (478) 374-8260

***Cindy Screws
Principal***

***Russell J. Bazemore
Assistant Principal***

SOUTH DODGE ELEMENTARY

1118 McRae Highway Eastman,
Georgia 31023 Phone: (478)
374-6691 Fax: (478) 374-6750
Lunchroom: (478) 374-6693
Nurse: (478) 374-8261

***Elvis Davis
Principal***

***Dana Brown
Assistant Principal***



Este documento contiene informacion importante para la escuela. Si usted necesita esta informacion en Espanol por favor de llamar el Directorio de escolar Dodge en la Oficina. El numero es 478-374-3783. Gracias

Table of Contents

MISSION STATEMENT	5
GRIEVANCE AND SUGGESTION POLICY	5
GENERAL SCHOOL RULES	5
HALL RULES	5
RESTROOM RULES	5
LUNCHROOM	5
PLAYGROUND RULES	5
MEDIA CENTER RULES	6
ASSEMBLY RULES	6
GENERAL CLASSROOM RULES	6
COMPLAINTS OF DISCRIMINATION/HARASSMENT	6
ATTENDANCE POLICY	6
ATTENDANCE PROCEDURES	6
VERY IMPORTANT	7
BEHAVIOR MANAGEMENT PROCEDURES	8
RULES AND REGULATIONS NOT COVERED	8
PROMOTION/RETENTION POLICY	8
GRADING SYSTEM AND REPORT CARDS	9
VISITORS	9
DRESS CODE	9
TARDIES/ABSENCES/SIGNOUTS	9
EMERGENCY INFORMATION	10
DISMISSAL OF STUDENTS	10
ARRIVAL OF STUDENTS	10
VOLUNTEERING	10
HOMEWORK	10
CONFERENCES	10
USE OF TELEPHONE	10
IMMUNIZATION	11
RULES FOR MEDICATIONS	11

VISITS TO THE NURSE	11
TEXTBOOKS	11
SAFETY DRILLS.....	11
FIRE.....	11
TORNADO.....	11
OTHER DRILLS	12
SEXUAL HARASSMENT	12
GENERAL SUGGESTIONS TO PARENTS	12
IDEAS FOR HELPING YOUR CHILD	12
WITHDRAWAL OF STUDENTS.....	13
TRANSPORTATION ASSERTIVE DISCIPLINE PLAN	13
RULES:.....	13
CONSEQUENCES:.....	13
SEVERE INFRACTIONS CAN RESULT IN IMMEDIATE SUSPENSION FROM THE BUS. 13	
DRUG-FREE SCHOOLS POLICY COMPLIANCE	14
WEAPON POLICY	14
ANIMALS IN SCHOOL	14
ELECTRONIC DEVICES/SOUND PRODUCING DEVICES.....	15
FERPA DIRECTORY INFORMATION NOTICE	15
PARENTAL INVOLVEMENT	16
CODE OF CONDUCT.....	16
INSPECTION OF STUDENT RECORDS BY PARENT (PPRA).....	17
PARENT NOTICE OF.....	17
TEACHER QUALIFICATIONS.....	17
CLUBS AND ORGANIZATIONS.....	17
BULLYING POLICY	18
STUDENT-TEACHER-PARENT CONTRACT	20

MISSION STATEMENT

Where we are all about **DODGE:**

Dedicated to
Our
Desire to
Graduate

GRIEVANCE AND SUGGESTION POLICY

The School Board is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or school administrator. Each complaint or suggestion shall be considered upon its own merit. An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

UNIFORM GRIEVANCE PROCEDURE:

Level One: Appropriate school-level staff member

Level Two: Administrator or Supervisor

Level Three: Superintendent

Level Four: District Board of Education

GENERAL SCHOOL RULES

1. Obey and be courteous to all school personnel.
2. Respect school property and the property of others.
3. Keep your body and other objects to yourself.
4. Do not use abusive language or call people names.
5. Do not leave your classroom without a pass.
6. Do not chew gum.
7. No toys including balls or bats.
8. Hats are not allowed in the building.
9. No party invitations can be delivered at school.
10. Students are only allowed at field day with their grade level.
11. **No electronic devices are allowed at school. This includes, but is not limited to CD players, MP3 players, headphone sets, iPods, and Gameboys.
12. No artificial caps or grills for teeth can be worn at school other than those medically necessary.
13. No student deliveries such as flowers, balloons, etc.
14. No toy guns or other toy weapons of any type will be allowed at school. ***Please see weapons policy.

