

STUDENT HANDBOOK
2021-2022

Dodge County
Elementary



Schools



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

Dr. Sheila Honeycutt
Principal

Dana Lowery
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

Russell Bazemore
Principal

Dana T. 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

Contents

MISSION STATEMENT	4
VISION	4
GRIEVANCE AND SUGGESTION POLICY	4
GENERAL SCHOOL RULES	4
COMPLAINTS OF DISCRIMINATION/HARASSMENT	6
ATTENDANCE POLICY	7
BEHAVIOR MANAGEMENT PROCEDURES	9
PBIS (Positive Behavioral Interventions and Supports)	9
PROMOTION/RETENTION POLICY	10
GRADING SYSTEM AND REPORT CARDS	11
GIFTED EDUCATION	12
CHROMEBOOK ACCEPTABLE USE & GUIDELINES	13
VISITORS	13
DRESS CODE	13
TARDIES/ABSENCES/SIGNOUTS	14
EMERGENCY INFORMATION	14
DISMISSAL OF STUDENTS	14
ARRIVAL OF STUDENTS	14
VOLUNTEERING	15
HOMEWORK	15
CONFERENCES	15
USE OF TELEPHONE	15
IMMUNIZATION	15
RULES FOR MEDICATIONS	15
VISITS TO THE NURSE	15
TEXTBOOKS	16
SEXUAL HARASSMENT	16
GENERAL SUGGESTIONS TO PARENTS	17
IDEAS FOR HELPING YOUR CHILD	17

WITHDRAWAL OF STUDENTS.....	18
TRANSPORTATION ASSERTIVE DISCIPLINE PLAN	18
DRUG-FREE SCHOOLS POLICY COMPLIANCE	19
THIS IS A SMOKE-FREE SCHOOL ZONE!.....	19
WEAPON POLICY	19
ANIMALS IN SCHOOL.....	19
ELECTRONIC DEVICES/SOUND PRODUCING DEVICES	20
FERPA DIRECTORY INFORMATION NOTICE	21
PARENTAL INVOLVEMENT	22
CODE OF CONDUCT	23
INSPECTION OF STUDENT RECORDS BY PARENT (PPRA)	23
PARENT NOTICE OF TEACHER QUALIFICATIONS	23
CLUBS AND ORGANIZATIONS	24
BULLYING POLICY	24
Dodge County School District Fraud, Waste, Abuse and Corruption Procedure.....	26
STUDENT.....	28
CODE OF CONDUCT.....	28
Parent/Student Signature Page.....	51
Dodge County Elementary Chromebook Acceptable Use & Guidelines.....	52
PARENT AGREEMENT.....	54
P B I S P a r e n t C o n d u c t	55
Bilingual Media Form.....	56

MISSION STATEMENT

Where we are all about **DODGE**:

Dedicated to
Our
Desire to
Graduate
Everyone

VISION

The vision of the Dodge County School System is that success leading to graduation is a portal to lifelong learning.

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. Keep hands, feet, and objects to yourself.
2. Follow directions and be courteous to all school personnel.
3. Respect school property and the property of others.
4. Do not use abusive language or call people names.
5. Do not leave your classroom without permission.
6. Do not chew gum.
7. No toys, including balls, bats, any type of spinners, and not hand held pencil sharpeners.
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 artificial caps or grills for teeth can be worn at school other than those medically necessary.
12. No student deliveries such as flowers, balloons, etc.
13. No toy guns or other toy weapons of any type will be allowed at school. ***Please see weapon's 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

- Walk only, no running.
- Stay in line and remain on the right side of the hall.
- Voices off. Be quiet and courteous.
- Stop at the restroom or water fountain only with permission.

RESTROOM RULES

- Have permission unless accompanied by an adult.
- Use facilities properly.
- Behave quietly and safely.
- Do not place foreign objects or excess paper in sinks or toilets.
- Do not play in the water.

LUNCHROOM RULES

- Stand in a straight line, not leaning on the wall.
- Use quiet voices only.
- Do not play with food.
- Clean your personal space before you leave.
- Place trays in the window one at a time.
- Walk only.
- All students are required to get a tray or bring a lunch from home.
- Students are not allowed to bring outside commercial (McDonald's, DQ, etc.) food in its original container.
- 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.
- Student lunches cannot be warmed at school.
- No carbonated beverages are allowed in the lunchroom by students.

PLAYGROUND RULES

- Use equipment properly and safely.
- Wait for your turn.
- Do not throw rocks.
- Do not bring any snacks or drinks into the building or on the bus.

MEDIA CENTER RULES

- Speak only in whispers.
- Use equipment/books properly.
- Walk only.
- Fines will be charged for lost or damaged books.

ASSEMBLY RULES

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

GENERAL CLASSROOM RULES

- Listen to and follow all directions given by the teacher.
- Talk only with permission and at appropriate times.
- Control unnecessary movement.
- Do not disrupt class.
- 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:

Mariella Douglas

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. On day 15 summer school days begin counting, only medical notes can be used during the appeal process. 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 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;

- who are personally ill and whose attendance would affect their health or the health of others;
- in whose immediate family there is serious illness or death which could reasonably necessitate absence from school;
- on special recognized religious holidays observed by their faith;
- 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);
- when conditions render school attendance impossible or hazardous to the student's health or safety;
- who are mandated by order of governmental agencies, including pre-induction physical examinations for services in the armed forces and court orders; or
- 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 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 three (3) unexcused absences, the child's teacher will make an attempt to contact the parent(s)/guardian(s) regarding the seriousness of continuing unexcused absences.
- If the student reaches four (4) 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 tardiness 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

There are two types of behavior documentation. (1) An Office Referral if a student is being referred to the administration, or (2) A Minor Incident Referral (MIR) if a student has broken a rule after being warned and needs documented and handled by the teacher.

Severe Offenses resulting in an Office Referral:

- First Offense: Warning and/or Conference with Administrator or Counselor.
- Second Offense: Time Out/Parent Conference.
- Third Offense: Loss of Privileges/Parent Conference and/or Corporal Punishment. Referral to the Alternative Education Program (AEP). 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.

