

Dear Parents,

We welcome you to Dodge Pre-Kindergarten and encourage you to help us make this year the very best year possible. Your child is beginning the first year of many school years to come and we are delighted that we can be a part of this exciting time for your family. Our dedicated staff will work with you to ensure your child's safety and promote his/her education. Every child is given the opportunity to learn at his/her own rate of speed, but with guidance and love, we will work with him/her to surpass many goals. This is a parent involvement program and we ask that you participate in as many school activities as possible.

Please read this handbook thoroughly and keep it with you throughout this year. We welcome any questions that you may have concerning our policies and guidelines. We look forward to working with you and your family.

Sincerely,

Keri Lancaster
Pre-K Project Director

"We are all about DODGE - Dedicated to Our Desire to Graduate Everyone"

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

Philosophy of the School

The faculty and staff at Dodge Pre-Kindergarten accept that all children need love and support and that all children have varying degrees of need. We believe that it all starts at home and that parents are their child's first and foremost teachers. The school and home must work together for the child to receive the full benefits of the educational system. It is our goal to prepare your child academically as well as to help him/her meet the challenges of the future with confidence and courage.

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 Oficiante. El numero es 478-374-3783. Gracias.

D.O.D.G.E. Pre-Kindergarten

General Information

Children must be four years old on or before September 1 of this year to attend Pre-K.

Mini bus transportation is available within city limits. County bus transportation is available outside the city limits. Contact the bus shop at 374-6487 to find out which bus your child will be riding. Pre-K children will ride county buses to either North or South Dodge Elementary schools. Buses will pick up the children at these schools and transport them to Dodge Pre-Kindergarten.

Up to date immunizations are required. Parents must furnish the child's Certificate of Immunization (Form 3231) from the health department or doctor's office.

A Dental, Hearing, and Vision screening is required. Form 3300 is needed for your child's record. Copies of your child's birth certificate and social security card (or waiver) are required.

If you receive one of the following, a copy is needed to verify your child's eligibility for record keeping purposes.

- 1) Medicaid
- 2) EBT Card

Parent participation is encouraged.

FREE breakfast, lunch, and afternoon snacks are provided daily for all children under the school lunch program.

Each child will have the advantage of an afternoon nap each day.

Parents must provide at least 3 emergency numbers on the enrollment form.

Parents must notify the school of any change in address, phone, work, etc.

Parents must agree to send their child to Pre-Kindergarten for a full instructional day, week, and year. It is recommended that a voluntary withdrawal form be signed if a child will not continue in the program.

A resource room is on-site and has many books, puzzles, games, and other manipulatives for your family to enjoy.

Parent workshops are provided throughout the year on various topics. Emphasis is placed on child development, health, and kindergarten readiness.

D.O.D.G.E. stands for Developmental Opportunities Designed to Give Encouragement. Five year old children may attend Dodge Pre-K under special circumstances.

Books and other materials are available for check out for parents and children. It is located on the campus. Families are encouraged to use this free facility. Parents will be charged, however, for replacing lost or damaged materials.

High Scope Curriculum

Dodge Pre-K uses the high scope curriculum which teaches children to make decisions and choices. This includes instruction in the areas of language and literacy, math, science, art, music and movement, dramatic play, and health and safety. The children follow a daily routine, which is posted in their room and provides them with consistency in their schedule.

Parents are notified of their child's progress by parent-teacher conferences and written communications.

A character education program, Second Step, is taught and it encourages children to be respectful and courteous to each other and adults. It helps children learn to be in control of their emotions.

Kindergarten readiness activities are planned to ease the transitions to kindergarten for children and their families.

Counselor

A school counselor may be available to work with students and parents upon request. Your child's teacher will assist you with these services.

