

MISSION STATEMENT

We believe that all children can learn. We will provide children with a supportive, caring environment that will develop self-esteem, self-motivation, and a sense of responsibility.

We will provide every opportunity for maximum student achievement by identifying and stimulating individual talents and abilities. The educational environment and teaching strategies are designed to meet the goals and objectives of the state approved curriculum. Our main goal is to prepare students to become responsible citizens and productive community members.

We believe that education is a cooperative effort among the home, the school, and the community.

The North and South Dodge Elementary Schools administration and staff encourage parent involvement and participation in all aspects of the school's programs. **North and South Dodge are Distinguished Title 1 Schools.** Parents are informed of activities taking place at these elementary schools and are provided information regarding programs, meetings, parent/teacher conferences, student progress, and parental involvement activities via the school handbook, parent advisory and school council meetings, school and Dodge system websites, letters and announcements to parents, student agendas, and through the local media. Copies of the Dodge County School System's Parent Involvement Policy and the North and South Dodge Elementary Parent Involvement Policy are available to parents in the school's media center, at Open House, in the Dodge County Board of Education office and the PIRC resource center.

PIRC (PARENTAL INVOLVEMENT RESOURCE CENTER)

Dodge County has the Heart of Georgia Parental Information and Resource Center (PIRC) available to help parents become actively involved in their children's education. It is one of the key program areas within Communities in Schools of Georgia. The center has a computer lab with internet access, parenting materials (books, videos, etc.) children's books for all ages, computer software and magazines. The PIRC Staff provides parenting workshops and adult computer workshops. It is located at: **8 Orphans Cemetery Road, Eastman, Georgia 31023. Telephone: 478-374-5060.**

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, bats, or toy guns.
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 CD players, MP3 players, headphone sets, Ipods, and Gameboys.
12. No artificial caps or grills for teeth, other than those medically necessary, can be worn at school.

*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 RULES

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 containers.
10. Students should not bring non-nutritional food items, such as cookies, candy, chips, or drinks in place of a lunch. These items included in a lunch from home are acceptable.
11. Student lunches can not be warmed at school.

PLAYGROUND RULES

1. Use equipment properly and safely.
2. Wait for your turn.
3. Do not throw rocks.
4. No pocketbooks should be taken out on the playground.
5. Do not bring any snacks or drinks into the building or take on the bus.
6. 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.

ATTENDANCE POLICY

The Dodge County School System official policy is that if a student is absent for more than 14 days (excused or unexcused) within the school year, the student will not receive credit for those courses for which the absences exceeded the 14-day limit. Excessive absences may also be referred to the attendance support team coordinator.

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 request 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. If the absentee Appeal Committee agrees, a student will be allowed to make up absences above 14 not to exceed 24. However, a fee may be applied to make up these 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 160-5-10, 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 preinduction physical examinations fro 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/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.

Students who are permitted to make-up missed attendance days will only be allowed to make up a maximum number of days equal to the number of days in summer school. Students must attend consecutive days in order to receive credit.

All students 10 years and older by September 1 and all parents will be asked to sign an acknowledgement 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 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: must meet 80% mastery of GKIDS- Georgia Kindergarten Inventory of Developing Skills/GPS Curriculum and/or teacher recommendation

First grade: must attain a passing grade in reading and math.

Second grade: must attain a passing grade in 3 of the 4 major subjects.

Third, Fourth, and Fifth grade: must attain a passing grade in 4 of the 5 major subjects.

- Third Grade students must make a score of 800 or higher in reading on the CRCT to be promoted to the Fourth Grade.
- Fourth Grade student CRCT math and reading scores will comprise 15 % of the yearly average in that subject.
- Fifth Grade students must make a score of 800 or higher in reading and 800 or higher in math on the CRCT to be promoted to the Sixth Grade.

**Parents of students who fail to meet CRCT 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.

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 fines.

GRADE VALUES

A-90-100	**E-Above average work
B-80-89	**G-Good work on Grade Level
C-70-79	S-Satisfactory work
F-69 & Below	on Grade Level
I-Incomplete	N-Needs Improvement
	U-Unsatisfactory

*70 is minimum passing grade

**Optional use for CAMPE ONLY.

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 to the class. We do encourage all parents to visit and take an active part in our school. Parents/visitors should not use side or back doors to enter the school. All visitors must have a pass before visiting a classroom.

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DRESS CODE

Students must dress in such a manner that what they wear does not distract from the educational environment. No earrings/studs for male students are allowed. Earrings/studs for female students may only be worn in the ear. No other body piercing is allowed. Shorts, skirts, or skorts of proper length and size may be worn. Boxer shorts/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.** No tank tops, halter-tops, tube tops, mid-drift tops, muscle shirts, or tops/bottoms with improper remarks, or gestures printed on them are allowed. This includes any word or symbol that may be inappropriate if taken out of context. Teachers and administrators reserve the right to make the final determination as to what is appropriate dress at school.