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

All behavior is documented in the program Educator's Handbook. Office referrals and MIR's are sent home for parent signatures to keep parents informed about student behaviors.

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.**

PBIS (Positive Behavioral Interventions and Supports)

PBIS (Positive Behavioral Interventions and Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school wide and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

PBIS Mission Statement:

Building character and teaching responsibility by developing; outstanding, accountable, and respectful students within a safe learning environment.

PBIS promotes optimal student achievement (academic and behavior) by using a proactive systems approach for creating and maintaining a safe and effective learning environment by utilizing a Positive Behavioral Interventions & Supports System.

Expected student behaviors, found on the school-wide behavior matrix, are acknowledged in the classrooms, hallways, cafeteria, bathrooms, and playground. The NDES/SDES behavior matrix is posted throughout the school, the website, and in each classroom.

NDES/SDES Braves will

BE RESPONSIBLE, BE RESPECTFUL, AND BE SAFE.

In the case that students do not behave as expected, parents will be notified of behavior and consequence received. By consistently documenting all behaviors of each student; daily, weekly, monthly, or quarterly rewards will be given to students who exhibit the expected behaviors. Rewards and recognition can be given individually, to groups or classes, or school wide.

There will be quarterly rewards, incentives, or special activities for students who exhibit expected behaviors. Braves Bucks will be used at the events for rewards. The number of minor and major incidents will determine the number of Brave Bucks each student will receive. Reward dates will be announced at school.

SDES/NDES will also use PBIS Rewards program to give points to students throughout the year. Points will be “cashed” in by students for various rewards. Students will be given points for positive behavior at teacher discretion.

Conduct Grades: Homeroom teachers will use the number of incidents recorded in Educator's Handbook to formulate conduct grades for each quarter and semester. In a quarter, each minor incident is worth points and a major office referral is worth points that will be subtracted from 100 to acquire a student's conduct grade. Students will have one conduct grade per grading period. This grade will include all subjects, classes, and bus. Once a new grading period begins, the student will start.

PROMOTION/RETENTION POLICY

Please note: Due to unusual circumstances brought about by the Covid-19 Pandemic, state guidelines for the 2020-21 school year may change. North & South will change in compliance with any changes implemented by the state.

Kindergarten: Promotion to the first grade shall be based on a fourth nine weeks score of 14 demonstrates in Math and 17 demonstrates in English Language Arts. 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 ELA, math, science, and social studies. A student must pass 2 out of 4 subjects with a 70 or higher for the final yearly average. **Students must pass reading to be promoted to the next grade.** The students must also meet the attendance requirements set by the local Board of Education.

Third Grade

Promotion to the next grade level shall be based on final yearly grades in ELA, math, science, and social studies. A student must pass 2 out of 4 subjects with a 70 or higher for the final yearly average. If a student makes a failing grade in two or more of these four subjects he/she will not be promoted to the next grade level. **Reading must be one of the four subjects passed, in order to be promoted to the next grade level.**

Fourth and Fifth Grade: Promotion to the next grade level shall be based on final yearly grades in ELA, math, science, and social studies. A student must pass 2 out of 4 subjects with a 70 or higher for the final yearly average. If a student makes a failing grade in two or more of these four 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 students will be required to meet the State Board Promotion/Retention Policy based on the GA Milestone in the areas of reading and math (3rd-reading, 5th-reading and math) in order to be promoted 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.

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

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

*70 is minimum passing grade.

STANDARDS SCORES AND EXPLANATIONS:

D - Demonstrating

DV – Developing

EM – Emerging

NYD – Not Yet Demonstrated

Students who receive grade of 90 or above will be on Honor Roll for the quarter. Students who receive grades of 80 or above will be on A/B Honor Roll for the quarter.

Common Grading

Kindergarten: Standards Based with rating scale

Grades 1-5 (ELA, Math, Science, Social Studies):

- 50% Major Grades
 - Exams
 - Comprehension Tests
 - Chapter/Unit Tests
 - Major Projects/Presentations
- 30% Minor Grades
 - Quizzes
 - Journals
 - Labs
 - Drawings
 - Fact Practice/Drills
- 20% Extras: Other
 - Cold Reads
 - Homework grades
 - Extra credit
 - Participation grades
 - Other activities
 - Group Work
 - Bell Ringers/Ticket out the Door

GIFTED EDUCATION

In Dodge County and the state of Georgia, a gifted education student is defined as one who demonstrates a high degree of intellectual and/or creative ability (ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her ability (ies). Many gifted education decisions and procedures are left to the discretion of our local school system so that we may address the unique needs of our students and our schools. Testing for eligibility or referred students takes place in the late winter/early spring of each school year. If you have any questions regarding the referral and testing process, please contact your respective school's gifted coordinator or Mariella Douglas at the Dodge County Board of Education at (478) 374-3783.

South Dodge Elementary

Dana Yawn
(478) 374-6491

North Dodge Elementary

Tammy Tripp
(478) 374-6690

CHROMEBOOK ACCEPTABLE USE & GUIDELINES

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. The device is on loan to students and must be used in accordance with the guidelines outlined in the Chromebook Distribution Form signed and returned before a student can use a Chromebook. Every student will check out a Chromebook through the media center and only use this device throughout the year. All damage incidents will be investigated by an administrator. If the device is damaged, lost or stolen, parents are responsible for the cost of repair or the fair market value at the time loss.

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.

- **Earrings may be worn in ears only.** Body piercing (eyebrows, nose, lip, tongue, etc.) is not permitted. No students are allowed to wear gauges
- Jeans, pants, skirts, etc. which are cut, slashed, or have holes in them higher than above the knee and expose any skin are prohibited and unless patched from the inside. This includes spandex shorts, tights, nylon athletic shorts, and/or holes of extreme size are prohibited.
- Leggings, jeggings, or tight fitting pants may not be worn as outer garments. Shirts worn over leggings can be no shorter than three inches above the knee.
- Shorts, dresses, skirts, or skorts of proper length (three inches above the knee). All skirts/dresses should have shorts underneath.
- Boxer shorts/underwear must be worn and 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 (slides) are acceptable. **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.** Shoes with lights should be turned off during school hours.
- No spaghetti straps, backless dresses or tops, tank tops, halter tops, tube tops, or mid-drift tops are allowed.
- Tee-shirts, muscle shirts and tops/bottoms with improper distracting, disruptive remarks or gestures printed on them are not allowed. Any clothing with obscene or suggestive slogans and/or pictures is not allowed. This includes, but is not limited to, advertisements for beer, drugs, other alcoholic beverages, portrayals of violence, symbols of death or the occult, skulls, weapons, or any other image deemed inappropriate for school by the administration. This includes any word or symbol that may be inappropriate if taken out of context.