* Any inappropriate item brought to school will be

confiscated and the parents will have to pick up this item. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS. **Please see Electronic Devices Policy.

HALL RULES

1. Walk only, no running.
2. Stay in line and remain on the right side of the hall.
3. Be quiet and courteous.
4. Stop at the restroom or water fountain only with permission.
5. Always have a hall pass.

RESTROOM RULES

1. Have a hall pass unless accompanied by an adult.
2. Use facilities properly.
3. Behave quietly and safely.
4. Do not place foreign objects or excess paper in sinks or toilets.
5. Do not play in the water.

LUNCHROOM

1. Stand in a straight line, not leaning on the wall.
2. Use quiet voices only.
3. Do not play with food.
4. Clean your personal space before you leave.
5. Place trays in the window one at a time.
6. Walk only.
7. All food must remain in the cafeteria.
8. All students are required to get a tray or bring a lunch from home.
9. Students are not allowed to bring fast food items in their original container.
10. Students should not bring non-nutritional food items, such as cookies, candy, chips, in place of a lunch. These items included in a lunch from home are acceptable.
11. Student lunches cannot be warmed at school.
12. No carbonated beverages are allowed in the lunchroom by students.

PLAYGROUND RULES

1. Use equipment properly and safely.
2. Wait for your turn.
3. Do not throw rocks.
4. Do not bring any snacks or drinks into the building or on the bus.
5. Do not buy more than one snack or drink.

MEDIA CENTER RULES

1. Speak only in whispers.
2. Use equipment/books properly.
3. Walk only.

ASSEMBLY RULES

1. Enter and leave quietly.
2. Sit in your assigned area.
3. Be courteous during the program. (Listen, do not talk.)
4. Show appreciation at the appropriate time by applause only.

GENERAL CLASSROOM RULES

1. Listen to and follow all directions given by the teacher.
2. Talk only with permission and at appropriate times.
3. Control unnecessary movement.
4. Do not disrupt class.
5. Be prepared with necessary materials.

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

THE TITLE VI COORDINATOR IS:

LAWANDA GILLIS

720 College St. • Eastman,
GA 478-374-3783

THE TITLE IX and SPORTS EQUITY COORDINATOR IS:

TONYA BROWN

720 College Street • Eastman, GA
31023 478-374-7711

THE SECTION 504 & AMERICANS WITH

DISABILITIES ACT COORDINATOR IS:

TONYA BROWN

720 College St. • Eastman,
GA 31023 478-374-3783

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Equity in Sports) is located in the School District policy manual which is available in the school office, the central office, or on the District website.

ATTENDANCE POLICY

The Dodge County School System's official policy is that if a student is absent for more than 14 days (excused or unexcused without Doctor's excuses) within the school year, the student will not receive credit for those courses for which the absences exceed the 14-day limit. Excessive absences may also be referred to the Attendance Support Team Coordinator. If summer school is offered, a fee will be charged for all makeup days.

APPEALS PROCEDURE: The administration realizes that occasionally students may be absent more than the 14 day limit. In the event it is felt that there is justification for an appeal, the principal should be contacted and arrangements will be made for an appearance before the absentee appeal committee. The committee will hear requests and approve or reject the appeal for waiver of the policy. If the request is rejected, the appeal may still be made to the school superintendent and/or the Dodge County Board of Education. *A fee will be applied to make-up days.* **Note:** Information regarding an appeal may be obtained from the principal's office. Excessive absences may also be referred to the Attendance Support Chairperson.

ATTENDANCE PROCEDURES

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position of the Dodge County Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons.

In accordance with Georgia Board of Education

Rule 160-51-10, students may be **temporarily** excused from school;

1. who are personally ill and whose attendance would endanger their health or the health of others;
2. in whose immediate family there is serious illness or death which could reasonably necessitate absence from school;
3. on special recognized religious holidays observed by their faith;
4. who are serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);
5. who are registering to vote or voting for a period not to exceed one day;
6. when conditions render school attendance impossible or hazardous to the student's health or safety;
7. who are mandated by order of governmental agencies, including pre-induction physical examinations for services in the armed forces and court orders; or
8. a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave..