TARDIES/ABSENCES/SIGN OUTS

Students will be tardy after 8:10 A.M. Students should report to the office for a tardy slip before entering the classroom. If a student leaves before 11:30 AM, they will be counted absent. Students must arrive at school before 11:30 A.M. to be counted present. Early signouts (prior to 2:45 p.m.) will be counted with 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 children 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 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 arrange 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 them out in the front office. If someone other than the parent is signing a student out early, they must have a note from the parent and a picture ID. All students should use front entrance of the school. Changes in dismissal instructions for students **will not be accepted on the telephone**, unless it is an 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.

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.

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, please contact the teacher.

CONFERENCES

Conferences can be set up at the request of the school or the home. Parental request 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 or 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 conference is held.

USE OF TELEPHONE

No telephone messages will be delivered after 1:30 PM. 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.

LUNCH APPLICATIONS

Eligible families must apply each year for reduced or free lunches. The form is sent home from school by way of the student early in the year and must be returned promptly. The information on the application will be checked by food services. Notification will be given if and when benefits begin. If students transfer to another school, even within the system, parents must apply at the new school for free/reduced meals.

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 until completed. 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 of permission signed by the parent/guardian filed in the nurse's clinic. If the parent anticipates that the child will need medication and sends some with the child, the medication should be left in the nurse's clinic until medication time.

TEXTBOOKS

- All basic textbooks are loaned to 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. Report cards will be held until all fines and fees, including lunch money 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 classroom. Each teacher will instruct you regarding specific procedures.

Tornado

In case of 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.
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/lock down 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 at hand.
- Spend enough, but not too much time on each subject.

STUDENT INSURANCE

Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four hour coverage will be available. An information sheet explaining the program will be sent to each home.

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, lunch payments, 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 allowed on the bus.

13. No animals allowed on the bus.

*Denotes Severe Behavior Infractions.

Consequences

- 1st Incident-Driver warns student.
- 2nd Incident-Conferences 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-Administrative action up to suspension of bus privileges.

SEVERE INFRACATIONS 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 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, to expulsion.
- Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or 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.

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, any other knife having a blade of three or more inches, or any flailing instrument consisting of two or more riding parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun 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 in O.C.G.A. § 15-11-37. Refer to page 17 for consequences under Criminal Law Violations.

ANIMALS IN SCHOOL

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

Descriptor Tem:	Descriptor Code:	Issued Date:
INSTRUCTIONAL RESOURCES ANIMALS IN THE SCHOOLS	IF	4/11/91
	Rescinds:	Issued:

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 will not 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 (7:45-8:15 and 3:15-3:45). The school is not responsible for lost or damaged items.

FERPA DIRECTORY INFORMATION NOTICE

The Dodge County School System has designed the following information as a directory:

1. Student’s name, address, and telephone number
2. Student’s date and place of birth
3. Student’s participation in official school clubs and sports
4. Weight and height of student if he/she is a member of an athletic team
5. Dates of attendance at the Dodge County School System schools; and
6. Awards received during the time enrolled in Dodge County School System

PARENTAL INVOLVEMENT

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

The Dodge County Elementary Schools and Dodge County Schools 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-communication through personal contacts are 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

The Code of Conduct specifies within its standards of behavior various violations of the Code 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 and 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 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.

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 and

if any material or document in a child's record includes information on another student, such information regarding any other student shall not be made available for inspection or 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 non-custodial 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)

NCLB PARENT NOTICE OF TEACHER QUALIFICATIONS

In compliance with the requirements of the No Child Left Behind statute, the Dodge County School District informs as parents that would/may request information about the professional qualifications of your 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;
- 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 office 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: Sponsorship by Mrs. Tonya Burch at North Dodge Elementary and Mrs. Jennifer Bellflower at South Dodge Elementary. Activities include: Attending State Convention, an Installation Ceremony, Fund-raising, and Volunteer and community Projects. *Mission: To recognize and encourage academic success among students.*

Technology Club: Sponsorship by Mrs. Sherry Jones at North Dodge Elementary and Mrs. Darla Faulk at South Dodge Elementary. Activities include: Meetings, Special Projects, Workshops, Field Trips, and Competitions. Mission: To enhance learning by providing students with the opportunity to work in teams to develop educational websites and movies aligned to the state standards.

4-H: Sponsorship by Mrs. Beverly Green at North Dodge Elementary and South Dodge Elementary. 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.*

FCA: Sponsorship by Mrs. Christy Wynn at at South Dodge Elementary. FCA is a club at South Dodge Elementary for 4th and 5th grade students. FCA stands for Fellowship of Christian Athletes. It 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.

***Parents or legal guardians have the right to deny participation of students by signing the opt out club participation waiver. Beta Club, Technology Club and 4-H are available only for fifth grade students.**

****Opt-Out Form is on Page 12.**