Dodge County Primary School

STUDENT HANDBOOK

2026-2027

This handbook belongs to:

Student: _____

Teacher: _____

Dodge County Primary School

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

Darla Faulk
Pre-K Director

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

Please note, each student will be given a handbook at the beginning of each school year. The handbook will also be available on the school's and district's website. A parent may also request an additional copy from the front office at any time.

Dear Parents,

We welcome you to Dodge Primary School and encourage you to help us make this year the very best year possible. This school is the foundation to your child's educational future 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. We are a family and look forward to the outstanding education journey you and your children will experience from Pre-K through 2nd Grade. Because the relationships between families and the school are vital to the success of our students, we encourage you to become involved in every way possible. Together, we will all achieve excellence.

Please read this handbook thoroughly and keep it with you throughout this year. Please know that our doors are always open to you. We heartily welcome your conversation and positive input throughout this year. Let us always keep our students the primary focus of our work. We look forward to celebrating our collective successes during this school year.

Sincerely,

Russell Bazemore Principal	Dana T. Brown Assistant Principal	Darla Faulk Pre-K Director

Dodge County Primary School
Master Schedule

7:15	Early Route Drop Off (Cafeteria)
7:30	Morning Arrivals Begin
7:50	Start of School Day
7:55-8:25	WIN Time
8:00	Pre K Breakfast
10:40	Lunch Rotations Begin
11:15	Students must arrive by this time to be counted present
2:30	Dismissal
VARIES	Campe, Break

MISSION

Making a Difference: Every Student, Every Day

VISION

Educating today's students to succeed in tomorrow's world.

PHILOSOPHY

The faculty and staff at Dodge Primary School accept and embrace that all children need love and support with 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. DCPS will work every day to prepare students for the future.

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 rolling bookbags, backpacks, suitcases, or luggage to carry school supplies.
8. No toys, balls, bats, spinners, and hand held pencil sharpeners.
9. Hats are not allowed in the building.
10. No party invitations can be delivered at school.
11. Students may only attend their grade level field day and luncheons.
12. No artificial caps or grills for teeth can be worn at school other than those medically necessary.
13. No student deliveries such as flowers, balloons, etc.
14. No toy guns or other toy weapons of any type will be allowed at school. ***Please see the 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
15. No metal drinking vessels. **Clear** plastic drinking vessels with **water only** are acceptable.

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 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 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 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 AND PROCEDURES

Excessive absences are defined as more than 7 absences during a semester. Any student in grades K-12 who has excessive absences from school or from a particular class during a semester may not receive credit for that subject. A student is tardy when he/she arrives late or leaves early to school after the official school day or is not in the assigned class at the beginning or ending of the class.

Students with 4 or more absences per 9 weeks or 7 or more absences per semester will be in jeopardy of not being able to participate in extracurricular activities or having privileges removed (such as, sports, clubs, school dances, field trips, parking passes, etc).

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. Excused absences as defined by Georgia Law are:

- Illness
- Death in family
- Religious holiday
- Instances in which attendance could be hazardous as determined by the Dodge County School System
- Service as a Page in Legislature
- A student whose parent or legal guardian is in military service in the armed forces of the U.S. or the National Guard, and such parent of 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 5 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.

At three (3) absences, the child's teacher will make an attempt to contact the parent(s)/guardian(s) regarding the seriousness of continuing absences. Additionally the teacher will send the family a letter of official notification that their child has 3 absences. At five (5) absences, the teacher will notify the school counselor and the school counselor will contact the parent(s)/guardian(s) and will send the family a letter of official notification that their child has 5 absences . 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.

ATTENDANCE RECOVERY

Students who accumulate 4 or more days per 9 weeks or 7 or more days per semester are eligible to participate in attendance recovery sessions that may include Saturday school, staff workday, early release day, summer school, or approved make-up days. Additionally, there will be a monetary charge for attendance recovery sessions. TARDIES AND EARLY DISMISSALS ARE INCLUDED IN DAYS MISSED IN CLASS.

Pre K Attendance: It is very important to help students establish a routine and to follow it daily. Students should send a written excuse to his/her teacher within 3 days of their absence. Those who do not attend class for 10 consecutive days without a medical or other reasonable explanation must be removed from the roster. Students are expected to attend school on a regular basis and arrive and leave according to the approved schedule. Daily attendance records are maintained which include the dates when a child is absent and the dates/times when a child arrives late, leaves early, or is picked up late. Parents of students having these attendance issues will be contacted and a meeting will be scheduled to help resolve the problem (s):

1) Students who are absent more than two days per month without medical or other reasonable explanation
2) Students who arrive late more than once per week
3) Students who depart early more than once a week
   a. *students should not be signed out between 2:00 -2:30
4) Students who are picked up from school late more than once per week
5) Students who have a documented attendance pattern of being late every Monday or absent every Tuesday or leaving early every Friday, etc.

If the problem (s) cannot be resolved, students who continue to be excessively absent and/or frequently tardy/leave early, may be dis-enrolled.

BEHAVIOR MANAGEMENT PROCEDURES

All students deserve access to welcoming, supportive, and safe schools and classrooms. Successful school climates and student discipline involves setting all students up for success by meeting their academic, social, emotional, behavioral, and mental health needs and ensuring schools have the necessary tools to assist students with addressing any behaviors that could otherwise interfere with their learning or others' learning or impact school safety. It also means preventing and eliminating discrimination in the administration of student discipline. The following procedures are in place at Dodge County Primary School.

KINDERGARTEN-2ND GRADE: There are two types of behavior documentation.

(1) An Office Referral (-16 points/OR on Conduct Grade) if a student is being referred to the administration, or
(2) A Minor Incident Referral, MIR, (-3 points/MIR on Conduct Grade) if a student has broken a rule after being warned and needs to be documented and handled by the teacher.

Severe Offenses resulting in an Office Referral*:*

- <u>First Offense:</u> Warning and/or Conference with Administrator or Counselor.
- <u>Second Offense:</u> Time Out/Parent Conference.
- <u>Third Offense:</u> Loss of Privileges/Parent Conference and/or Corporal Punishment. Referral to the Alternative Education Program (AEP). Begin RTI process for behavior
- <u>Repeated Offenses:</u> 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.

PRE-KINDERGARTEN: 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.

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 Dodge County Primary School behavior matrix is posted throughout the school, the website, and in each classroom.

Dodge County Primary School Little 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(s) 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.

DCPS will also use the 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

Pre-K: DCPS will follow Bright from the Start Guidelines. They can be found at: https://www.decal.ga.gov/Default.aspx

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 Reading, Language, Math, Science, and Social Studies. A student must pass 3 out of 5 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.