- Students should not wear any hair style that would interrupt learning such as blue, purple or unnatural colored hair. Spiked hair styles standing higher than 2 inches, Mohawk-style cuts, and faux hawk create a distraction in the classroom and also prohibited. Hair needs to be groomed and kept out of the eyes.
- 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/absences. *Parents are only permitted to walk their student to class on the first two days of school.*

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 ensure 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. Your student's safety is our priority and believe because of the recent pandemic, preventative protective measure need to be taken. Parents are permitted to walk their student to class on the first two days only, after which students can only be dropped off.

VOLUNTEERING

Parents are needed in our school. All volunteers and visitors are to sign-in in the office before going to any classroom. A current fingerprint background check is required by law for all volunteers, at the volunteer's expense. 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. Agenda will be utilized to record homework and communicate with parents.

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, (Form 3231), along with the eye, ear, and dental certificate, (Form 3300), or they will not be allowed to attend 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:

- Sit on the floor facing the wall or facing hallway.
- Hold a hard-backed book or your arms over your head and put your head between your knees.
- 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

- Encourage your child to come home immediately after school is dismissed.
- Please do not phone your child during school hours unless there is an emergency.
- Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, etc.
- Place names on all articles of outer clothing - coats, gloves, hats, caps, sweaters, raincoats, etc.
- The school maintains a lost and found department. Please feel free to investigate if your child loses or misplaces something.
- 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.
- Your child must have plenty of sleep each night for him/her to do good school work.
- Parents will only be permitted to walk their child to class on the first two days. After that, for their safety we ask that you drop them off at the front doors.
- To leave the school grounds during school hours, your child must have permission from the principal's office.
- 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.
- 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.
- 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:

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

- Observe same conduct as in the classroom.
- Be courteous, use no profane language.*
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke, e-cigarettes, or vape.*
- Do not be destructive.*
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.
- No pushing, shoving, or fighting.*
- No weapons of any type are allowed on the bus.*
- 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/e-cigarettes/vaping
- 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 ZONE!

Tobacco products possession, use, and/or distribution. Tobacco is not allowed on campus. This also includes paraphernalia, e-cigarettes, matches, and/or lighters. Consequences begin with ISS and may result in suspensions for subsequent offenses.

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.

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 any 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

Dodge County Schools' Rules for Electronic Devices

Students are permitted to possess cell phones and other electronic devices during the school day. These devices may be utilized **only as part of the instructional process as directed by the teacher.** **Cell phones should be turned off and out of sight at all other times.** Smart watches, ear buds, headphones, air pods, and similar accessories should also be out of sight unless they are being used per teacher approval and only as part of the instructional process. Failure to comply with this rule will result in confiscation of the device and disciplinary consequences for the student which may include supervised cleanup, ISS, and/or OSS.

Confiscated devices will be returned only to parents/guardians. Appointments should be made by parents/legal guardians to bring the student and meet with the principal to pick up device(s).

Refusal to surrender a device to a staff member will be considered an infraction of the Code of Conduct and handled at the discretion of the school administration. Any other infractions that violate the Code of Conduct will be handled at the discretion of the school administration and possible notification of the resource officer.

Dodge County Schools will not be responsible for lost, damaged, or stolen personal communication or personal electronic devices. School personnel will not be responsible for tracking lost or stolen devices. Due to limited technology personnel, Dodge County Schools' technology department will not be able to troubleshoot problems on students' personal devices.

Student may not use tape recorders, video cameras, cell phones, or other electronic devices to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reason(s), at the discretion of the teacher with written approval by the building principal. Students are not permitted to post on-line the images, videos, pictures, etc. depicting events that occur on campus or at a school function that negatively reflect on the school or school system or violate the privacy rights of others. Care must be taken to protect the privacy rights of students. Students and parents acknowledge that the school district has the right to collect and examine any device that is suspected of violating school rules and/or procedures. If a device is collected under these conditions, the student is required to give his or her passcode to school or district personnel.

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 Oficiara. 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:

- 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.
- whether the teacher is teaching under any emergency or other provisional status through which Georgia qualifications of certification criteria have been waived;
- the college major and any other graduate certification or degree held by the teacher; and
- 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: Jr. Beta Club is an organization that promotes citizenship, leadership, fellowship and cooperation as well as rewards efforts and achievements. To be eligible for Jr. Beta, students in grades four and five must have earned an overall 91 yearly average from the previous grade level and have had no more than 2 disciplinary referral or no more than 3 MIRSs. To remain in the Jr. Beta Club, each student must maintain an overall 90 average or above each nine weeks throughout the school year and show exemplary conduct. 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.

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:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- Any intentional written, verbal, or physical act, which a reasonable person would perceive

as being intended to threaten, harass, or intimidate, that:

- ✓ 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;
 - ✓ Has the effect of substantially interfering with a student's education;
 - ✓ Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - ✓ Has the effect of substantially disrupting the orderly operation of the school.
- 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 a 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. A 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.

Dodge County School District Fraud, Waste, Abuse and Corruption Procedure

Purpose

The Dodge County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Dodge County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities. These procedures include, but are not limited to the following programs: Title I , Part A; School Improvement 1003(a); Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV-B, 21st CCLC; Title VI, Part B, Special Education and Rural and Low Income, Title X, and Part C-McKinney-Vento Act.

Definitions

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Dodge County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

“Waste” means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

“Abuse” means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one’s position or authority.