**VERY IMPORTANT
PLEASE REVIEW VERY CAREFULLY**

As of July 1, 2004, Georgia's Compulsory Attendance law §20-2-690.1 became much stricter in regard to truancy. The law now states that more than five (5) unexcused absences constitute truancy. The law also states that possible consequences for parent(s)/legal guardian(s) or students whose unexcused absences exceed five (5) days may be:

- a fine of not less than \$25 and not more than \$100
- spend up to 30 days of jail time;
- provide community service; or
- any combination of these penalties.

We do realize there are times when a student will have to miss school. When this does happen, it is vital that we receive a written excuse **within three days after the child's absence** even if you have already called the school. All excuses should be **dated and signed by a parent or guardian**, and **should specifically state the reason for the absence**.

- At four (4) unexcused absences the school Attendance Support Team Coordinator will send a letter to the parent(s)/guardian(s) regarding the seriousness of continuing unexcused absences.
- If the student reaches five (5) unexcused absences, the family will receive a letter of official notification asking they meet with the Attendance Support Team. At this time, the parent(s)/guardian(s) will be asked to sign an attendance agreement that states how the school system and the parent will work together to improve the child's attendance. Once the agreement is signed, the student is on probation and attendance is monitored.

Parents who enter into the agreement and break it will be referred to the Dodge County Department of Family and Children Services, the Department of Juvenile Justice, or directly to Juvenile Court. Also, parents who choose not to sign the agreement may be referred directly to Juvenile Court.

Parent(s)/guardian(s) of students who accumulate excessive unexcused tardies and/or early sign-outs will be asked to meet with the Attendance Support Team to sign an attendance agreement. If the agreement is broken the parent(s)/guardian(s) may be referred to the Department of Family and Children Services for further action.

Family vacations are not excused absences in accordance with Georgia Board of Education Rules.

All students 10 years and older by September 1 and all parents will be asked to sign an acknowledgment form verifying they have been given a copy of, and are aware of these attendance procedures.

BEHAVIOR MANAGEMENT PROCEDURES

Severe Offenses:

- First Offense: Warning/Time Out/AEP and/or Conference with Administrator or Counselor.
- Second Offense: Referral to the Alternative Education Program/Parent Conference.
- Third Offense: Out of School Suspension/Parent Conference and/or Corporal Punishment. Begin RTI process for behavior
- Repeated Offenses: Placement in AEP/Out of School Suspension. Short/Long Term placement in the Dodge Alternative Center (DAC). Continue RTI process.

Other discipline consequences may include supervised clean up (during/after school), Saturday School, and after school detention.

All dispositions for severe offenses are subject to the discretion of the administration.

RULES AND REGULATIONS NOT COVERED

All rules and regulations cannot be covered in the space of this handbook. However, students can be held accountable for any unwritten rule or regulation that might impede the educational process of this institution. **If a student commits a discipline offense during summer school, the consequences will carry over to the following school year. The consequences for the offense will be determined by the school where the student will attend.**

PROMOTION/RETENTION POLICY

Kindergarten: Promotion to the first grade shall be based on the mastery of the majority of skills assessed on the Georgia Kindergarten Inventory of Developing Skills (GKIDS). The students must also meet the attendance requirements set by the local Board of Education.

First Grade and Second Grade: Promotion to the next grade level shall be based on final yearly grades in reading, language, math, science, and social studies. A student must pass 4 out of 5 subjects with a 70 or higher for the final yearly average. Reading must be one of the four subjects passed in order to be promoted to the next grade level. The students must also meet the attendance requirements set by the local Board of Education.

Third, Fourth, and Fifth Grade: Promotion to the next grade level shall be based on final yearly grades in reading, language, math, science, and social studies. A student must pass 4 out of 5 subjects with a 70 or higher for the final yearly average. If a student makes a failing grade in two or more of these five subjects he/she will not be promoted to the next grade level. The students must also meet the attendance requirements set by the local Board of Education. In addition, third and fifth grade will be required to meet State Board Policy concerning promotion/retention to the next grade level.