Parents of Kindergarten-2nd grade 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).

***As of 2025-2026 school year, Dodge County Primary School does not permit students to skip grades. However, various acceleration and gifted education programs are available for students identified as advanced based on assessment and evaluation data.*

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. Progress reports will be sent home at the half way mark between report card periods. Report cards will be held at the end of the year for failure to pay school fees. Pre-K and Kindergarten report cards are standards based with a rating scale. 1st-2nd grade will receive numerical grades for each subject.

Pre K follows Bright from the Start State Assessment Guidelines. They can be found at https://www.decal.ga.gov/prek/PreKChildAssessmentProgram.aspx

Letter Grade	Equivalent Number Grade
A	90 - 100
B	80 - 89
C	70 - 79
F	69 & Below
I	Incomplete
NYD	Not Yet Demonstrated
EM	Emerging
DV	Developing
D	Demonstrating

Honor Roll
Students who receive a 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
Dodge County Schools (Kindergarten-12th Grade) implements a common grading scale that categorizes assignments into specific weighted categories. For DCPS, the grading scale is as follows:

Grades 1-2 (Reading, Language, Math, Science, Social Studies):

Major Grades	Minor Grades	Other/Extra
50%	**30%**	**20%**
Reading Comprehension Unit/Chapter Tests Major Projects	Cold Reads Quizzes Journals Labs Practice Assignments	Homework grades (if applicable) Bell Ringers/Ticket out the door Group Work/Participation

Assessment Procedures

GRADE	HOW TO ADMINISTER READING/ELA ASSESSMENTS: *
K	Administer as usual
1st	**Reading and Language**- Independent reading by the 2nd semester. Earlier if able. **Math, Sc, and SS-** Students can be read to, but are highly encouraged to read independently.
2nd	**Reading and Language**- Independent reading by the 2nd quarter. Earlier if able. **Math, Sc, and SS-** Students can be read to for the first semester, but are highly encouraged to read independently all year especially after the start of the 2nd semester

**Acceleration can occur at any time for eligible students. Accommodations can be made with appropriate documentation in the MTSS and IEP process.*

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 are 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 Dr. Mariella Douglas at the Dodge County Board of Education at (478) 374-3783.

Dodge County Primary School
Dana Yawn
(478) 374-6691

Dodge County Elementary School
Joni Barton
(478) 374-6690

BENCHMARK ASSESSMENTS

Benchmark Assessments evaluate students, grades K-12, in core academic areas: Math, Reading, Language, Science, and Social Studies. The information gathered from the assessments help educators establish best practices for teaching and learning and help discover and track progress gaps to identify areas for improvement. Overall, educators use benchmark assessments to improve performance and instruction for all students. There are three separate testing windows: Fall, Winter, and Spring. Students are expected to show growth in each testing session after the initial assessments are given at the beginning of each school year. Following each testing period, you will receive a report showing your child's growth, which you can review with your child's teacher for more insight.

CHROMEBOOK ACCEPTABLE USE & GUIDELINES

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. No outside devices will be allowed to be brought into the school and used on campus in order to reduce security threats and damages. Chromebook will be used in school for academic and DCSS purposes. When a student uses a DCSS device, the device is on loan to the students and must be used in accordance with the guidelines outlined in the student. Any Chromebook that is found to have any damage needs to be reported as soon as discovered. All damage incidents will be investigated by an administrator. If the device is damaged, lost or stolen, and a student is found to be responsible, the parent(s) are responsible for the cost of repair or the fair market value at the time of 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 with leggings, yoga pants, or spandex of any kind must be long enough to cover the entire buttocks and front evenly around. (No high low shirts and no front tucking). 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.
- 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.

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. No change of transportation requests will be taken after 1:30 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 measures 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

Students in grades K-2 may have homework on a daily basis. The amount and frequency is determined by the teacher of each class. Red Folders will be utilized to record homework and communicate with parents.

Distance Learning Plan

Should distance learning be necessary, students will be given hard copies of instructional materials aligned with the Georgia Department of Education and Georgia Early Learning and Development Standards and a daily schedule that they can use at home. The Dodge County Primary Schools and Dodge County Schools' Facebook pages, the Dodge County Schools Website, and a messaging/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 Georgia Department of Education and 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.

CONFERENCES

Conferences can be set up at the request of the school or the home. Parental requests can be made by phone, email, 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. All medication must be updated yearly with a visit to the nurse within the first few weeks of school beginning.

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

Each year, there are textbooks in Dodge County Schools that need to be replaced due to students losing or damaging them. Students are responsible for the cost of the replacement. Currently, there is not a specified schedule of costs or payments in place regarding the price students owe to the Board of Education. Below is an approved schedule of payments according to the age and cost of each textbook:

When property of the Dodge County School District is lent to students, the Governing Board expects that it shall be returned in a timely manner, with no more than usual wear and tear. If the property has been willfully cut, defaced, or otherwise damaged, or if the student refuses to or cannot return it at the request of a District employee, Board requirement states students shall pay for the lost or damaged materials. The District shall afford the student his or her due process rights and subsequently may withhold the student's grades, diploma, and transcripts until all damages have been paid to the Dodge County Board of Education. Payment must be sent to the central office.

Age of Textbook	Student's Responsibility
1 Year	90% of cost
2 Years	75% of cost
3 Years	60% of cost
4 Years	45% of cost
5 Years	30% of cost
6 Years	15% of cost

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

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.

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.

SCHOOL COUNSELOR AND MENTAL HEALTH

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

HOSPITAL HOMEBOUND (HHB)

Hospital/Homebound (HHB) is an academic service designed to provide continuity between the classroom and home or hospital for students whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time (Georgia State Board of Education Rule 160-4-2-. 31 HHB services). HHB services are not intended to supplant regular school service and are by design temporary. Students approved to receive HHB services must meet the eligibility requirements approved by the Dodge County Board of Education. Dodge County School System does not allow students who receive HHB services to participate in extracurricular activities, including travelling or competitive sports teams. Additionally, hospital homebound students are not permitted to participate in work based learning. Students who are physically able to take the GMAS (Georgia Milestone Assessment) at school will be tested in small group settings or at an alternative time to accommodate any physical considerations. For those unable to come to school to test, the school will provide an instructor who is proctor-trained and who can administer the assessments.

SURVEYS

As a part of certain school/educational programs, students will participate in surveys periodically. If you prefer that your child NOT participate, please notify your child's principal in writing. There is a section in the parent permissions signature page related to surveys. Please read thoroughly. A copy of all surveys are available for review upon request.

