Dodge Elementary
21st Century
Community Learning Centers
After School/Summer Program
2026-2027
Dodge County Primary
and
Dodge County Elementary
Parent/Student Handbook

Introduction

The Dodge County School System, recognizing the need for well supervised and varied educational enrichment programs for students, has endorsed, in policy, the concept of the 21st Century after school program.

Mission

The mission of the 21st Century after school program is to offer a safe, fun, enriching and supervised environment for the children of Dodge County in grades K-5, where developing self-esteem, creativity, and individual growth through hands-on experiences, peer interaction and adult supervision is provided.

Philosophy

The 21st Century after school program is designed to provide a safe, fun, and enriching place for students in the Dodge County School system. It will serve students that are in grades K-5. The 21st Century after school program is dedicated to helping children build self-confidence in a supervised, yet relaxed atmosphere, through day to day interactive play with their peers, homework assistance, and technology. Communication and conflict resolution are stressed. All of these components add up to a quality program which enhances the lives of the children and is a valuable service to their working parents.

Purpose

The overall purpose of the Dodge County 21st Century after school program is to provide opportunities for academic enrichment by providing tutoring in the areas of reading, language arts, math, and science to increase student achievement. Additional programs and activities are designed to reinforce and complement the regular academic programs of the participating students and to offer their families opportunities for literacy and related educational development.

Advisory Committee

The advisory committee for the 21st Century Community Learning Centers initiative is composed of the members of the Dodge Connection: A Communities in Schools Collaborative. The advisory committee meets on the second Wednesday of each month at 12:00 at The Club in Eastman.

Management Committee

The management committee for the 21st Century Community Learning Centers initiative is composed of the Project Director for the 21st CCLC grant, the site coordinators from Dodge Primary and Dodge Elementary, the data entry clerk for the 21st CCLC grant, representatives from Dodge Connection: A Communities in Schools Approach, and a representative from Norris Consulting. The management committee meets quarterly at Dodge Connection in Eastman.

Goals

Goal # 1: Provide opportunities for academic enrichment, including tutorial services for student so they meet state and local performance standards in core academic areas of reading, language arts, math, and science.

Goal # 2: Improve student attendance, behavior, homework completion and class participation.

Goal # 3: Offer families of students who are served by the local community learning centers the opportunities for literacy and related educational development.

Objectives

- A minimum of 70% of the students regularly participating in the program will improve their language arts grades or maintain a "B" or higher.
- A minimum of 70% of the students regularly participating in the program will improve their math grades or maintain a "B" or higher.
- Each year of the grant, the percentage of the regularly participating students in grades 3-5 scoring at the Developing Learners Level or higher in Language Arts on the Georgia Milestones will be a minimum of 70%.
- Each year of the grant, the percentage of the regularly participating students in grades 3-5 scoring at the Developing Learners Level or higher in math on the Georgia Milestones will be a minimum of 70%.
- Ninety percent of the students regularly participating in the program will be absent from school for 15 days or less.
- Seventy-five percent of the students regularly participating in the program will demonstrate improvement in homework completion.
- Seventy-five percent of the students regularly participating in the program will demonstrate improvement in class participation.
- A minimum of 85% of students actively participating in the program will be promoted to the next grade.
- A minimum of 70% of the parents/guardians who attend at least one family related session will state that they have gained increased knowledge regarding encouraging and supporting their child's academic success.

- A minimum of 50% of the 21st Century students will have family participation in at least one literacy and related education development opportunity.

Program Components

Snacks

All students participating in the after school program will receive a nutritious snack at the conclusion of the regular school day. Students attending summer school will receive breakfast and lunch each day. Water fountains will be available in various areas throughout the school.

Tutoring / Homework Component / Philosophy

A component of the Dodge County After-School Program will be to assist students in problem academic areas. The After School Program is neither an exclusive tutoring program nor an exclusive homework assistance program; however, assistance will be provided under the following conditions:

- The students must realize that the responsibility for completing homework assignments ultimately rests with the student.
- The student needs to come to the After-School Program with the necessary school supplies such as paper and pencil and homework assignments.
- Academic assistance may be in the form of group sessions, individual assistance, or peer tutoring.