“Corruption” includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

Statement of Administrative Regulations:

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Dodge County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

Confidentiality

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or Superintendent's designee of the Dodge County Board of Education at 720 College Street, Eastman, GA 31023..
2. Any employee with the Dodge County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (478) 374-3783. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Dodge County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be available at all schools and facilities and on the Dodge County Schools website (www.dodge.k12.ga.us.)
7. A report shall be made to the Chairman of the Dodge County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

STUDENT CODE OF CONDUCT

Student Offenses and
Disciplinary Actions



Dodge County Schools

Dr. Susan Long, Superintendent
P. O. Box 1022 – 720 Oak Street
Eastman, Georgia 31023
www.dodge.k12.ga.us

To Dodge County Students and Parents:

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. As you review the information contained in this code, you will observe that the disciplinary actions range from warnings or counseling to expulsion. Your knowledge of the information contained in this Code of Conduct will hopefully help us to maintain a positive school climate in our schools. Please be aware that further details regarding discipline can be found in the student handbooks for each school. The following information supports rather than replaces the information you may find in the individual school's student handbook. This Code of Conduct 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. Violations of the Code of Conduct and/or with local, state, and federal law may result in the termination of the opportunity to participate in extracurricular activities.

One discipline strategy utilized by our schools is In-School Suspension (ISS). This program serves as an alternative for students who would otherwise be suspended home. Students and parents are also reminded that actions which are in violation of local, state, or federal law may result in the notification of the appropriate law enforcement agency.

The Dodge County School System operates the Dodge Achievement Center. This program serves as an alternative to suspending or expelling students completely out of the school system. This allows students to continue with their studies until they can eventually graduate or return to regular school.

The Board of Education and the Dodge County School System seek the support of both parents and students in their approaches to student discipline. Overwhelmingly, we support the notion that our schools need to be safe places to learn.

This code of conduct and its rules and regulations are effective during the following times and in the following places:

- 1) on school grounds at any time.
- 2) off school grounds during a school activity, function, or event.
- 3) en route to and from school.
- 4) en route to and from school functions, activities, or events.

Please review the discipline code that follows. We earnestly desire your support for an effective school discipline program.

Dr. Susan Long, Superintendent

Revised June 2021

Dodge County Schools Student Code of Conduct

It is the purpose of the Dodge County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which requires students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school activity, function or event and while traveling to and from such events;
- On vehicles provided for student transportation by the school system and at school bus stops.

Also, students may be disciplined for conduct off campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to the persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Options.

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

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code as well as those within the Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and school provided any such action does not violate school board policy or procedures.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

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

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Corporal Punishment
- Detention
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Dodge County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. The parents and administrators from both the home school and the Dodge Achievement Center must approve such an agreement and waiver.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours or off the school campus at the discretion of administrators.

Behavior, Which Will Result in Disciplinary Procedures

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or persons attending school-related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

Physical assault or battery, including sexual battery, of students or persons attending school-related functions: possible referral to the disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

Physical violence against a teacher, school bus driver, or other school personnel:

(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

Verbal assault including: threatened violence of teachers, administrators, and other school personnel.

Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including: use of vulgar or profane language. Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.

Transmitting sexually explicit or suggestive material to other students at school or circulating such material at school through electronic devices or in any other manner.

Violating the school/school system's acceptable use of the Internet/electronic resources agreement/policy.

Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia, inhalant, prescription drug not currently prescribed for possessing student, or alcoholic beverage or other intoxicant or substance that creates the same effect of the items listed.

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol or any of the items listed here.

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.

Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 including:

- **Inciting, advising, or counseling of others to engage in prohibited acts.**
- **Willful and persistent violations of the student code of conduct.**

Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

Students who possess any weapon described in paragraph 1 will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two 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 may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of 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 instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as determined by the principal to be appropriate based on the seriousness of the offense, the age of the student and other relevant factors.

- **Possession or use of tobacco in any form, including e-cigarettes.**
- **Marking, defacing, or destroying school property (vandalism); and/or marking, defacing, or destroying the property of another student. Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school.**
- **Theft.**
- **Extortion or attempted extortion.**
- **Possession and/or use of fireworks or any explosive.**
- **Activating a fire alarm under false pretenses or making a bomb threat.**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.**
- **Classroom and school disturbances and/or disruption.**
- **Violation of school dress code.**
- **Use of profane, vulgar, or obscene words or indecent exposure.**

- **Possession of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the school administration.**
- **Inappropriate public displays of affection.**
- **Gambling or possession of gambling devices.**
- **Moving and non-moving driving violations.**
- **Giving false information to school officials.**
- **Cheating on school assignments.**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.**
- **Falsifying, Misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.**

Bullying: Georgia law mandates that upon a finding 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 an alternative school.

Criminal law violations/Off-Campus Misconduct: A student whose conduct off campus results in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the education process may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.

The General Assembly of the State of Georgia has directed, through the Official Code of Georgia 20-2-735, that our Code of Conduct encourage parents to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

Definition of Terms

Assault: Any threat or attempt to physically harm another person or any act, which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: In accordance with Georgia law, Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network or other electronic technology of a local school system that is 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or 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.

The term also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with 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 students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment (paddling) of a student by a school official in the presence of another school official as provided for and outlined in Georgia law.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official. Detention may require the student's attendance before school or after school. Students are given advanced notice so that, arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Superintendent to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook for each school.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal or by a signed waiver.

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

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

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

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

Physical Violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

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

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

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: The term weapon is defined in Code Section 16-11-127.1 and for the purpose of this Code of Conduct includes, but is not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two 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 may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of 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 instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Student Support Processes

The Dodge County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Response to Intervention, Student Support Teams, school counselors, and chronic disciplinary problem student plans.

Through one or more school or school related organizations, students may have access to a mentor. Parents who are interested in their child being assigned a mentor should notify the school principal of this desire.

Parent Involvement

This 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 parents' 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 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 processes 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. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Visitors on Campuses and in Schools

To enhance student safety as well as to comply with Georgia law, "any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor or other authorized employee of the school shall check in at the designated location as stated on posted signs and provide a reason for his/her presence at the school immediately upon entering the campus. Unless otherwise allowed by the state law, the person failing to check in at the designated location may be guilty of a misdemeanor.