TRANSPORTATION PROCEDURES

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 at home when the bus brings the child 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 school and a parent/guardian will be contacted to pick up the child. If the child is brought back on the bus two (2) times, the child will be suspended from the bus the following day for one full day (morning and afternoon route). It will be the parent's responsibility to bring and pick up the child on the day(s) of suspension. Each time the student is brought back to the school because of no guardian present after the second occurrence, he/she will be suspended from transportation for the following day (morning and afternoon route). After five (5) times of the child being brought back to school because the parent/guardian is not present/not seen by the bus driver, the child will lose his/her bus privileges permanently.

TRANSPORTATION ASSERTIVE DISCIPLINE PLAN RULES

- Observe the 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 drivers are 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(s) 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 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, but are still subject to disciplinary action according to board policy and procedures. All medications to be administered on campus must be stored in the original container in the nurse’s office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
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.

Dodge County Wellness Policy

The mission of the Dodge County School Nutrition Program is to provide school meals that are consistent with the dietary guidelines and USDA standards for school meals and to make all foods and beverages available on campus during the school day consistent with a healthy lifestyle.

1. Dodge County School Nutrition Program complies with federal, state, and local requirements.
2. Dodge County School Nutrition Program is accessible to all students.
3. All food items **for sale** during the school day must be Smart Snack Compliant to include vending machines. All food-related fundraisers sold to students during the school day must receive prior approval by the School Nutrition Director and the Dodge County Board of Education. Food-Related Documentation of Smart Snack Compliance fundraisers will be kept on file at each school. Fundraiser Request form available at: https://www.dodge.k12.ga.us/staff/food-related-fundraiser-request
4. All foods **offered** on the school campus are encouraged to meet or exceed the USDA Smart Snacks in School nutrition standards (or state Standards) to include celebrations, classroom parties and classroom snacks. Additionally, due to the increase of food allergies and intolerances, it is recommended that parents provide non-food items for birthday celebrations instead of food items.
5. No food items should be available to students thirty minutes before or after a meal service.
6. Food or beverages within the school meal program shall not be withheld from students as a punishment.
7. Foods served in the school meal program are developmentally appropriate and encourage consumption within the time allotted.
8. A la carte food sales by the school nutrition program shall be limited to foods offered as part of the school meal and shall be served in the same portions as served in the school meal. A reimbursable meal must be purchased in order to purchase a la carte food items.
9. Sanitation deficiencies cited on local inspections are corrected accordingly, including facility deficiencies.
10. Each school kitchen has at least one person certified in food safety.
11. Drinking water is available to students throughout the day.

Smart Snacks

Any food or beverage sold to students **on the school campus during the school day** must meet federal ***Smart Snacks* standards.** This includes food or beverages sold in a la carte sales, vending machines, school stores, snack carts, and fundraisers. Any entity selling food to students is required to maintain records, such as nutrition labels and product specifications.

School campus: All areas of the property under the jurisdiction of the school that are accessible to students.
School day: Midnight before until 30 minutes after the end of the official school day.
Nutrition Standards for All Foods Sold in Schools:
The rule DOES NOT apply to:

- Foods sold after school hours
- Foods sold off school campus
- Foods sold exclusively to adults

Fundraisers

The U.S. Department of Agriculture (USDA) defines a fundraiser as an event or activity during which students exchange currency/tokens/tickets, etc., for the sale/purchase of a product in support of the school or school-related activities. The *Smart Snacks* regulations apply only to products intended to be consumed during the school day.

Examples:

- Giving away food but suggesting a donation
- Vending machine when the profits are used to support a school-sponsored club or activity such as the school band or football team
- Special treats sold during lunch hour by a student organization
- Bake sales offered to students
- Pizza sold in the classroom

Fundraiser Exemptions
The Georgia Department of Education's Board approved 30 exempted fundraisers per school per school year not to exceed 3 days in length. However, there are time and place restrictions. Exempted fundraisers cannot operate anywhere on the school campus 30 minutes prior until 30 minutes after the end of breakfast and lunch meal services. Exempted fundraisers cannot be in vending machines, school stores, snack bars or a la carte sales. Fundraisers occurring in these venues must meet the *Smart Snacks* standards.

Dodge County Wellness Specific Goals

Dodge County is committed to the wellbeing of all students, staff and our community. In accordance with the Healthy Hunger Free Kids Act of 2010, this wellness policy provides the guidelines for a sustainable environment of wellness.

Nutrition Education- The Dodge County School Nutrition Program will be responsible for implementing age appropriate nutrition education programming in all Dodge schools, these procedures are maintained and monitored by the SNP Director. **Nutrition and Health Education is integrated into the core curriculum, including math, science and language arts. Students also participate in health topics in physical education and Family and Consumer Sciences classes.**

Nutrition Promotion- Nutrition promotion and marketing will encourage participation in the National School Lunch Program and School Breakfast Program. These procedures are maintained and monitored by the School Nutrition Program. **Dodge County Schools will only market food and beverages that meet the Smart Snack standards and nutrition guidelines.**

School staff, stakeholders and parents receive health information at the monthly Parent Support Cafe, Staff Health Fairs, and visits from Healthcare Providers.

Physical Activity- Physical Activity is an integral part of developing healthy lifestyles. Dodge County Physical Education Teachers will meet all state requirements in terms of physical education curriculum and will encourage recreational activities. **All Dodge County teachers are encouraged to increase student's physical activity by offering physical activity breaks and active academics. The after school programs at each school include physical activity to increase recreational time.**

Other school-based activities will encourage wellness by promoting physical activity and healthy food choices. Teachers and administrators will be encouraged to find alternatives to food and physical activity as methods of reward or discipline strategies for student behavior. In addition, students will be given sufficient time to consume meals in a clean dining environment. These areas are maintained and monitored by each school site's administrator.

******Meals are provided to students AT NO COST. The following procedures are applicable for schools not participating in the free meals.***

School Nutrition Meal Charge Policy
Emphasis on federal regulations has required the Dodge County School District to establish a procedure for meal charges. Meal charges cannot exceed $10.00 for any student or adult. ALL charges must be paid prior to the last school day of the month. An Alternative Meal will be served once this charge threshold is reached. An Alternative Meal consists of a sandwich and a carton of milk. Please view all account activity at myschoolbucks.com or contact the School Nutrition Cashier at the school.

School Nutrition Meal Payment Information
Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and gives students more time to enjoy lunch. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch. Online payments are a simple, safe and secure way to make payments to your

students account 24 hours a day at your convenience.

You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the $ amount and the check #. Turn in prepaid deposits to the cafeteria cashier(s) or school office.

THIS IS A SMOKE-FREE SCHOOL ZONE!