Parents of students who fail to meet the state of Georgia related promotion/retention criteria can submit an appeal to the principal for consideration.

All students who are absent for more than 14 days (excused or unexcused) will be retained (See Attendance Policy).

Summer school is available to fourth and fifth grade students who do not pass. Only one subject can be taken during summer school. A fee will be charged.

GRADING SYSTEM AND REPORT CARDS

The report card is issued for the purpose of keeping you informed of the school progress and development of your child. The report card will be sent home each nine-week period. Report cards will be held at the end of the year for failure to pay school fees.

E	Above average work
G	Good work on Grade Level
S	Satisfactory work on Grade Level
N	Needs Improvement
U	Unsatisfactory

Letter Grade	Equivalent Number Grade
A	90 - 100
B	80 - 89
C	70 - 79
F	69 & Below
I	Incomplete

*70 is minimum passing grade.

STANDARDS SCORES AND EXPLANATIONS:

- 0 – No progress toward the standard
- 1 – Little progress toward the standard
- 2 – Progressing toward the standard
- 3 – Meets the standard

VISITORS

All visitors to our school must stop in the office and pick up a visitor's pass. Class visitations should be scheduled so as not to be disruptive. We do encourage all parents to visit and take an active part in our school. However, the amount of time for visits may be limited, due to the nature of classroom activity or instruction. Parents/Visitors should not use side or back doors to enter the school.

DRESS CODE

Students must dress in such a manner that what they wear does not distract from the educational environment. No ear-rings/studs for male students are allowed. Earrings/studs for female students may only be worn in the ear. No other body piercing is allowed. No pants/shorts or other clothing with holes above the knees will be allowed. Shorts, skirts, or skorts of proper length and size may be worn. Boxer short/ underwear must be covered at all times-NO SAGGING. Dress or accessories should not create a safety problem or draw attention away from the classroom activity. Shoelaces must be tied at all times. **No shoes with wheels are allowed.** Flip-Flops and similar shoes are not prohibited. However, we strongly recommend that students do not wear them due to safety issues (inability to move effectively during drills, P. E., and recess) as well as durability. No spaghetti straps, backless dresses or tops, tank tops, halter tops, tube tops, mid-drift tops. Tee-shirts, muscle shirts and tops/bottoms with improper distracting, disruptive remarks or gestures printed on them are allowed. This includes any word or symbol that may be inappropriate if taken out of context. Pants, shorts, or other garments with holes above the knees are also not allowed. In addition, no disrupting or distracting haircuts, including painted hair or mohawks are allowed. Wearing fashionable accessories such as Silly Bands is allowed. However, if they become distracting or disruptive, they may be prohibited for the student or all students. Teachers and administrators reserve the right to make the final determination as to what is appropriate dress at school.

TARDIES/ABSENCES/SIGNOUTS

Students will be tardy after 8:05 A.M. Students should report to the office for a tardy slip before entering the classroom. If a student leaves before 11:30 A.M., they will be counted absent. Students must arrive at school before 11:30 A.M. to be counted present. Early sign outs (prior to 3:00 p.m.) will be counted with tardies. Students may be required to make up time for excessive tardies.

EMERGENCY INFORMATION

At the time of enrollment, parents are asked to give their address and phone number and that of the person to be notified if they cannot be reached. It is important that these numbers be kept up-to-date. If you have changes, please notify the school immediately.

In case of illness, the child will be cared for until the parent arrives or until the child returns to class. Parents will be called to pick up the children considered to be too ill to remain in school. If your child is ill in the morning, please do not send him/her to school. We do not have the staff to attend to students for long periods of time. When called, parents are expected to come or to make arrangements to have the child cared for within a reasonable amount of time. Parents must come to the office and sign the student out before he/she leaves the school grounds.

It is the parent's responsibility to keep the emergency card current. At least one other local telephone contact is to be listed to insure the safety of your child. The importance of this cannot be overemphasized.