Student Conduct on School Buses

The goal of the Transportation Department of the Dodge County Board of Education is to transport children in a safe and timely manner to and from school. While the law allows the school system to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once the child boards the bus, and only at that time, does he or she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the appropriate bus stop at the end of the day.

It is the intent of the Dodge County School System to operate a safe and efficient transportation program for students. Such intent is predicated on desirable behavior of bus passengers and consequences of misbehavior. The Transportation Director and a school administrator will deal with bus incidences. Since the bus is considered an extension of the classroom, discipline for incidents on the bus may also include discipline on the school level as well.

Bus Misbehavior

The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) During regular school day transportation, students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device. On field trips, driver discretion should be used regarding students' use of any electronic devices.

(3) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective Devices.

(4) If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, a student shall be subject to the penalties set forth in such Code Section. If a student is found to have engaged in bullying as defined by subsection (a) of Code Section 20-2-751.4 or in physical assault or battery of another person on the school bus, a meeting of the parent or guardian of the student and the appropriate school district officials will be held to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline penalties, and restrictions for student misconduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. If a student is suspended from one bus route, he or she may not ride another bus to and from school.

Student Behavior Expectations

Outside the bus pupils shall: Be at the designated bus stop at scheduled time; Never stand or play in the roadway; Line up orderly and safely away from the traffic lane until the bus has completely stopped; Board the bus in a safe and orderly manner without pushing or shoving; Follow the bus driver's instruction carefully by proceeding safely and alertly when getting off the bus and/or crossing the roadway; Exit the bus at their assigned stop, unless prior written permission from the parents has been given to the school and subsequently to the driver; Go home promptly after leaving the bus at the end of the school day.

Inside the bus pupils shall: Go immediately to their seats and courteously share seats with others boarding the bus; sit in assigned seat (Bus Drivers have the authority to assign seats.); be held responsible for any vandalism that may occur to the seats in which they ride. (Promptly report any damage found to the bus driver.); Change seats only with the bus driver's permission, and only when the bus is not in motion; Get on or off the bus only when it is completely stopped; Cooperate with any bus monitor on duty; Cooperate with the bus driver to keep the bus clean. Eating and drinking on the bus are prohibited; Observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving; Keep head and limbs inside the bus windows at all times; Report any open exit or released latch to the bus driver immediately; Provide enrollment information to bus driver as requested.

Consequences of Inappropriate Behavior

Consequences for inappropriate behavior on the school bus may consist of the following based on the severity and nature of the behavior:

- Verbal Warning by Driver/Administrator
- Written warning
- Written referral
- Meeting with Parent
- Loss of bus privileges for 3, 5, 10 days
- Loss of bus privileges for the semester or school year
- Any other appropriate consequence as prescribed the school Code of Conduct, Student Handbook, or Georgia State Law

Notification of Rights Under PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. Consent to federally funded surveys concerning “protected information”. If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student’s family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student’s parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey”.

2. Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health, and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

4. Receive notification of district policy. The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made.

5. Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Under state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia.

Public School Choice Options

A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option, then the parent shall be responsible for transportation to the school.

The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend if that setting is appropriate for the student's needs. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for more information about transferring to a State School.

Private School Choice Option

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>.

Teacher Authority & Administrative Support

Georgia Code provides that a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student's code of conduct, provided that the teacher has previously filed a report pursuant to Code Section 20-2-737 or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each school principal shall implement the policies and procedures of the superintendent and local board of education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students. Removal from the classroom may mean for as little as one class period or up to permanent removal. It will be the goal and expectation that all parties involved will work to restore the student's regular placement in the classroom where the student demonstrates appropriate respect for the classroom teacher and the learning environment.

School Closing Procedure

The primary consideration regarding whether to have school on bad weather days will be the safety of our children. Heavy rain, and on some occasions, snow and ice, cause some of our primary and secondary roads to become unsafe. If a threat to health and safety exists, school will be dismissed. Once the decision is made the local radio station will be used to communicate the decision. The superintendent will make a decision regarding school closing by 6:00 A.M. The decision will be communicated by WUFF 97.5 FM, or you may tune into Channel 13 WMAZ TV. In addition, the emergency calling system will be utilized. Therefore, it is extremely important to report changes in telephone numbers to your child's school. The call system pulls numbers from our student information system.

Discrimination or Harassment

The Board of Education prohibits discrimination or harassment and retaliation for reporting such acts against students on the basis of race, color, national origin, sex, religion or disability. Students/ parents are entitled to express concerns or dissatisfaction regarding discrimination because of race, color, national origin, sex, religion or disability.

The purpose of this procedure is to describe a process that can be used to resolve such concerns or dissatisfaction. Students/parents may discuss matters informally with teachers, counselors and administrators at the school level.

Special Education teachers and Special Education coordinator are also available to provide assistance to students and/or parents who feel that the school or school system has discriminated against students with disabilities.

If matters in question in the above paragraphs cannot be resolved informally and the student/parent feels that a formal complaint should be made, then the student/parent should use the complaint process outlined in Policy JAA, which is available on the district's website.

Sexual Harassment

Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or "Dating Violence"- sex-based violence committed by a person-
 - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(A) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of this act to any teacher, counselor, or administrator at his/her school.

(B) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(C) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone followed by a written report in writing. If requested to a child welfare agency providing protective services, as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.

School or system personnel shall investigate reports of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A 19-7-5 or 20-2-1184 immediately. If the investigation of allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Drug Free Schools

Rationale

The foremost priority of the Dodge County School System is to provide a safe and secure environment for all students with a deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the school has a fundamental, legal, and ethical obligation to prohibit drug use and to maintain a drug-free educational environment.

1. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates, or intoxicants of any kind. Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.
2. 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.
3. Information concerning drug and alcohol counseling, rehabilitation, and re-entry programs can be obtained from the school counselor or administrative staff.
4. Compliance with the standards of conduct is mandatory.

As a part of certain school/educational programs, students will participate in anonymous surveys periodically. If you prefer that your child NOT participate, please notify your child's principal in writing. Otherwise, consent is implied. A copy of all surveys is available for review upon request.