Parental Involvement

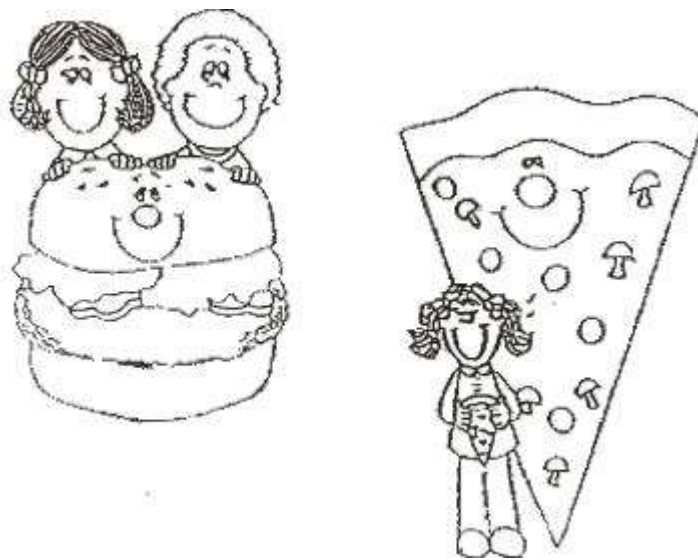
The Dodge Pre-Kindergarten administration and staff encourage parent involvement and participation in all aspects of the school's programs. Parents are informed of activities taking place at Dodge Pre-Kindergarten and are provided information regarding programs, meetings, parent/teacher conferences, student progress, and parental involvement activities via the school handbook, parent advisory and school council meetings, school and Dodge system websites, letters and announcements to parents, student agendas, and through the local news media. Copies of the Dodge County School System's Parent Involvement Policy are available to parents in the school's media center, at open house or orientation, or in the Dodge County Board of Education office.

Breakfast and Lunch Program

The breakfast and lunch programs are designed to provide nutritious foods which help develop healthy food habits. Free meals are available to all Dodge Pre-K students daily.

The breakfast program begins at 8:15 and ends at 9:00 a.m and is part of the instructional day. Children should be at school by 8:15 in order to eat breakfast each morning. If your child will be late for school please call the office by 9:00 a.m. to inform us. It will be the parent's responsibility to give child breakfast if he/she doesn't get to school in time to go with the group.

We encourage everyone to participate in the lunch program. The staff works hard to provide special treats and activities. The children are served 2/3 of the average daily allowance of nutrients stated by USDA guidelines. For students who choose to bring their meal from home, a lunch buddy will be given to supplement the home meal to help meet the student's nutritional needs. Please see the Dodge County School System Wellness Policy on the website at <http://www.dodge.k12.ga.us>



No commercial food will be allowed to be brought into the lunchroom to be eaten as breakfast or lunch.

Healthy snacks are encouraged for classroom parties and celebrations. Teachers will send home a list of recommended healthy snacks.

Attendance Policy

Georgia Department of Early Care and Learning, Bright from the Start's policy for chronic absenteeism and tardiness is: Children who do not attend on a regular basis, are routinely late or routinely leave the program early should be referred to the Pre-K director. A meeting with the parent should occur to determine the reasons for the problem and identify ways to resolve the problem. Inability to resolve the problem after documented interventions should be referred in writing to the Pre-Kindergarten Program Division Director. Chronic tardiness is defined as late arrival or early departure more than once a week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s). For example, if a child is late every Monday or absent every Tuesday or leaves early every Friday. Providers are required to provide documentation of intervention with parents/guardians of children who meet the definition of chronically tardy or absent. Children who continue to be chronically tardy or absent after intervention must be disenrolled. NOTE: Children who do not attend class, are late, or leave early for 10 consecutive days without medical or other reasonable explanation, must be removed from the roster and DECAL must be immediately notified in writing that such action has been taken.

Your child is expected to be at school every day by 8:00 a.m. unless he/she is sick, serious illness in the family, death in family, religious observances, or instance where attendance would be hazardous. Please contact the school immediately to let us know why your child is absent. A written excuse from the parent or doctor (if seen by a doctor) is required when your child returns to Pre-K.

A student whose parent or legal guardian is in the military service in the armed forces of the United States of America or the National Guard, and such parent or legal guardian has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

Children are considered tardy if they arrive after 8:00 a.m. and they are required to get a tardy slip from the office before going to their classroom. Due to security/safety purposes, parents are not allowed to walk their child to his/her classroom. Children will not be counted present if they leave Pre-K before 11:30 or come to school after 11:30. This will affect perfect attendance.