DISMISSAL OF STUDENTS

If a student is to be dismissed early, the parent must sign him/her out in the front office. Anyone signing a child out may be required to present a picture ID. All students should use the front entrance of the school. Changes in dismissal instructions for students will not be accepted over the telephone, except in case of emergency, because there is always the possibility of misunderstandings. Students are expected to leave the campus promptly upon dismissal or by 3:15 p.m. **No change of transportation requests will be taken after 1:00 p.m.**

ARRIVAL OF STUDENTS

In the morning, students should not be left unattended at the school. All students should use the front entrance of the school. Students should not be dropped off prior to 7:15.

VOLUNTEERING

Parents are needed in our school. We hope you will volunteer a few hours every week at our school. We understand that many parents must work in today's world, but if you can volunteer, please contact your child's teacher. All volunteers and visitors are to sign-in in the office before going to any classroom. This is for every child's protection.

HOMEWORK

Homework is important. Students in grades K-5 may have homework on a daily basis. If your child tells you every night that he/she has no homework, contact the teacher.

CONFERENCES

Conferences can be set up at the request of the school or the home. Parental requests can be made by phone or a note. Teachers will contact the parent about the date and time. When a teacher or the principal needs to have a conference, either a note will be sent or a telephone call will be made. We encourage continual communication between the home and the school. Failure to attend discipline conferences can result in suspension of your child until a conference is held.

USE OF TELEPHONE

No telephone messages will be delivered after 1:30 P.M. Except in case of emergency, please limit messages due to the fact that this interrupts the learning process for your child as well as the entire class. Students are not allowed to receive phone calls at school. Students will be allowed to make phone calls only in emergencies.

IMMUNIZATION

Before entering school, a student must be inoculated against Diphtheria, Pertussis, Tetanus, Polio, Rubella, Measles, and Mumps. An immunization record completed by a doctor or clinic must be brought to the school at the time of registration. Students will be excluded from school if immunizations are not kept current. Students have a thirty-day period from the time they enter to complete immunization requirements or they will not be allowed to attend school. All students new to Georgia public schools must provide eye, ear and dental certificates within 120 days of entrance to school.

RULES FOR MEDICATIONS

No faculty or staff member may issue medication to any student unless there is a statement or permission signed by the parent/guardian filed in the nurse's clinic. If the parent anticipates that the child will need medication, the medication should be left in the nurse's clinic until medication time.

VISITS TO THE NURSE

Students are allowed to visit the nurse for routine medicine and emergencies to include injuries, accidents, and illnesses. However, students are reminded that this is a privilege not to be abused. In the event that the nurse feels this privilege is being abused, the child, teacher, and parent will be notified. Also, if a child visits the nurse twice for the same reason, emergency, or non-emergency, the parent/guardian will be contacted. The nurse can only administer medicine if a parent or guardian has signed a consent form.

TEXTBOOKS

- ❖ All basic textbooks are loaned to the students for their use during the school year.
- ❖ Students must provide their own personal school supplies such as pencils, pens, notebooks, erasers, etc.
- ❖ Textbooks are to be kept clean and handled carefully.
- ❖ Please be sure your name, grade, and school are written on the book label in case the textbook is lost.
- ❖ It is the responsibility of the parents to pay for lost or damaged books. The fee for lost textbooks is assessed by subtracting \$3 per year from the copyright date based on the original cost of the textbook, or a minimum of \$3. Report cards will be held until all fines and fees are paid.

SAFETY DRILLS

FIRE

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm or bell. There will be an evacuation plan posted in each room. Each teacher will provide instructions regarding specific procedures.

TORNADO

In case of a tornado emergency, there will be an on-off sound of the emergency alarm. Everyone will go to his/her assigned area in the hallway. When students are asked to assume the "tornado position," they are to do the following:

1. Sit on the floor facing the wall or facing hallway.

2. Hold a hard-backed book or your arms over your head and put your head between your knees.
3. Remain quiet until all clear is sounded.

OTHER DRILLS

Periodically, other drills such as bomb threat/school evacuation and intruder/lockdown will be conducted.