Tobacco products possession, use, and/or distribution. Tobacco and CBD products are not allowed on campus. This also includes paraphernalia, e-cigarettes, matches, vapes, 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- 11127.1.

According to O.C.G.A. 16-11-127.1 (2010); 16-11-127.1: it shall be unlawful for any person to carry to 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, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

Any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than $10,000.00, by imprisonment for not less than two nor more than ten years, or both. Any person convicted of a violation of this subsection involving a dangerous weapon or machine gun, as such terms are defined in Code Section 16-11-121, shall be punished by a fine of not more than $10,000.00 or by imprisonment for a period of not less than five nor more than ten years, or both. The provisions of this Code section shall not apply to:

- Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes;
- Participants in organized sport shooting events or firearm training courses;
- Persons participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense;
- Persons participating in law enforcement training conducted by a police academy certified by the Georgia Peace Officer Standards and Training Council or by a law enforcement agency of the state or the United States or any political subdivision thereof;

A list of the excluded individuals who are acting in the performance of their official duties or when in route to or from their official duties can be found at
https://www.atf.gov/firearms/docs/guide/georgia-firearms-statutes-and-codes/download

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.

Head Lice School Procedures

Dodge County Schools have a no lice/no nit policy, which means a student cannot be at school if he/she has lice or nits. Treat the day that your child is diagnosed and he/she can return to school the next day. The school nurse must check your student’s hair to be cleared before returning to class.

*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.

Contagious Diseases

Children work together closely every day at Dodge County Primary School 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 DCPS 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 DCPS. 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. DCPS will adhere to the doctor's recommendations

Field Trips

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

- The classroom teacher and paraprofessional supervise the classroom and field trip.
- All parents going on field trips are expected to cooperate with the teachers.
- 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.
- No other children are allowed to go on field trips with Dodge County Primary School.

Dodge County Schools' Rules for Electronic Devices

Student use of cell phones and personal electronic devices are prohibited on all DCSS campuses and buses upon arrival through 3:45 pm each school day. This rule includes while on a DCSS school bus. Devices should be powered off and not on your person. Devices include, but are not limited to, smart watches, earbuds, headphones, air pods, and any other similar device. Failure to comply with this rule will result in confiscation of the device and disciplinary consequences for the student which may include parent contact, 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) before or after school (7:45-8:00 a.m. and 3:15-3:45 p.m.).

Students may not use tape recorders, video cameras, cell phones, or other electronic devices to record at school. 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. Violation of this rule is considered an infraction of the Code of Conduct. 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.

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.

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 necisita esta information en Esponol por favor de llamar el Directorio de escolar Dodge enla Oficiana. El numero es 478- 3743783. Gracias.

The DCPS administration and staff encourage parent involvement and participation in all aspects of the school's programs. Parents are informed of activities taking place at DCPS 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.

Private Therapists in the Dodge County Schools System

If a parent requests for a private therapist to see his/her child during the school day, the private therapist must obtain a background check following the procedures set out by the Dodge County Board of Education Human Resources Department and schedule a meeting with the school principal/designee. Upon an approved background check, the private therapist will then be permitted to meet with the student at an agreed upon time in an assigned location. Private therapists will not be permitted to visit/observe/work with the student in the classroom, lunchroom, or playground where other students are present.

WATER SAFETY/SWIMMING LESSONS

According to the CDC, swimming can help with chronic diseases and mental health. Learning to swim can open a world of opportunity for people. With the great health benefits of swimming, there are also many

risks. Water safety and swimming lessons could help reduce the risks. These lessons can also be lifesaving. People who take formal swim lessons have an 88% less chance of drowning, according to the CDC. Additionally, teaching children to swim at a young age helps prepare them to be safer around bodies of water. Dodge County Schools are not responsible for providing water safety or swimming lessons, but may be able to provide information to parents. This information is in compliance with the Edna Mae McGovern Bill (HB 402). More information on this bill can be found at https://www.legis.ga.gov/api/legislation/document/20232024/215778

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 Primary 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.
The Dodge County Primary School 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.

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).

School-Parent Compact Title 1

Dodge County Primary School students (kindergarten-2nd grade) participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how the school and parents will build and develop a partnership that will help children achieve the State's high standards.

JOINTLY DEVELOPED
The parents, students, and staff are partnered together to develop this school-parent compact for success. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held March of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I survey that is used to collect data regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

COMMUNICATION ABOUT STUDENT LEARNING:
DCPS is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent Newsletters
- All Call
- Text Messages
- School Marquee
- Parent-Teacher Conferences
- School Website
- Emails
- Phone Calls
- School Facebook Page
- PowerSchool
- USPS Mail

Parents are encouraged to schedule conferences with teachers any time during the school year. You may contact the teacher by email or leave a message at the front office. All students and parents should use Power Parent to keep up with grades, assignments, and attendance.

ACTIVITIES TO BUILD PARTNERSHIPS:
Dodge Elementary Schools' offers ongoing events and programs to build partnerships with families. It is our desire to build strong partnerships between home, school, and the community. Partnership examples are listed below:

- Parent-Teacher Conference
- Parent Workshops
- Literacy night
- Volunteering/ Observing
- Parent Resource Center
- Open House

PARENT NOTICE OF TEACHER QUALIFICATIONS (Right To Know Notification)
In compliance with the requirements of ESSA, parents may request the following information:

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

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

3783.

Georgia Early Literacy and Dyslexia

The definition of dyslexia adopted by the International Dyslexia Association (IDA) states: “Dyslexia is a specific learning disability that is neurobiological in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede the growth of vocabulary and background knowledge.” Dyslexia is one of the most common learning disabilities. People with dyslexia have many strengths, but have unexpected trouble learning to read. These difficulties are not related to a person’s intelligence or motivation. Families, early childhood teachers, and kindergarten teachers are often the first to notice children having difficulty with reading skills or learning at school. It is important to pay attention to potential signs that a child may have dyslexia.

In 2019, the Georgia Assembly passed Senate Bill 48 (Georgia Code §20-2-159.6 or S.B. 48) into law. Beginning in the 2024–25 school year, the bill requires local school systems to screen all students in grades K-3 for characteristics of dyslexia. If your child is screened and identified as at-risk based on the results of the Universal Dyslexia Screener, your child will begin receiving additional support in the classroom and you will receive communication from your child’s school to let you know of any other next steps. If your child is identified as having characteristics of dyslexia (see Georgia Reading and Dyslexia Screening Process (Flowchart), the school will provide your child with intensive interventions targeting specific reading skills and consider a referral for special education evaluation. Children with characteristics of dyslexia often continue to learn in the same classroom they were in before but may also receive extra support individually or in small groups. You will be notified about what the school is doing to support your child with learning.
Many children with characteristics of dyslexia, and even children with a formal dyslexia diagnosis, will not require special education services if they receive early identification and support. If they are still having difficulties after receiving specific and targeted instruction and intervention, a request for a formal special education evaluation should be made. In the instance that the child will need Special Education Services, the local educational agency will follow the requirements as outlined in 160-4-7- .03 (Child Find Procedures). In the instance that the child will need other modifications, the local education agency will follow the requirements for Section 504 of the Rehabilitation Act of 1973.