*Sickness means that your child has a fever, has diarrhea, is vomiting, or has a contagious illness.

Discipline Policy

After 3 or more documented instances of a child's misbehavior by the Pre-Kindergarten Director, the parents will be called in for a conference with the director and teacher. Parents are required to attend the conference and cooperate with the staff so that the discipline problem can be resolved. If a child is chronically disruptive, or causes harm to him/herself or others, and it is determined that he/she is not benefiting from the pre-kindergarten program, then the child may be suspended or disenrolled from the program with permission from the Georgia Department of Early Care and Learning, Bright from the Start.

Transportation

The D.O.D.G.E. Pre-Kindergarten hours are from 8:00 a.m. to 3:00 p.m. Each child is expected to be in his/her classroom by 8:00 a.m. Teachers will be on duty at 7:25 a.m. for students who arrive early.

Minibus transportation within the city limits is provided for all children upon request. Children outside the city limits will ride the county buses if parents want bus transportation provided.

It is the parent's responsibility to get the child to the bus stop or to school on time. Parents must make sure that their child is ready for school when the bus arrives in the mornings.

It is the parent's responsibility to be home or to have an authorized adult to be there when the minibus brings the child home in the afternoon. This person must be visible so the driver will know to let the child off the bus. If a parent or an authorized adult is not there, the bus will bring the child back to Dodge Pre-K. If the child is brought back on the minibus bus (2) times, the child will be suspended from the bus the following day for one day. It will be the parent's responsibility to bring and pick up the child the following day. Each time after the initial bus suspension, it will be the parents' responsibility to provide transportation the following day. After 5 times of the child being brought back to Pre-K because the parent/guardian is not present (not seen by bus driver), the child will lose his/her bus privileges permanently.

Children on the county buses are returned to school if no adult is present at home when the bus arrives. After 2 times of a child being brought back to the bus stop, DFCS will be contacted. Children are expected to obey the bus rules or a conduct report will be sent home to notify the parents of the student's bad behavior. He/She may be denied bus transportation so encourage your child to obey the bus driver and the rules.

All parents who pick up their children from school should do so by 3:00 p.m. each day.

Parents who bring their child to school daily should drop off their child at the drop off circle or walk him/her into the office. Never leave the child to walk in by him/herself. Don't leave other children sitting in vehicles unattended.

*Parents may escort their child to his/her class for the 1st (3) days of the school calendar.

It is a school policy that parents send a written dated note to their child's teacher and call the office (374 -6496 or 374- 1484) if they need to change the way the child is to go home. We need to know if this means only that day or if it will be a permanent change. DO NOT SEND MESSAGES BY THE BUS DRIVER. It is the parent's responsibility to get the message to the office. No bus changes will be taken over the phone. For example, if your child rides county bus #05-1 and you want him/ her to ride #04 -1, you will need to send a note with your signature stating to do this change for a specified amount of time. Do not just call.

Parents will need to be consistent with how their child comes to school in the morning and where he/she goes in the afternoon. Children need to be on a routine schedule.

Only the parent/guardian and the people authorized to pick up the child will be allowed to get the child at school. If the people designated to do this should change during the year, contact your child's teacher to complete a new authorization form.

Field Trips

Parents are asked to accompany teachers and students on field trips. These are some suggestions to remember when chaperoning a field trip:

1. The classroom teacher and paraprofessional supervise the classroom and field trip.
2. All parents going on field trips are expected to cooperate with the teachers.
3. Your primary responsibility will be to chaperone your own child and maybe another child whose parent is not present. Stay with the class at all times.
4. No other children are allowed to go on field trips with Dodge Pre-K.

Dress Code/Clothing

Students should dress appropriately for classroom instruction. Extreme styles and fads should be avoided. Proper dress is conducive to good scholarship and behavior.