Cultural Enrichment Activities

Monday through Friday, students will participate in character education/prevention programs (tobacco, drug, and alcohol prevention) and recreation activities for approximately 45 minutes each week. In addition, they will participate in technology and STEM projects.

Daily Programming Schedule for Dodge County Elementary School

3:00 – 3:15	**Snacks, Prevention/Recreation**
3:15 – 4:00	**Homework Assistance**
4:00 – 4:45	**Academic Enrichment**
4:45 – 5:30	**STEM Activities**
5:30	**Dismissal of Students**

Summer Schedule

9:00 – 9:30	**Breakfast, Prevention Activities**
9:30 – 10:15	**Academic Remediation/Acceleration**
10:15 - 11:00	**Art/Music Enrichment**
11:00 – 11:45	**STEM and Skillastics Activities**
11:45 – 12:30	**Sports, Recreation and Fitness Activities**
12:30 – 1:00	**Lunch and Dismissal**

Daily Programming Schedule for Dodge County Primary School

2:45 – 3:00	**Snacks, Prevention/Recreation**
3:00 – 3:45	**Homework Assistance**
3:45 – 4:30	**Academic Enrichment**
4:30 – 5:15	**STEM and Skillastic Activities**
5:15	**Dismissal of Students**

Summer Schedule

9:00 – 9:30	**Breakfast, Prevention Activities**
9:30 – 10:15	**Academic Remediation/Acceleration**
10:15 - 11:00	**Art/Music Enrichment**
11:00 – 11:45	**STEM and Skillastics Activities**
11:45 – 12:30	**Sports, Recreation and Fitness Activities**
12:30 – 1:00	**Lunch and Dismissal**

Attendance Policy

- Students must attend regularly to receive the full benefits of the After-School Program.
- Students with chronic unexcused absences may be dismissed from the program.
- At the end of the regular school day, students will report to the lunchroom. The after school teacher will pick them up from the lunchroom each day. Students will not be allowed to ride the 3:00 bus home unless the school has been notified by a note from the parents or a phone call from the parents or guardians that the student has permission to be dismissed at 3:00. This is to ensure that parents are aware that the child will be arriving home early.

Check in/Check Out Procedures

- Parents are required to complete the names and phone numbers of at least three adults that are authorized to pick-up their child/children from the after school/summer school program.
- If the parents have a specific person that is NOT to pick up their child, they must alert the after school administration and the required legal documentation must be attached.
- When an authorized adult pick-up a student early, the adult must sign the student out in the office.
- When there is a change in the method of transportation for the student, the school must be notified by a note from the parent or a phone call to the school.
- When the students are dismissed each afternoon, they will identify to the after school staff the name of the person picking them up.
- A list of the students riding the bus home each afternoon will be given to the bus driver as the students are entering the buses.

Transportation Plan

Bus transportation home will be provided Monday through Friday by the Dodge County Board of Education and the 21st Century after school program. The school system maintains liability insurance at all times while buses are in use by the after school and summer school programs. The school system also ensures all bus drivers are trained in safety, student discipline, and emergency procedures prior to driving for the after school program. Students are dismissed to board the bus to go home at 5:30 p.m. daily during the after school program and at 12:00 p.m. daily during the summer program and are checked off by a staff member as they board the bus.

Bus drivers maintain radio communication with central office staff as needed. All drivers complete required school system transportation training as required by school system policies. All transportation personnel having contact with students must complete an annual national background check prior to interacting with students. Bus drivers do not allow students to de-board to an empty home. A staff member is on call each day to return to the site in case a student is brought back to the site to wait on a parent/authorized adult to arrive.