Equity in Sports

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Dodge County School System does not discriminate on the basis of gender in its athletic programs. The sports equity school-level contact is: Ken Cofer, Athletic Director, 350 Pearl Bates Road, Eastman, GA 31023, (478)374-7711. Inquiries or complaints concerning sports equity in this system may be submitted to the sports equity coordinator.

FERPA Directory Information Notice

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

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 students 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.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the Principal of your child's school in writing within 30 days of the first day of school, or upon enrollment if after that point.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"). You have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the administration a written request identifying the record(s) they wish to inspect. The administration will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. File with the United State Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Dodge County Board of Education to comply with the requirements of the Act of the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605.

Civil Right Laws

Federal Law prohibits discrimination or harassment on the basis of race, color or national origin (Title I of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students and the general public are hereby notified that the Dodge County School System does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the department's effort to implement nondiscriminatory policies.

Perkins Act	Pam Melvin
Title VI	Mariella Douglas
Section 504 & ADA	Tonya Brown
Sports Equity Coordinator & Title IX	Tonya Brown

Inquiries concerning the application of the Perkins Act, Title VI, Title IX, Sports Equity or Section 504 and ADA to the policies and practices of the school system may be addressed to the persons listed above at the Superintendent of Schools office; to the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or the Director, Office for Civil Rights, Education Department Washington, D.C. 20201.

Section 504 Procedures

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

Parental Right to Know

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

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. If so, what their qualifications include. In addition, the school will notify parents when a teacher who does not meet the professional qualifications set forth by the Dodge County School system has taught their child for four consecutive weeks/20 days. If you wish to request any of this information, please contact Mariella Douglas, Director of Curriculum and Professional Learning, at 478-374-3783, or email her at mdouglas@dodge.k12.ga.us.

Acceptable Use and Internet Safety Guidelines for the Computer Network of the Dodge County School District

The Dodge County Schools Computer Network is established for the educational and professional use of Dodge County Schools’ students, faculty, and staff (“Users”). This Technology and Acceptable Use Policy (the “Policy”) is intended to govern Users with respect to Dodge County Schools Network and the Internet. Users are expected to conduct themselves on the Dodge County Schools Network in the same fashion as they do elsewhere in the community. Users who violate this Policy will have their Dodge County Schools Network privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. Dodge County Schools may also report offenders to applicable law enforcement agencies.

The Dodge County Schools Network provides access to the global Internet. Dodge County Schools have taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. Dodge County Schools believe that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the Dodge County Schools Network relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form is legally binding and indicates the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

Dodge County Schools Network - Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – The Dodge County Schools Network includes all hardware, software, and network services used by the Dodge community. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of the Dodge County Schools Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of Dodge County Schools. The Technology Office and/or School Administration will deem what is inappropriate use and will refer any such conduct to Dodge County Schools Administration. Dodge County Schools, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the Dodge County Schools Network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the Dodge County Schools Network and the Internet must be consistent with this Policy and all policies and practices of Dodge County Schools, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

Dodge County Schools routinely monitor usage of the Dodge County Schools Network and may review any communications on its systems. Dodge County Schools is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of Dodge County Schools. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Dodge County Schools to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the Dodge County Schools Network. The following guidelines will help maintain Dodge County Schools Network security:

- If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
- Do not allow anyone else to use your account and do not use another individual's account.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the Dodge County Schools Network.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on Dodge County Schools' computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the School's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. All software purchases must be approved by the technology staff.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- a.) offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- b.) distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- c.) inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult his or her teacher or a member of the administrative staff for clarification.

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system. Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.
4. Misrepresentation of Dodge County Schools, staff or students.

Safety

- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts.
- Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Due to the rapidly changing technology environment, Dodge County Schools reserve the right to determine if an action not listed in this document is inappropriate, and the student may be subject to discipline.

Hardware

Student Chromebooks/Devices are managed in order to allow for student use of systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration. Modification can be considered either opening the case or changing hardware or software settings. Students are responsible for any damage on their computers.

Dodge County Schools Information Technology offers a Guest Network for connection purposes.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that is inappropriate or unacceptable.

Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

This is a list of the more common things students; faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet.
2. Use any form of “instant or private messaging” software on student devices.
3. Install any applications or software onto Dodge County Schools’ computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to Dodge County Schools systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on Dodge County Schools’ computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other Dodge County Schools networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
12. Attempt to log onto the network as a system administrator.
13. Any user identified as a security risk may be denied access to the network.
14. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.
15. Any damage to the student Chromebook/or device is the responsibility of the user.

Consequences

Use of school’s internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action as defined by the school administrations.

Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of Dodge County Schools may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Improper Use and Content

Users may not use the Dodge County Schools Network for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

- 1. causes physical or emotional harm to the student or damage to the student's property;**
- 2. places the student in reasonable fear of physical injury or of damage to property;**
- 3. creates a hostile environment at school for the student;**
- 4. infringes on the rights of the student at school; or,**
- 5. materially and substantially disrupts the education process or the orderly operation of a school.**
- 6. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.**

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

Dodge County Schools shall, in its sole discretion, determine whether such conduct violates this policy and any other policies of Dodge County Schools. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Social Networking Sites

While Dodge County Schools respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage Dodge County Schools' reputation, its employees, or its students or their families. Student use of social networking sites is prohibited on Dodge distributed technology devices. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

Dodge County Schools strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, Instagram, Twitter, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. If an employee has a community that extends to persons who are parents, alums, or other members of the Dodge County Schools community, she/he must exercise good judgment about any content that is shared on the site.

Additionally, employees, students and families should adhere to the following guidelines, which are consistent with Dodge County Schools' community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Users should not make statements that would violate any of Dodge County Schools' policies, including its policies concerning discrimination or harassment;**
- Users must uphold Dodge County Schools' value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;**

- Users may not disclose any confidential information of Dodge County Schools or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

Dodge County Schools has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If the school believes that an employee's activity on a social networking site, blog, or personal website may violate the school's policies or otherwise may have a detrimental impact on the learning environment, the school may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action. Dodge County Schools reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that Dodge determines may impair or negatively impact the reputation of the school.