SEXUAL HARASSMENT

It is the policy of the Dodge County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age, disability, or sex should promptly report the same to the principal of this school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

GENERAL SUGGESTIONS TO PARENTS

1. Encourage your child to come home immediately after school is dismissed.
2. Please do not phone your child during school hours unless there is an emergency.
3. Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, etc.
4. Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc.
5. The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.
6. Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.
7. Your child must have plenty of sleep each night for him/her to do good school work.
8. To leave the school grounds during school hours, your child must have permission from the principal's office.
9. If there is something that you want to know about school, if something happened at school that worried you or your child, if there is a misunderstanding, or if you need more information for any reason, see your child's principal.
10. Visit your school. You as a parent, are not only welcome at school, you are urged to visit. It is highly desirable that you attend the various meetings arranged by the principal.
11. You will also want to know your child's teacher. If you wish to confer with a teacher, please call the school and make an appointment. You should not take his/ her class time to discuss an individual problem.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books and supplies).
3. Reserve a time for homework and turn off the television.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do not do the work for them.

6. Understand that the school expects homework to be completed and returned.

Children will improve their study habits by observing the following:

- Be sure you understand each assignment.
- Form the habit of using a certain time and place for study.
- Study conditions should include good lighting, ventilation, and quiet.
- Try to develop the skill of working independently.
- Have necessary materials on hand.
- Spend enough, but not too much time on each subject.

WITHDRAWAL OF STUDENTS

The school should be notified at least two (2) days in advance of a student's impending withdrawal. The student will receive a withdrawal form and instructions from the office. All textbooks, library books, and fines must be cleared before the student secures a transfer record to another school.

TRANSPORTATION ASSERTIVE DISCIPLINE PLAN

RULES

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.*
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke*.
7. Do not be destructive.*
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.
11. No pushing, shoving, or fighting.*
12. No weapons of any type are allowed on the bus.*
13. No animals allowed on the bus.

*Denotes severe behavior infraction.

CONSEQUENCES

1ST Incident – Driver warns student.

2nd Incident – Conference with driver on bus after other students exit.

3rd Incident – Student assigned a front seat and disciplinary notice sent to parents.

4th Incident – Student sent to principal and parents are called.

5th Incident and Subsequent Incidents – Administration action up to suspension of bus privileges.

SEVERE INFRACTIONS CAN RESULT IN IMMEDIATE SUSPENSION FROM THE BUS.

- Obscene/abusive language or behavior
- Smoking
- Vandalism
- Fighting
- Weapons

All requests for administrative action must be accompanied by a completed “Bus Conduct Report”. Administrators may use their own discretion on invoking consequences for the 4th, 5th, and subsequent incidents and the severe clause.

DRUG-FREE SCHOOLS POLICY COMPLIANCE

- The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- Disciplinary sanctions up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension, or expulsion.
- Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor and administrative staff. Compliance with the standards of conduct is mandatory.
- Parents or students wishing to receive or review the entire board policy on student or employee drug use and/or possession may receive a copy of this policy upon request.

THIS IS A SMOKE-FREE SCHOOL!

WEAPON POLICY

It shall be unlawful for any person to carry or to possess or to have under control any weapon within a school safety zone or at a school building, school function, or on school property, or on a bus or other transportation furnished by the school.

“School safety zone” means in, on, or within 1000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on, or within 1000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of post secondary education. The term “weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of 2 or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which can be known as a nun chahka, non chuck, nunchaku, shuriken, or fighting chain, or any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined subsection (a) of Code Section 16-1-106. It shall be unlawful for any person or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound. O.C.G.A. §16-11-127.1.

ANIMALS IN SCHOOL

No animals, rodents, or snakes are allowed to be kept in the building because of health issues.

INSTRUCTIONAL RESOURCES ANIMALS IN THE SCHOOL	DESCRIPTOR CODE: IF	ISSUED DATE: 4-11-91
---	------------------------	-------------------------

Permission is to be obtained from the principal before animals are brought to the classroom by anyone. If students wish to bring them for educational purposes, they are to consult with their teacher who, in turn, will request permission from the principal. Animals are not to be transported on a school bus.

Animals must be adequately housed and cared for in screened cages. Only the teachers or students designated by the teacher are to handle the animals.

If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care. "Wild" animals are not to be permitted to be brought onto school property by students or school personnel without prior approval of the board.