1. Student must wear shoes at all times.
2. Hats and/or sunglasses are not allowed unless permission is given from the office.
3. Crop tops, spandex tops, and/or strapless dresses or tops are not permissible.
4. All students must wear undergarments. Boxer shorts/underwear must be covered at all times. Pants must be worn no lower than hip level - NO SAGGING.
5. Any clothing with obscene or suggestive slogans and/or pictures is not allowed. This includes advertisements for beer, drugs, or other alcoholic beverages.
6. No bike shorts are allowed. This includes spandex shorts and tights.
7. Any dress, emblem, jewelry, etc. that symbolizes any gang type activity is prohibited. This includes hand signs, symbols or gang books, and/or gang related graffiti.
8. Belts must be buckled, sashes tied, buttons buttoned (except at the neck) and suspenders properly worn.
9. Earrings may be worn in ears only. Body piercing (eyebrows, nose, lip, tongue, etc.) is not permitted. No students are allowed to wear gauges.
10. Student dress shall be neat and in good taste as dictated by common sense and propriety.
11. No disrupting or distracting hair.
12. Students who are inappropriately dressed will be warned for the first dress code violation.
13. The school authorities reserve the right to make a final judgment as to what is neat and in good taste and/or what inhibits/distracts the educational environment.

Every child should have a change of clothing left at the school to be used for emergencies. All clothing should be clearly marked with the child's full name. Children should wear washable clothing which will be comfortable at school. Suitable shoes for running and outside play should be worn.

Dress your child appropriately for the weather. Children play outside daily when the weather permits.

Dodge Pre-K is not responsible for lost clothing. If your child comes home without his/her coat,

sweater, etc., please call us immediately so that we can look for it then.

Contagious Diseases

Children work together closely every day at Pre-K and it is very important to read the following information to prevent the spread of certain contagious diseases.

Pink Eye - This is a viral or bacterial infection in the eye. The eye may be red, sensitive to light, may itch, and may have thick drainage which becomes “crust-like” in the corner of the eyes.

Impetigo - This is caused when insect bites are scratched and become infected and can be spread by direct contact on objects contaminated with drainage.

If a child contracts impetigo or pink eye, he/she may come back to Pre-K only when the condition is treated and a doctor’s statement is provided saying that the pink eye or impetigo is no longer contagious.

Ringworm - Ringworm looks like a red ring on the skin and may itch or hurt. It is usually caused by a fungus. Ringworm can also be on the scalp and can cause hair loss if not treated promptly.

If a child contracts ringworm, he/she may return to school after being checked by a doctor or if he/she is using the treatment. Prompt treatment of ringworm is essential to prevent it from spreading to other students. Treatment may be a topical ointment, cream, or oral medication depending on the severity and location of the ringworm. Students may return to school if ringworm is covered and treated.

Chicken Pox - Children can spread the disease before the spots appear and until the spots become dry. If your child scratches the spots, it can cause a scar or infection. Oatmeal baths, such as Aveeno, caladryl, or calamine lotion may help the itching. Children may return to school after all lesions are dry and scabbed over.

Shigellosis - This is an infection of the stomach and intestines and is spread through the feces of infected people. Symptoms may include a fever that reaches 104 degrees, abdominal cramps, nausea and vomiting, and/or frequent diarrhea with blood, mucus, and pus. A stool test has to be done to determine if your child has this. If the test is positive, then your child must have 2 negative tests before returning to Pre-K. Your child will not be allowed to attend school while waiting for the test results, and a doctor’s statement is required stating the results of the two tests were negative.

If a child develops a rash of an unknown origin, he/she must be seen by a physician. The parent will be responsible for providing a doctor’s statement saying that the child is not contagious. This statement must be on file before the child can return to school.

Children should be free of diarrhea, vomiting and fever for 24 hours before returning to school. If your child is sent home from school for one of these problems, don’t send him/her to school the next day. If you have any questions about any of these conditions or other ones, please call your child’s doctor or the school nurse. Each illness (listed and/or not listed) will be dealt with on an individual basis. The school nurse policy guidelines will be followed in determining the treatment recommendations. Parents will be responsible for following up on these recommendations and providing a doctor’s excuse if requested. Dodge Pre-K will adhere to the doctor’s recommendations

Illness and Medication Policy

Children who are ill should not be brought to school. If your child should become sick at school, you will be notified by the school nurse. You will be expected to come immediately or send an authorized person to pick up your child. Do not send your child to school if he/she was sick during the night or first thing in the morning.