CLUBS AND ORGANIZATIONS

Clubs and organizations are composed 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. Dodge County Schools offer our students the opportunities to be involved in the approved clubs. New clubs will only be started at the beginning of each school year and should be submitted NO LATER than the last two weeks of the previous school year in order to be considered for the following year. All clubs submitted will have to follow the school procedures of submitting a statement, purpose of the club, and a faculty advisor, to be considered. ***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.

1. Bullying: Bullying is defined as follows. An act that is:
    a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
    b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
    c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

i. 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;
ii. Has the effect of substantially interfering with a student's education or otherwise substantially infringing upon the rights of a student;
iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
iv. 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 including, but not limited to, extracurricular 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.

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.

COMPLAINT PROCEDURES for Title I, Part A

Dodge County Schools are committed to open communications between staff and parents at the county's Title I, Part A schools in order to reach the goal of educating all students. We are aware that disagreements may arise periodically. These disagreements need to be resolved in a timely manner. The following procedures have been developed to handle complaints dealing with Title I, Part A programs, services, and staff members. All Title I, Part A complaints are to be directed to the Title I Director as described below.

Filing a complaint process:

1. Gather all information related to the complaint.
2. Complete complaint form with specific details.
3. Send a complaint form to the Title 1 office at the address listed on the form.

Once the complaint is received, the central office staff responsible for complaint procedures will do the following:

1. Investigate and prepare a response to the complaint.
2. Set an appointment with the originators of the complaint in order to resolve the complaint. The director of Title I usually arranges this meeting within five (5) working days after the receipt of the complaint

Additional Steps (if required)

1. If the complaint cannot be resolved by the Title I Director, a meeting will be set up with the superintendent, the Director of Title I, and the concerned parties.
2. The superintendent will work with the Title I Director to resolve the complaint.
3. If the issue is still unresolved, the Title I Director will contact the State Department of Education's Title I, Part

A office for guidance.
4. Meetings with officials from the district may be scheduled in order to resolve the complaint.
5. If additional steps beyond the State Department of Education are required in the resolution of the complaint, these steps will occur in accordance with the federal No Child Left Behind legislation.
Contact for Complaints

Dr. Patricia Connell, Title I Director
Dodge County Board of Education
720 College Street
Eastman, GA 31023
Phone: (478) 374-3783
Fax: (478) 374-6697
Email: pconnell1@dodge.k12.ga.us

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
3. 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.
4. 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.
5. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
6. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
7. 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
8. 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.
9. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Pre-Kindergarten Information

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.

A child who is five years of age on September 1 of the school year and has not attended Georgia's Pre-K Program as a four-year-old, may enroll in the Pre-K program. Parents and teachers are encouraged to consider the child's date of birth, physical maturity, emotional maturity, and prior experiences when making the decision to enroll the child in the Pre-K program at age four or age five

GENERAL SUGGESTIONS TO PARENTS

- Encourage your child to come home immediately after school is dismissed.
- Your child is not to bring dangerous or distracting articles to school, such as guns, knives, water guns, toys, radios, jewelry, fidget spinners, 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.
- Be sure he or she understands each assignment.
- Reinforce 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.

STUDENT CODE OF CONDUCT

Student Offenses and Disciplinary Actions

P. O. Box 1029 – 720 College 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.

**Please note, each student will be given a handbook containing the Code of Conduct at the beginning of each school year. Each student will participate in a review of the handbook's content within the first days of school. The handbook will also be available on the school's and district's website, and in each classroom. I know that I may also request an additional copy from the school at any time.*

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:

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.

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, including board policies and procedures. 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:

1. Warning and/or Counseling with a School Administrator or Counselor
2. Loss of Privileges
1. Time Out
2. Temporary Removal from Class or Activity
3. Notification of Parents
4. Parent Conference
5. Corporal Punishment
6. Detention
7. Temporary Placement in an Alternative Education Program
8. Short-term Suspension
9. Referral to a Tribunal for Long-term Suspension or Expulsion
10. Suspension or Expulsion from the School Bus
11. 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. Such an agreement and waiver must be approved by the parents and administrators from both the home school and the Dodge Achievement Center. The Dodge County Board of Education shall approve tribunal training provider(s). It shall also make available to all qualified student discipline hearing officers and disciplinary tribunal or panel members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The Dodge County Board of Education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

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.

10. 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.
11. 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.
12. Physical violence against a teacher, school bus driver, or other school personnel: 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. 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.
13. Verbal assault including threatened violence of teachers, administrators, and other school personnel.
14. Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions including use of vulgar or profane language.
15. 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.

16. 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.
17. Violating the school/school system's acceptable use of the Internet/electronic resources agreement/policy.
18. Possession, sale, transmission, use in any amount, distribution, or being under the influence of any narcotic drug, Cannabidiol (CBD) product, nicotine product, caffeine pills, caffeine pouches, high-concentration caffeine products, 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. Use of a drug or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
19. Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol or any of the items listed here.
20. Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
21. Failure to comply with compulsory attendance as required under Code Section 20-2-690.1.
22. Inciting, advising, or counseling of others to engage in prohibited acts.
23. Willful and persistent violations of the student code of conduct.
24. 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.
        1. 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 requirements 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.
        1. 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.
25. Possession or use of tobacco or nicotine in any form, including e-cigarettes or pouches.
26. 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.
27. Theft.
28. Extortion or attempted extortion.
29. Possession and/or use of fireworks or any explosive.
30. Activating a fire alarm under false pretenses or making a bomb threat.
31. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff.
32. Classroom and school disturbances and/or disruption.
33. Violation of school dress code.