ELECTRONIC DEVICES/SOUND PRODUCING DEVICES

Possession of radios, tape players, iPods, headphones, electronic games, telephones, earphones, hand-phones, pagers, cameras, video recorders, and any other electronic devices/sound producing devices on campus is prohibited. Failure to comply with this rule will result in disciplinary consequences for the student. **If a device is confiscated, there will be a \$25.00 fine/recovery fee assessed each time before a device is returned. Confiscated devices will be returned only to parents/legal guardians when the \$25.00 fine/recovery fee is paid.** Appointments should be made by parents/legal guardians to bring the student and to meet with the principal to pick up devices before or after school (7:30 – 8:00 and 3:115 – 3:45). The school is not responsible for lost, stolen, or damaged items.

FERPA DIRECTORY INFORMATION NOTICE

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C.§1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent to the following parties under the following conditions (34 CFR §99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific law.

Schools may disclose, without consent, “directory” information such as a student’s name, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of the system.

PARENTAL INVOLVEMENT

Este documento contiene informacion importante para la escuela. Si usted necesita esta informacion en Espanol por favor de llamar el Directorio de escolar Dodge en la Oficiana. El numero es 478-374-3783. Gracias.

The Dodge County Elementary Schools and Dodge County School System’s Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as on-going opportunities for school personnel, to hear parent’s concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards various behavior violations which may result in a school staff member’s request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support process designed to promote positive choices in behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student’s parent or legal guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

CODE OF CONDUCT

When a student enters the Dodge County School System, he or she is given a copy of the Dodge County School System Code of Conduct. The Dodge County Elementary School handbook supports the rules and guidelines set forth in the Dodge County School System Code of Conduct. A copy of the Code of Conduct is available in the Principal’s office and is included in this handbook.

The Student Code of Conduct is provided to serve as an overview of the various discipline strategies and actions used in the Dodge County School System. It is not an all inclusive list of misconduct for which a student may be disciplined. An act of misconduct not listed will be subject to the discretionary authority of the principal.

INSPECTION OF STUDENT RECORDS BY PARENT (PPRA)

No local school board system, whether county, independent, or area, shall have a policy of denying or which effectively prevents the parents of students who are in attendance at or who have been enrolled in any facility within such system the right to inspect and review the education records of their children. A parent shall be entitled to inspect and review only information relating to his or her own child. Such information regarding any other student shall not be made available for inspection for review except to the parents of that student. Both parents of a child shall be entitled to inspect and review the educational records of their child or to be provided information concerning their child's progress. Information concerning a child's education shall not be withheld from the non-custodial parent unless a court order has specifically removed the right of the noncustodial parent to such information or unless parental rights have been terminated. This policy also includes parental rights to inspect any part of instructional materials utilized by the local school system. (Code 1981, 20-2-720, enacted by Ga. L. 1994, p. 531, 1).

PARENT NOTICE OF TEACHER QUALIFICATIONS

In compliance with federal requirements, the Dodge County School District informs any parents that would/may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- a. whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas which the teacher provides instruction.
- b. whether the teacher is teaching under any emergency or other provisional status through which Georgia qualifications of certification criteria have been waived;
- c. the college major and any other graduate certification or degree held by the teacher; and
- d. whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications and of paraprofessionals who provide instructional services to children, please contact the Dodge County Board of Education at 478-374-3783.

CLUBS AND ORGANIZATIONS

Clubs and organizations are comprised of students who wish to organize and meet for common goals, objectives, or purposes and which is directly under the sponsorship, direction, and control of the school.

Beta Club: Activities include: Attending State Convention, an Installation Ceremony, fund-raising, and volunteer and community projects. *Mission: To recognize and encourage academic success among students.*

4-H: Activities include: meetings, projects, and competitions. *Mission: To improve techniques of agriculture and home economics, promote high ideals of civic responsibility, provide training for community leadership and foster international understanding.*

Fellowship of Christian Athletes (FCA): FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. FCA's vision is to see the world impacted

for Jesus Christ through the influence of athletes and coaches. During the school year, FCA will meet several times. Most of the meetings are held during the school day. Some special meetings will be held after school.