If your child needs emergency attention you will be contacted immediately but if you cannot be reached your child will be taken to the Dodge County Hospital for treatment. You will be responsible for the payment.

Medications will be administered by the nurse under the following conditions:

- 1) Medication must be in the original container.
- 2) Medication release form must be signed by the legal guardian.
- 3) Legal guardian should initially bring in the medication and give to the teacher to ensure proper administration of the medicine.
- 4) Do not send medications on the school bus. Some pharmacies deliver refills to the school if you authorize them to do so.
- 5) Unused medications should be retrieved from the school clinic within one week after medication is discontinued; otherwise, the school will dispose of the medication.

*If possible, please give your child his/her morning dose of medicine before coming to school. If your child has a special medical condition, it is your responsibility to notify the school and a medical plan may need to be written.

Only trained personnel are permitted to give medications to students.

Head Lice School Policy

Children must be sent home if it is detected that they have head lice. The school nurse is responsible for periodic lice checks in which all children are checked. If a child has lice and/or nits, the nurse will contact the child's parents immediately. She will recommend the proper treatment to rid the lice and remove the nits. Children who have head lice are not allowed to return to school until the lice and nits have all been removed and the nurse permits the child to return to his/her class. NOTE: Parents should bring their child in to see the nurse the first day the child returns to school after being treated for lice. DO NOT let your child ride the bus until the nurse rechecks your child's hair.

*If your child has an ongoing problem with nits/lice, he/she will be checked every day for 14 days by the school nurse and will be checked periodically after he/she has been clear of nits/lice for 14 days.

*If your child has a sibling(s) at another school, then the nurse will contact his/her school nurse so that the sibling can also be checked. This is kept confidential between the involved parties.

Weapon Policy

It is the policy of the Dodge County Board of Education that a student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. 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.
- 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, 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 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 any weapon described in paragraph 1 in violation of this policy will be subject to a minimum or 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. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider where the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct. **Reporting Requirements** – Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in a n assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney. The student's parents/guardian will be notified immediately of his/her child's involvement in any activity involving weapons. Students will be given a copy of the code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Dodge Pre-K students are not allowed to bring to school any type of knife (including a pocket knife), lighters, matches, tools, and/or any other type of device that could cause harm to the students and/or staff. The Pre-K director will use his/her own discretion when invoking consequences for this action. Punishment could include suspension from Dodge Pre-K.

Dodge Pre-Kindergarten will transfer any and all records of Pre-K students that are deemed to be helpful to the student and/or the Kindergarten teachers. Part of the Pre-K's responsibility is to make the transition to Kindergarten as easy and smooth as possible for all parties involved. The records that could be transferred are (but not limited to) Student Support Team Meetings/Minutes, Psychological Testing and Related Information, Behavior/Discipline Notes, Referrals to Agencies, Birth Certificates, Social Security Cards, Immunization Records, Health Checks, and any other information that Dodge Pre-K considers to be helpful in meeting the child's needs.

Five Year Old Rule

Children who are five years of age on September 1 of the school year and have late birthdays (birthdays in June, July or August) or have delayed language and/or social skills or small physical size which would impact their readiness for school may enroll in the Pre-K program at the request of their parents IF they did not attend the Pre-K program as four year olds. Parents and teachers are encouraged to consider the child's date of birth, physical/emotional maturity, and prior experiences when making the decision about whether to enroll the child in the Pre-K program at age four or five.