34. Use of profane, vulgar, or obscene words or indecent exposure.
35. Possession of a pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the school administration.
36. Inappropriate public displays of affection.
37. Gambling or possession of gambling devices.
38. Moving and non-moving driving violations.
39. Giving false information to school officials.
40. Cheating on school assignments.
41. Unexcused absence, chronic tardiness, skipping class, leaving campus without permission.
42. Falsifying, Misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
43. 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.
44. 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: Bullying is defined as follows. An act 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 or otherwise substantially infringing upon the rights of a student;
        - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
        - 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 including, but not limited to, extracurricular 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.
- 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. Use of a drug or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
- 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:
    - 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.
    - 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. When a student's behavior becomes a chronic discipline problem, the principal or principal's designee shall send written notification to the teacher and the student's parents or guardians of the student support services being utilized or the disciplinary action taken within one school day and shall make a reasonable attempt to confirm receipt of such written notification by the student's parents or guardians Written notification shall include information regarding how student's parents or guardians may contact the principal or principal's designee. 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.

Medications

All medications to be administered on campus must be stored in the original container in the nurse's office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee. Students requiring an inhaler or injectable epinephrine (Epi-Pen) are allowed to have them. It is critical that parents discuss their child's medical condition(s) with the school nurse or her designee.

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.

Private Therapists in the Dodge County Schools System

If a parent requests for a private therapist to see his/her child during the school day, the private therapist must obtain a background check following the procedures set out by the Dodge County Board of Education Human Resources Department and schedule a meeting with the school principal/designee. Upon an approved background check, the private therapist will then be permitted to meet with the student at an agreed upon time in an assigned location. Private therapists will not be permitted to visit/observe/work with the student in the classroom, lunchroom, or playground where other students are present.

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. Bus incidences will be dealt with by the Transportation Director and a school administrator. 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:

1. Verbal Warning by Driver/Administrator
2. Written warning
3. Written referral
4. Meeting with Parent
5. Loss of bus privileges for 3, 5, 10 days
6. Loss of bus privileges for the semester or school year
7. 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:

- **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".
- **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.
- **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.
- **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.
- **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

Public School Choice Options
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. 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. Announcements may also be shared on social media. In addition, the emergency calling/messaging 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:

16. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
17. 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
18. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or
19. "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
20. "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

21. 6. “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

1. 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.
2. 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.*
3. 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.
4. 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 shall be investigated immediately by school or system personnel. 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 or medication authorized by a medical prescription from a licensed physician or available over the counter are still subject to disciplinary action according to board policy and procedures if the required procedures are not followed. All medications to be administered on campus must be stored in the original container in the nurse’s office. These medications are to be disposed by and/or administered in the presence of the school nurse or his/her designee.
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.

Student Participation in Surveys

As a part of certain school/educational programs, students will participate in 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 are available for review upon request.

Hospital Homebound (HHB)

Hospital/Homebound (HHB) is an academic service designed to provide continuity between the classroom and home or hospital for students whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time (Georgia State Board of Education Rule 160-4-2-. 31 HHB services). HHB services are not intended to supplant regular school service and are by design temporary. Students approved to receive HHB services must meet the eligibility requirements approved by the Dodge County Board of Education. Dodge County School System does not allow students who receive HHB services to participate in extracurricular activities, including travelling or competitive sports teams. Additionally, hospital homebound students are not permitted to participate in work based learning. Students who are physically able to take the GMAS (Georgia Milestone Assessment) at school will be tested in small group settings or at an alternative time to accommodate any physical considerations. For those unable to come to school to test, the school will provide an instructor who is proctor-trained and who can administer the assessments.

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:

Phillip Brown, 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:

- Student's name, address and telephone number.
- Student's date and place of birth.
- Student participation in official school clubs and sports.
- Weight and height of students if he/she is a member of an athletic team.
- Dates of attendance at the Dodge County School System schools; and
- 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:

- 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.
- 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.
- 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.

- 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.

CTAE Perkins Act	Ms. Brande Vaughn
Title VI	Ms. Susan Underwood
Section 504 & ADA; Title II	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's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the 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

ESSA Section 1112(e)(1)(A) In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s). Right to Know In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher –
    a. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
    b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived: and
    c. Is teaching in the field of discipline of the certification of the teacher 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications
2. In Georgia, parents' right to know notification requirements apply to all LEAs and schools/programs within each LEA. Notification best practices:
    a. All parents must be notified within 30 calendar days of the start of school or upon enrollment.
    b. The notification must:
        - Include the name of the LEA and school
        - Use the language of the law
        - Contain the month/year of dissemination - if included in another document, the primary document must contain a date.

If you wish to request any of this information, please contact Dr. Mariella Douglas, Director of Curriculum and Professional Learning, at 478-374-3783, or email her at mdouglas@dodge.k12.ga.us.

DCSS INTERNET ACCEPTABLE USE POLICY

The Dodge County Schools Network is provided to support the educational mission, goals, and objectives of the school system. The use of telecommunications, including the Internet, is viewed as an instructional strategy that promotes communication, innovation, resource sharing, and access to information. All use of the Network and Internet must be in support of education and research and consistent with the instructional objectives of Dodge County Schools.
Access to and use of the Dodge County Schools Network is a privilege, not a right. All users are expected to adhere to this Policy and all other applicable policies and practices of Dodge County Schools. The Technology Office and/or School Administration will determine what constitutes inappropriate use and will refer any such conduct to Dodge County Schools Administration. Dodge County Schools reserves the right, at its sole discretion, to determine what conduct violates this Policy and to impose appropriate disciplinary action.

Transmission of any material in violation of federal or state law is strictly prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene content, or material protected by trade practice. The Network may not be used for commercial activities, product advertisement, or political lobbying.
Violations of this Policy or other applicable policies and practices may result in suspension or loss of network and Internet access, account revocation, and/or other disciplinary action as deemed appropriate by the school system.
It shall be the policy of the Board of Education that the Dodge County School System shall be compliant with the "Protecting Georgia's Children on Social Media Act of 2024" (The Act) and have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000 (CIPA) and is compliant with The Act;

2. Procedures or guidelines developed by the Superintendent and his/her designee(s), including administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in CIPA and The Act.

3. Procedures to provide reasonable opportunities and procedures for parents/guardians of students to confer and collaborate with school administrators and teachers regarding appropriate internet access for such students;

4. Procedures to provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

5. Prohibitions against students accessing social media platforms through the use of computer equipment, communications services, or internet access that is operated, owned, leased, and made available to students by the School District. Students shall be permitted to access social media platforms only: a) As directed by school personnel; b) For the exclusive purpose of accessing and utilizing age-appropriate educational resources; c) Under the supervision of such school personnel; and d) During the course of a school related activity;

6. Procedures promoting the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

7. Methods to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

8. Methods to prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

9. Provisions in the Code of Conduct providing punishment for students violating this policy;

10. Provisions for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services, behaviors that may constitute cyber bullying, and how to respond when subjected to cyber bullying.