Theft and Vandalism

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. Dodge County Schools will not allow the copying or storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on Dodge County Schools Network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a "virus," attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Do not reveal personal information – your address or telephone number, or those of students or colleagues.
- Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
- Do not use the Dodge County Schools Network in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

Dodge County Schools makes no warranties of any kind, whether express or implied, concerning this service. Dodge County Schools shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. Dodge County Schools denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this Policy are applicable to the use of computer resources at Dodge County Schools, in addition to internet use.

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines, which connect Dodge County Schools Network both internally and externally, are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. Dodge County Schools reserves the right to require the purging of files in order to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space.

By signing this electronic technology and Internet contract, both student, parent/guardian and staff are stating that they have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at

Dodge County Schools. Violations may result in a loss of access as well as other disciplinary and/or legal action.

Compulsory Student Attendance

Georgia Code Section 20-2-690.1 establishes consequences for parents and students who fail to comply with compulsory school attendance. The law establishes that:

“Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part after the child’s school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.”

Furthermore, it is recognized that students who miss more days from school typically do not perform as well in their academic achievement. For both educational purposes as well as for compliance with state law, parents or guardians are strongly encouraged to insure that students arrive at school on time, remain at school all day, and attend school unless extreme and justified circumstances merit their absence.

The Dodge County School System’s Attendance Protocol establishes penalties and procedures for enforcing excessive tardiness, early releases, and absences. Violation with the court sanctioned attendance protocol may result in referrals to the Department of Family & Children Services, Department of Juvenile Justice, and/or the Superior Court. Help us support student achievement by supporting student attendance.

HELP PREVENT POSSIBLE ACTIONS OF SCHOOL VIOLENCE

PLEASE REPORT ANY SUSPECTED INCIDENTS OF VIOLENCE OR WEAPON
POSSESSION TO YOUR SCHOOL PRINCIPAL OR THE GEORGIA TOLL-FREE SCHOOL

SAFETY HOTLINE:

1-877-729-7867

SCHOOL PRINCIPALS/DIRECTORS

Dodge Achievement Center	Dr. Patricia Connell	374-4756
Dodge Pre-K	Mrs. Keri Lancaster	374-6496
North Dodge Elementary	Dr. Sheila Honeycutt	374-6690
South Dodge Elementary	Mr. Russell Bazemore	374-6691
Dodge Middle	Mrs. Marcie Jones	374-6492
Dodge High	Mrs. Pam Melvin	374-7711

Dodge County Schools

720 College Street
P. O. Box 1029
Eastman, GA 31023
(478) 374-3783
www.dodge.k12.ga.us

Parent/Student Signature Pages

Please sign below indicating that you have read the Student Code of Conduct and return (*pages 51-56*) the form to your child's school. If you have any questions, please talk with your child's principal or his/her designee. Thank you for your cooperation in helping the system provide a quality education for all of our children.

1. Acceptable Use and Internet Safety Guidelines Student and Parent/Guardian Agreement: (*Every student, regardless of age, must read and sign below*)

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Guidelines. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my/my child's access privilege may be revoked and school disciplinary action may be taken against me. If I am signing this agreement when I am under 18 years of age, I understand that when I turn 18 years of age, this agreement will continue to be in full force and effect, and agree to abide by this agreement.

2. Compulsory Student Attendance: I have read, understand and agree to abide by the terms of the Compulsory Student Attendance Laws.

Georgia Code Section 20-2-690.1 establishes consequences for parents and students who fail to comply with compulsory school attendance. The law establishes that:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

Furthermore, it is recognized that students who miss more days from school typically do not perform as well in their academic achievement. For both educational purposes as well as for compliance with state law, parents or guardians are strongly encouraged to insure that students arrive at school on time, remain at school all day, and attend school unless extreme and justified circumstances merit their absence.

The Dodge County School System's Attendance Protocol establishes penalties and procedures for enforcing excessive tardiness, early releases, and absences. Violation with the court sanctioned attendance protocol may result in referrals to the Department of Family & Children Services, Department of Juvenile Justice, and/or the Superior Court. Help us support student achievement by supporting student attendance.

3. Student Conduct on School Buses:

I have read, understand and agree to abide by the terms of the Student Conduct on School Buses rules.

Student Name (PRINT CLEARLY)	Student Signature
------------------------------	-------------------

Parent Name (PRINT CLEARLY)	Parent Signature
-----------------------------	------------------

Home Phone	Date
------------	------

Address

DODGE COUNTY ELEMENTARY CHROMEBOOK ACCEPTABLE USE & GUIDELINES

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. The device is on loan to student and must be used in accordance with the guidelines outlined below:

- The student's parent/guardian must sign and return the Device Acceptable Use Guidelines.
- Students, parents/guardians should keep logins and passwords private as use by others creates a security risk to files and the network. If students forget or need to change a password, they should consult with their teacher or media specialist.
- The District has the right to randomly inspect any device, application, or peripheral device on a regular basis. This includes, but is not limited to, browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Students should never "swap" or "share" their device with another student, friend, or sibling.
- Use of the device for anything other than teacher-directed or approved activity is prohibited during instructional time (school day). This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. The District Internet Acceptable Use Policy will be followed.
- Copyright laws must be followed at all times.
- Students are not allowed to download or install any software or other materials.
- Students will not use the device for illegal purposes. Students will not deliberately use the device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities.
- Students may save files locally on the device but should copy them to their Google Drive as a backup in case of drive failure. All data stored in district created accounts, either locally or in the cloud, will be deleted when the student graduates or otherwise no longer enrolled in Dodge County System.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Internet Acceptable Use Policy (AUP) or the Device Acceptable Use Guidelines will be subject to the appropriate disciplinary action as outlines in the AUP's.

GENERAL USE AND CARE OF THE DEVICE

- Never walk with the device lid open. This puts stress on the device and the screen.
- Students should not use their device while walking. Devices should be used on a flat, stable surface.
- Eating or drinking near the devices is strictly forbidden. Devices cannot be used during meal times.
- The display screen is the most sensitive part of the device. Heavy objects should never be placed on or stacked on top of the device. This includes books, musical instruments, sports equipment, etc. Do not place or leave the unit on the floor or any area where someone may sit or step.
- Students may not deface the device or sleeve in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- The device should only be cleaned with a soft dry cloth. Never use sprays of any kind.
- Consequences for not complying with the use and care guidelines will result in the suspension of or loss of device privileges as determined by an administrator.