Other Policies

- *No one is permitted to enter a classroom for any reason without a visitor's pass from the front office. Visitors must sign in upon arrival and then sign out when leaving the school campus.
- *School insurance may be purchased through the school at your request.
- *Each day a moment of reflection will be observed. All students will remain quiet during this time.
- *This is a drug-free school. Tobacco, alcohol, and/or illegal drugs are not allowed on campus. This also includes "look-alike" substances, drug paraphernalia, matches, etc.
- *Children need a book bag. Put your child's name on it.
- *Don't let your child bring candy, cookies, money, gum or toys to school. You may send treats for the whole class if you talk with your child's teacher in advance.
- *Radios, tape players, beepers, cellular phones, video games, any electronic device, and trading cards are not allowed in school.
- *Fighting or any kind of inappropriate physical contact is not allowed.
- *Running and/or yelling in the building is not allowed. Chewing gum is not allowed.
- *Stealing, cheating, disrespect, and vandalism will not be tolerated in school.
- *Threats made to students and/or staff members will not be tolerated.
- *Students are not permitted to participate in activities which cause substantial disruptions of learning opportunities and/or threaten safety of other students. This includes walkouts, picketing, trespassing, or inciting disturbances, etc.
- *Students should not engage in theft or damage to school or personal property.
- *Students are expected to treat all teachers, staff, and substitutes in a courteous and cooperative manner.
- *Any student may be searched when there is reasonable suspicion and/or where the school official acts to protect the life, property, and health of students, teachers, and other individuals.
- *All movies shown at school will be "G" or "PG" rated.
- *As mandated reporters, we are required to report any suspected cases of child abuse.

Parental Right to Know

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

1. *Whether the student's teacher—*
 - *has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
 - *is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,*
 - *is teaching in the field of discipline of the certification of the teacher.*

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Complaints of Discrimination/Harassment

The School District does not discriminate on 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 31023
478-374-3783

The **Title IX** is
Denise Brown
720 College St. Eastman, Georgia 31023
478-374-3783

The **Section 504 Americans with Disabilities Act Coordinator** is:
Tonya Brown
720 College St. • Eastman, GA 31023
478-374-3783

The **Sports Equity Coordinator** is:
Ken Cofer
350 Pearl Bates Ave. • Eastman, GA 31023
478-374-7711

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/she has been subjected to harassment or discrimination by other students or employees of the school district based upon his/her race, color, religion, national origin, age, disability, or gender 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.

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

Bullying

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 that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur 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. The term also applies to acts of cyberbullying 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.

Procedures may be developed at each school encouraging 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. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in policy and in accordance with school procedures.

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

Upon finding 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/parents handbooks.

Teacher's Responsibility

The Dodge Pre-Kindergarten staff is responsible for students' safety and instruction while they are attending school. Other responsibilities include:

- * Provide guidance and direction for the children in her class.
- * Attend meetings for teachers and parents.
- * Provide assistance for parents.
- * Maintain behavioral observations and academic records on children.
- * Supervise children on field trips.
- * Write and implement daily lesson plans.
- * Achieve the following project goals.
 - 1) To improve readiness skills in children in the areas of:
 - a) language development
 - b) motor development
 - c) concept development
 - 2) To improve social skills of preschool children.
 - 3) To guide parents in a way they can help their child's judgment, social, and mental development.
 - 4) To increase time spent in parent/child interaction.

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 school 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. School 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 school 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 education 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.

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 the instructional materials utilized by the local school system (Code 1981, 20-2-720, enacted by Ga. L. 1994, p. 531, 1).

Code of Conduct

When a student enters 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 with 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 subjected to the discretionary authority of the principal.

Distance Learning Plan

Should distance learning be necessary, students will be given hard copies of instructional materials aligned with the Georgia Early Learning and Development Standards and a daily schedule that they can use at home. The Dodge PreK and Dodge County Schools' Facebook pages, the Dodge County Schools Website, and the One Call communications system will be utilized by the administration and by the pre-k teachers to keep parents informed. Specific online sites for age appropriate activities and updates from the Department of Early Care and Learning will be posted online. Teachers will email students and/or call them at their parents' email addresses/phone numbers throughout the school closure to check on the students and answer any questions.

Dodge County Schools Special Education District Distance Learning Plan

First and foremost, health and safety is top priority during this time. In addition to Dodge County Schools Distance Learning procedures for all students, individualized distance learning plans will be created to consider students with disabilities needs and supports during the closure. The following procedures for special education will be implemented during the emergency school closure due to COVID-19:

- Special education teachers will be available for communicating with students and parents/guardians of both **students on their caseload and with the special education students that they teach** regarding these guidelines for the continuation of remote learning. All case managers will be encouraged to document at least one instructional support contact per week offering during any emergency school closure as consultative

support to the students on their caseloads and may use a contact log that can be found in the google shared file for the special education department titled forms. Ways of providing support through communication may include email, text, or phone. Communication for resource availability or general information may be posted on the Dodge County Schools website, Facebook, or Remind 101.