Young Men of Character (YMoC)/Young Women of Character (YWoC)4: Activities include character building trainings, meetings, and events that focus on positive character and behavior of all students. (South Dodge)

Elementary School Council: Activities include advisory meetings and events that present ideas, views, and suggestions from the student body of the school.

***Parents or legal guardians have the right to deny participation of students by signing the opt out club participation waiver. The opt-out form is on the last page of the handbook.**

BULLYING POLICY

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by the use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.
 - e.
4. Any acts of cyberbullying which occur through the use of electronic communication whether or not such electronic act originated on school property or school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Procedures at each school encourage a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the

person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead to reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. any report of retaliation for reporting bullying will also be investigated and addressed as called for in policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6 – 12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to alternative school

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

STUDENT-TEACHER-PARENT CONTRACT

I. As a Student, I will be responsible for:

1. Showing respect for myself, my school, and other people.
2. Attending school regularly and on time.
3. Always trying to do my best in my work and in my behavior.
4. Working cooperatively with my classmates, teachers, and other school staff.
5. Taking pride in myself and my school.
6. Coming to school with my homework and my supplies.
7. Spending time at home daily studying or reading.
- 8.

II. As a Teacher, I will be responsible for:

1. Believing that each student can learn.
2. Showing respect for each student and his/her family.
3. Coming to class prepared to teach.
4. Supplying clear evaluations of student progress and achievement to both students and parents.
5. Providing an environment conducive to learning.
6. Helping each student grow to his/her fullest potential.
7. Providing meaningful and appropriate homework activities.
8. Enforcing school and classroom rules fairly and consistently.
9. Maintaining an open line of communication with students and parents.
10. Demonstrating professional behavior and a positive attitude.

III. As a Parent, I will be responsible for:

1. Providing adequate food and rest so that my child is ready to learn.
2. Providing a time and place each evening for quiet study or reading at home.
3. Helping my child in any way possible to meet his/her responsibilities.
4. Making sure my child attends school regularly and on time.
5. Communicating regularly with my child's teachers.
6. Supporting the school in developing positive behaviors.
7. Showing respect and support for my child, the teacher, and the school.

IV. As an Administrative Team, we will be responsible for:

1. Providing a safe and orderly environment conducive to learning.
2. Providing an environment that allows for positive communication among the teachers, parents, and students.
3. Supporting teachers in providing high quality instruction.
4. Providing an open door policy for parents.

At the beginning of the school year students and parents receive a folder from the school explaining school policies on the following subjects:

1. School Mission Statement
2. School Rules
3. Attendance
4. Promotion-Retention
5. Grading System
6. Visitors
7. Dress Code
8. Emergency Information
9. Parent/Community Volunteering
10. Homework
11. Parental Conferences
12. Immunizations
13. Student Medications
14. Kindergarten Registration
15. Textbooks
16. Awards
17. Safety Drills
18. School Calendar
19. Sexual Harassment
20. General Suggestions to Parents
21. Student Insurance
22. Student Withdrawal
23. Assertive Discipline Plan
24. Drug-Free Schools
25. Weapons

HANDBOOK CONFIRMATION

I affirm that I have reviewed the contents of the Dodge County Elementary Schools Student Handbook for 2015 – 2016 which includes the Student Code of Conduct, the Electronic Network Internet Agreement, Attendance Agreement, Parent Right to Know, and Student-Teacher-Parent Contract.

_____ Student

_____ Parent/Guardian

_____ Date

OPT OUT OF CLUBS AND/OR ORGANIZATIONS (IF APPLICABLE)

Pursuant to Georgia Law (O.C.G.A. 20-2-705), a parent or legal guardian may decline permissions for his or her son or daughter to participate in a club or organization. By completing the following information, you are declining permission for your son or daughter to participate in clubs and/or organizations while he or she is attending school. If applicable, and if you do **not** want your son or daughter to participate in clubs and/or organizations, please fill in your son's or daughter's name in the blank and then check "a" or "b".

I, the parent/guardian of _____
Student's Name

a. Hereby decline permission for my student to participate in the following club(s) or organization(s). Please list:

b. Do not wish for my son or daughter to participate in any club or organization while he or she is attending school.

_____ Signature of Parent or Legal Guardian

_____ Date