In addition, all other appropriate consequences as outlined in the Student Handbook may be applies.

- All damage incidents will be investigated by an administrator
- If the device is damaged, lost or stolen, parents are responsible for the reasonable cost of repair or the fair market value at the time loss.

CHROMEBOOK DISTRIBUTION FORM

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. The devise is on loan to students and must be used in accordance with the guidelines outlined in the Chromebook Distribution Form signed and returned before a student can use a Chromebook.

Every student will check out a Chromebook through the media canter and only use this device throughout the year. All damage incidents will be investigated by an administrator. If the device is damaged, lost or stolen, parents are responsible for the cost of repair or the fair market value at the time loss.

_____	_____
<i>Last Name</i>	<i>First Name</i>
_____	_____
<i>Homeroom Teacher</i>	<i>Date</i>

Chromebook Serial Number: _____

As the student, my signature indicates I have read or had explained to me the guidelines of use and care of the device and accessories. I accept responsibility for abiding by the guidelines and direction of my teacher(s). I will use the device and accessories for educational purposes.

Student Signature

Values

New: \$300.00

Other Possible Charges:

Replace Charger: \$30.00

Replace Screen: \$60.00

Replace Keyboard: \$50.00

**Motherboard or other major damage would be the same cost as complete replacement*

As a parent/guardian, my signature indicates I have read, understand, and agree to the acceptable use guidelines. I give permission for my student to have access to the device and I along with my student, accept responsibility for the care and protection of the unit and accessories.

_____	_____
<i>Parent/Guardian Signature</i>	<i>Date</i>

Student Organizations, Clubs, and Co-Curricular Organizations

Each school offers unique opportunities for student involvement. These organizations are comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school. The specific opportunities offered at each school are included in the school's student handbook. Any parent or legal guardian can decline permission for his or her student to participate in a club or organization by signing the form provided and returning it to your child's respective school.

Parental Opt-Out of Club Participation Form

Student Name

School

I hereby acknowledge receipt of information regarding student clubs that are scheduled to be operational at the school during the current school year. I understand that if a club for which information has not been provided is started after this information is distributed, I will be provided the club information at that time and my written permission will be required prior to my student's participation.

I wish to **withhold** permission for my child to participate in the student club(s) listed below:

Parent/Guardian Name (Please print)

Parent/Guardian Signature: _____ Date: _____

Dodge County Elementary Schools

PARENT AGREEMENT

I affirm that I have reviewed the contents of the Dodge County Elementary Schools Student Handbook for 2020-2021 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

Facebook Permission

DODGE ELEMENTARY SCHOOL CAN NOW BE FOUND ON FACEBOOK!

- Get information on upcoming events
- Keep track of important dates
- Learn how you can help your child's teacher
- See photos of student learning and events



 Yes

No

I give permission for my child's picture to be on Facebook

Child's Name _____

Parent Signature _____

PBIS PARENT CONDUCT



Positive Behavioral Interventions and Supports

Reward System: SDES/NDES will have quarterly rewards, incentives, or special activities for students who exhibit expected behaviors. Braves Bucks will be used at the events for rewards. The number of minor and major incidents will determine the number of Brave Bucks each student will receive. Reward dates will be announced at school.

SDES/NDES will also use PBIS Rewards program to give points to students throughout the year. Points will be “cashed” in by students on Mondays in homeroom and students will be given points for positive behavior at teacher discretion.

Conduct Grades: Homeroom teachers will use the number of incidents recorded in Educator's Handbook to formulate conduct grades for each quarter and semester. In a quarter, each minor incident is worth 2 points and a major office referral is worth 12 points. Students will have one conduct grade per grading period. This grade will include all subjects, classes, and bus. Once a new grading period begins, the student will start with 0 MIRs.

I hereby acknowledge acceptance of information regarding PBIS and its accompanying rewards that are scheduled to be effective at the school during the current school year.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Bilingual Media Form

North Dodge Elementary School Media

Child's Name/ **El nombre del niño** _____

Homeroom Teacher/**Maestra de salon** _____ **Grade/Grado** _____

Circle yes or no for each topic/ **Círculo de sí o no para cada tema**

Media Permission/ **Permiso de Medios** : Yes /**Sí** **No**

I agree to allow Dodge County School District to use my child's image and name in the newspaper and school's website for awards, events, an/or activities taking place in the district. / **Estoy de acuerdo en permitir que el Distrito Escolar del Condado de Dodge use la imagen y el nombre de mi hijo en el diario y el sitio web de la escuela para recibir premios, eventos, actividades en el distrito**

Field Trip Permission /**Permiso de excursión**: Yes /**Sí** **No**

My child has permission to go on in county field trips during school hours. I understand that the school will not be responsible for any injuries or medical expenses that may occur as a result of injury or illness related to this field trip.:/ **Mi hijo tiene permiso para ir en viajes de campo del condado durante las horas de escuela. Entiendo que la escuela no será responsable por lesiones o gastos médicos que puedan ocurrir como resultado de una enfermedad relacionada con esta excursión.**

Movie Permission/ **Permiso de la película**: Yes /**Sí** **No**

My child has my permission to watch G rated and PG rated movies shown in the classroom for curriculum enhancement and as a reward when deemed appropriate./ **Mi hijo (a) tiene mi permiso para mirar las películas calificadas de G y PG mostradas en el salón de clases para mejorar el currículo y como recompensa cuando se considere apropiado.**

Survey Permission: Yes /**Sí** **No**

My child has my permission to complete surveys deemed necessary by the Georgia Department of Education, RESA, Educational institutions, and the guidance and administrative staff of Dodge County Schools./ **Mi hijo tiene mi permiso para completar las encuestas que el Departamento de Educación de Georgia, RESA, las instituciones educativas y el personal administrativo y de orientación de las Escuelas del Condado de Dodge consideren necesario.**

Parent/Guardian Signature/ **Firma de Padre o Guardián**

Date/Fecha