11. Appropriate enforcement measures in response to:

    1. Students against students and school employees who willfully intentionally violate the acceptable-use policy, whether or not such student or school employee was, at the time of such violation, on school

property, on a school bus or other school vehicle, at a school related function, or elsewhere, provided that such measures include disciplinary measures; and

2. A person who is not a student or school employee who violates the acceptable-use policy, whether or not such person was, at the time of such violation, on school property, on a school bus or other school vehicle, at a school related function, or elsewhere;

12. Provide for administrative procedures to: enforce the acceptable-use policy; for administrative procedures to address complaints regarding possible violations of the acceptable-use policy which, at a minimum, require that each complaint is responded to in writing by an appropriate school or local school system official; and provide for expedited review and resolution of a claim that the application of the acceptable-use policy is denying a student or school employee access to material that is not within the prohibition of the acceptable-use policy.

13. Procedures to provide each parent/guardian shall be provided a copy of the acceptable-use policy, as well as the student Code of Conduct addressing its enforcement and related consequences.

14. Procedures providing that upon written request, each parent/guardian shall be provided a copy of the school district's acceptable use policy, information regarding the administrative procedures in effect to enforce the acceptable use policy, and to address complaints about such enforcement. This will include information about what social media platforms have been or are intended to be accessed in accordance with section 5 including prohibiting their child from accessing one or more of those social media platforms.

No revision of this policy shall be implemented until such revision is approved by the state board. If the state board fails to provide a notice of noncompliance for the revision within 60 days after the submission is received, the District may proceed with the implementation of the revision.

The principal of a school may disable the software program or online server that is utilizing technology protection measure used to block access to material or take other reasonable steps for an adult or for a minor who provides written consent from his or her parent or guardian to enable access to the Internet for bona fide research or other lawful purpose.

DCSS INTERNET PROCEDURES FOR STUDENTS AND STAFF

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:

1. **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.
        i. 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.

Georgia Senate Bill 351 Compliance Statement

Dodge County Schools utilizes a state-approved resource to ensure compliance with Georgia Senate Bill 351 regarding student internet safety and digital access. The district provides procedures for parents/guardians to confer and collaborate with school administrators and teachers regarding appropriate internet access for students.

Administrative procedures are in place to enforce the Acceptable Use Policy; to address complaints regarding possible violations, including a written response from an appropriate school or district official; and to provide expedited review and resolution of claims that access has been improperly restricted under the policy.

The state-approved resource and related information are available on the Dodge County Schools website. Parents or guardians with questions or concerns regarding internet access or the Acceptable Use Policy may contact the Technology Department at **478-374-3783**.

Dodge County Schools 1:1
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 below:

- The student's parent/guardian must sign and return the Device Acceptable Use Guidelines from the student's handbook
- Students, parents/guardians should keep logins and passwords private as used 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.
- Students should have no expectation of privacy while using the device either on the district's network.
- 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.
- Use of the device for anything other than teacher-directed or approved activity is prohibited during instructional time. 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.
- Devices are not to be used to make sound recordings without the consent of all persons being recorded.
- Sound on the device must be turned off at all times except when being used as part of the class.
- Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
- The school or district will assume no liability for personal items of this nature being lost, damaged, or stolen.
- Devices are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- 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 is otherwise no longer enrolled in DCS.
- 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 outlined in the AUP's.

GENERAL USE AND CARE OF THE DEVICE

- During the school day, students must never be left unattended. Unattended devices will be seized by school personnel and delivered to the administration.
- Never walk with the device lid open. This puts stress on the device and the screen.
- Students should not use their device while walking or being transported. Devices should be used on a flat, stable surface. Devices should not be taken on school sponsored activity trips unless expressly needed for the activity.
- Devices should be protected from the weather, water, liquids, and pets. 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 cover 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 applied. ALL damage incidents will be investigated by an administrator.

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 ensure 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.

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.

Chromebook Agreement (English/Spanish)

The Chromebook device and accessory issued to students are, and will remain, the property of Dodge County Schools. No outside devices will be allowed to be brought into the school and used on campus in order to reduce security threats and damages. Chromebook will be used in school for academic and DCSS purposes. When a student uses a DCSS device, the device is on loan to the students and must be used in accordance with the guidelines outlined in the student. Any Chromebook that is found to have any damage needs to be reported as soon as discovered. All damage incidents will be investigated by an administrator. If the device is damaged, lost or stolen, and a student is found to be responsible, the parent(s) are responsible for the cost of repair or the fair market value at the time loss.

El dispositivo Chromebook y el accesorio entregado a los estudiantes son y seguirán siendo propiedad de las Escuelas del Condado de Dodge. No se permitirá que se traigan dispositivos externos a la escuela y se usen en el campus para reducir las amenazas y los daños a la seguridad. Chromebook se utilizará en la escuela con fines académicos y de DCSS. Cuando un estudiante usa un dispositivo DCSS, el dispositivo se presta a los estudiantes y debe usarse de acuerdo con las pautas descritas en el estudiante. Cualquier Chromebook que se encuentre dañado debe informarse tan pronto como se descubra. Todos los incidentes de daños serán investigados por un administrador. Si el dispositivo se daña, se pierde o es robado, y se determina que un estudiante es el responsable, los padres son responsables del costo de la reparación o del valor justo de mercado en el momento de la pérdida.

Potential Costs/ Costos potenciales:

Replacement /Reemplazo	$300
Charger/Cargador	$30
Replace screen/Reemplazar pantalla	$60
Replace keyboard/ Reemplazar teclado	$50
Motherboard or other major damage would be the same cost as complete replacement La placa base u otro daño importante tendría el mismo costo que el reemplazo complete	

_____

Student Last Name/Apellido del estudiante *Student First Name/ Nombre del estudiante*

_____

Homeroom Teacher/ Profesora de aula *Date/ Fecha*

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.

Como estudiante, mi firma indica que he leído o me han explicado las pautas de uso y cuidado del dispositivo y los accesorios. Acepto la responsabilidad de cumplir con las pautas y la dirección de mi maestro (s). Usaré el dispositivo y los accesorios con fines educativos.

_____

Student Signature/ Firma del alumno

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.

Como padre / tutor, mi firma indica que he leído, entiendo y estoy de acuerdo con las pautas de uso aceptable. Doy permiso para que mi estudiante tenga acceso al dispositivo y yo, junto con mi estudiante, acepto la responsabilidad por el cuidado y la protección de la unidad y los accesorios.

_____

Parent Signature/ Firma del padre

Parent/Student Signature Page

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: _____

Code of Conduct Acknowledgement

Please sign below indicating that you have read the Student Handbook, all included agreements, and Student Code of Conduct and return the form to your child's school. If you have any questions, please talk with your child's principal or his/her designee. The information has also been presented to your child at school. Thank you for your cooperation in helping the system provide a quality education for all of our children. ***(Every student, regardless of age, must read and sign below)***

(3) Acceptable Use and Internet Safety Guidelines Student and Parent/Guardian Agreement: 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.