- Special education teachers will plan and implement differentiated instruction to include modifications and accommodations as outlined in Individual Education Plans (IEPs) **for the students that they teach.**
- Teachers with established Google Classrooms should continue to provide learning activities and tasks through the online platform. Many of our homes do not have access to high speed internet and rely on weak cell tower reception. In addition, some of these tower connections are on limited data plans. Therefore, teachers will design learning activities and tasks in such a way that takes this into account. They may utilize existing software and web-based programs (I.e. Odysseyware, Unique Learning, StudyIsland, ThatQuiz, ABC Mouse, Education Galaxy, USA Test Prep, NewsELA) to assign lessons, etc. That also means, students/parents will be supplied with login information. Parents may also be provided the following link: Digital Learning Resources found on GaDOE website
<https://www.gadoe.org/External-Affairs-andPolicy/communications/Pages/Digital-Learning-Resources.aspx>
- Teachers of students with disabilities who teach small group classes (resource) will create and send home packets (by bus route or parents can pick up from the school) as described for all students in the general expectations listed above if they do not currently use an online platform or to use to provide additional support.
- Teachers of students with disabilities who serve their students in an interrelated program (co-teaching/collaborative/consultative models) will ensure that assignments provided by the content teacher (both hard copy and digital) are modified or accommodations are provided if that support is suggested by the student's IEP. Where there are consumable workbooks, they will be sent home by bus routes or parents can pick them up from the school.
- Additionally, special education students should be assessed on IEP goal progress during the distance learning process to the extent possible. Teachers of students with disabilities should include opportunities to work and progress on their individual IEP goals. This allows for students to work on skills specific to their IEP goals as well grade level skills/content. These items may be in addition to those listed above or incorporated as part of the work in the packets.

- Assistive technologies, to include items such as text read-aloud, will be made available to those students requiring such accommodations as outlined in IEPs.
- Students needing speech, occupational and physical therapies: Therapist are encouraged to make weekly contacts with parents. Online resources are located on the Dodge County Schools Homepage. Additional and specific packets of information will be sent to parents via email or a hard copy may be provided at the school or sent to parents via mail or bus route.
- Parents and families will be able to participate in teleconference IEP meetings. Special education teachers are available for communicating with parents/guardians regarding IEP meetings and other IEP information for the **students on their caseload**. If an annual review meeting or transition meeting is due to be scheduled or take place during the emergency closure, case managers will contact parents and schedule the meeting via teleconference, if parents agree with this method. This is provided that all required members can attend. If it is not possible to hold the meeting via teleconference or if parents want a face-to-face meeting, case managers will document this and will work to reschedule and reconvene these meetings as reasonably as possible after school resumes normal activity.

Student Concerns and Disciplinary Actions

Dodge County Board of Education
Dodge Pre-Kindergarten Office
Pre-K Director's Office
School Nurse
Lunchroom Manager - Vicki S

North Dodge Elementary
South Dodge Elementary
Dodge County Middle School
Dodge County High School

Dodge County Bus Shop

Superintendent
Dodge County Board of Education
720 College Street
Eastman, GA 31023



478-374-6496
478-374-1484
478-374-6751
478-374-6499

478-374-6690
478-374-6691
478-374-6492
478-374-7711

478-374-6487

478-374-3783

Dodge County Board of Education
Members:

Dr. Susan Long -- Superintendent
Mr. Jessie Mincey -- Chairman
Mr. Mark Driggers -- Vice-Chairman
Mr. Roscoe Bennett
Dr. Elvis Davis
Mrs. Shirley Ikedionwu
Mr. Brian Lucas
Mrs. Michelle Wahl

Dodge County Schools

Dr. Susan Long, Superintendent
P. O. Box 1029 -- 720 College Street
Eastman, Georgia 31023
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