(4) **Compulsory Student Attendance:** I have read, understand and agree to abide by the terms of the Compulsory Student Attendance Laws

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

(6) I understand that each student has read the Student Handbook and the Code of Conduct at the beginning of each school year. The handbook will also be available on the school's and district's website, and in each classroom. I know that I may also request an additional copy from the school at any time.

_____ _____
Student Name (PRINT CLEARLY) Student Signature

_____ _____
Parent Name (PRINT CLEARLY) Parent Signature

_____ _____
Phone Number Date

_____
Student Physical Address City Zip Code

Parent/Student Signature Page (ESPANOL)

Formulario de exclusión voluntaria de los padres para participar en el club

Nombre del estudiante _____

Escuela _____

Por la presente reconozco haber recibido información sobre los clubes de estudiantes que están programados para estar operativos en la escuela durante el año escolar actual. Entiendo que si se inicia un club para el cual no se ha proporcionado información después de que se distribuye esta información, se me proporcionará la información del club en ese momento y se requerirá mi permiso por escrito antes de la participación de mi estudiante.

Deseo retener el permiso para que mi hijo participe en los clubes de estudiantes que se enumeran a continuación:

_____

Nombre del padre / tutor (en letra de imprenta)_____

Firma del Padre / Tutor: _____ Fecha: _____

Code of Conduct Acknowledgement

Firme a continuación indicando que ha leído el Manual del estudiante, todos los acuerdos incluidos y el Código de conducta del estudiante y devuelva el formulario a la escuela de su hijo. Si tiene alguna pregunta, hable con el director de la escuela de su hijo o su designado. La información también ha sido presentada a su hijo en la escuela. Gracias por su cooperación para ayudar al sistema a brindar una educación de calidad para todos nuestros niños. (Todos los estudiantes, independientemente de su edad, deben leer y firmar a continuación)

- Pautas de uso aceptable y seguridad de Internet Acuerdo entre el estudiante y el padre / tutor (páginas 16-20): He leído, entiendo y acepto cumplir con los términos de las Pautas de uso aceptable y seguridad de Internet anteriores. Si cometo alguna infracción o de alguna manera uso indebidamente mi acceso a la red informática del distrito escolar e Internet, entiendo y acepto que mi privilegio de acceso o el de mi hijo puede ser revocado y que la escuela puede tomar medidas disciplinarias en mi contra. Si firmo este acuerdo cuando sea menor de 18 años, entiendo que cuando cumpla 18 años, este acuerdo seguirá estando en pleno vigor y efecto, y acepto cumplir con este acuerdo.
- Asistencia Obligatoria de los Estudiantes (página 21): He leído, entiendo y acepto cumplir con los términos de las Leyes de Asistencia Obligatoria de los Estudiantes
- Conducta del estudiante en los autobuses escolares (páginas 9-10): He leído, entiendo y estoy de acuerdo en cumplir con los términos de las reglas de Conducta del estudiante en los autobuses escolares.
- Entiendo que cada estudiante ha leído el Manual del Estudiante y el Código de Conducta al comienzo de cada año escolar. El manual también estará disponible en el sitio web de la escuela y del distrito, y en cada salón de clases. Sé que también puedo solicitar una copia adicional de la escuela en cualquier momento.

_____ _____
Nombre del estudiante (ESCRIBA CLARAMENTE) Firma del estudiante

_____ _____
Nombre del padre (ESCRIBA CLARAMENTE) Firma del padre

_____ _____
Número de teléfono Fecha

_____
Dirección física del estudiante Ciudad Código postal

Consent of Items

1. The Dodge County School System has designated the following information as **FERPA** (Family Educational Rights and Privacy Act) Directory Information. Place an **X** next to the information that you **DO NOT** want given to the public (including recognition in newspapers) regarding your student.

   - ☐ Student's Name
   - ☐ Student's date and place of birth
   - ☐ Facebook/Social Media
   - ☐ Student's address and telephone number
   - ☐ Weight and height of student if he/she is a member of an athletic team
   - ☐ Dates of attendance at the Dodge County System schools
   - ☐ Awards received during the time enrolled in Dodge County School System

2. I verify that I have received and reviewed a copy of the **Dodge County Primary School Student Handbook**, which includes the Dodge County Board of Education **attendance policy,** and that I will abide by these policies.

   YES **NO**

3. 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. *Acepto permitir que el Distrito Escolar del Condado de Dodge use la imagen y el nombre de mi hijo en el periódico y en el sitio web de la escuela para premios, eventos y / o actividades que se llevan a cabo en el distrito.*

   YES **NO**

4. 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 participar en excursiones del condado durante el horario escolar. Entiendo que la escuela no será responsable de ninguna lesión o gasto médico que pueda ocurrir como resultado de una lesión o enfermedad relacionada con esta excursión.*

   YES **NO**

5. 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 tiene mi permiso para ver películas con clasificación G y PG que se muestran en el aula para mejorar el plan de estudios y como recompensa cuando se considere apropiado.*

   YES **NO**

6. 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 consideradas necesarias por el Departamento de Educación de Georgia, RESA, instituciones educativas y el personal administrativo y de orientación de las escuelas del condado de Dodge.*

   YES **NO**

7. My child has permission to have his/her picture of Facebook or other forms of Social media set up by the school. *Mi hijo tiene permiso para que la escuela configure su foto de Facebook u otras formas de redes sociales.*

   YES **NO**

PBIS (Positive Behavioral Interventions and Supports)

8. 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. *Por la presente reconozco la aceptación de la información sobre PBIS y las recompensas que lo acompañan que están programadas para ser efectivas en la escuela durante el año escolar actual.*

   YES **NO**

9. I have read, received, and agree to this School-Parent Compact. We look forward to our school-parent partnership!

   YES **NO**

I hereby acknowledge receipt of information regarding *FERPA, Student Handbook, Attendance, Media, PBIS, School-Parent Compact* for the school during the current school year.

Student's Signature _____

Parent's Signature _____

Homeroom Teacher _____ Date _____

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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	Mrs. Kati Mincey	374-4756
Dodge County Primary School	Mr. Russell Bazemore Mrs. Darla Faulk	374-6691
Dodge County Elementary School	Dr. Sheila Honeycutt	374-6690
Dodge County Middle School	Dr. Jennifer Bellflower	374-6492
Dodge County High School	Mrs. Marcie Jones	374-7711

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