Child Abuse / Neglect

The following procedures should be followed for reporting child abuse:

- Staff reports the suspected case to the principal and or counselor
- Principal and or counselor reports the case to the School Social Worker
- The School Social Worker will make contact with the child for verification and report findings to the Department of Family and Children Services (DFACS)
- In the event that School Social Worker cannot be reached the Principal will make a report to DFACS
- The Social Worker Referral Form should follow immediately to document all referrals.
- These guidelines should be strictly followed. Every employee is a mandated reporter and has 24 hours to make sure any child abuse has been reported.

Sexual Harassment

It is the policy of the Dodge County School District that racial, sexual, or other forms 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, religion, national origin, age or sex should report the same to the principal of this school or the appropriate coordinator, who will implement the board's discriminatory complaints or harassment procedures.

Discipline Rules and Regulations

All general school rules and regulations for the hallways, bathrooms, lunchroom and school bus that are discussed in the Dodge County Elementary Schools Handbook apply to the After School Program. Your child should have been given a copy of the Dodge County Elementary Schools

Handbook when he/she entered school, if you do not have a copy of the student handbook, please contact the school.

Discipline Policy

Students that do not adhere to the following general rules for good conduct may be dismissed from the After-School Program:

- Listen to and follow all directions given by the teachers and staff
- Be prepared with necessary materials
- Respectful behavior at school and on the bus is expected at all times

- Non-aggressive behavior at school and on the bus is expected at all times
- Non-disruptive behavior at school and on the bus is expected at all times

If a student does not comply with the above discipline policy, the following consequences will be enforced:

- Teacher / student conference
- Teacher / student conference and suspension of recreation time
- Time Out with Site Coordinator
- Telephone Conference with Parents
- Telephone Conference with parents with possibility of dismissal from program
- Dismissal from program

Crisis/Severe Weather/School Safety/Safety Drills - Plan and Procedures

Fire Drills, Severe Weather Drills, and Lockdown Drills will be conducted on a regular basis to ensure the safety of the students and staff.

Fire Procedure

1. Activate the alarm
2. Evacuate students and staff
3. Follow normal fire drill route which is posted in each classroom
4. Teachers take roll and check all students
5. Administration notifies police
6. No one reenters the building until building is declared safe by fire and police personnel
7. Administration notifies students and staff to resume normal operations

Hurricane, Electrical Storm

1. Bring all persons inside building
2. Close window and blinds
3. Move students and staff to designated area posted in each classroom
4. Take class roles
5. Account for all students

6. Remain in safe area until all clear signal is given

Intruder / Student Safety

1. Administration will issue code words over the intercom
2. All teachers, visitors, and students move into the classrooms
3. Lock classroom doors and turn off the lights
4. Move away from the windows and doors
5. Everyone get down on the floor and remain quiet
6. No one leaves on enters the room until the administration announces that normal operations may resume

Recruitment/Enrollment Plan

Parents of all students, including special education and ESOL students will be informed about our program during Open House when they visit their child's classroom. Interested parents will be asked to complete a short questionnaire concerning the after school program. Site Coordinators will review the list of students previously enrolled in the after school program to determine their eligibility. Classroom teachers will recommend students from their classes who may benefits form participation in the program. These three lists will be examined to determine students at-risk and in need of the services provided. Once selections are made, registration information is sent home to parents of qualifying students. At this time, Dodge County does not have any private schools. If we should get some in our district, we will recruit those students as well.

School Closing and Alternative Programming Plan

Dodge Primary and Dodge Elementary 21st Century Program will determine partial or total closures under direction and guidance of the Department of Public Health and the local Health Department. In the event the governor issues an executive order to close schools at any time during the 2026-2027 school year, or if schools close due to the spread of COVID-19 or any other health concern, the system-wide eLearning model will be utilized for all students in grades K-12. This protocol will remain in effect in the event of a short-term closure for any reason, including weather days.

Expectations in terms of attendance, participation, and accountability will be the same for students participating in eLearning. Parent involvement is key to successful eLearning as students will need parental assistance during the eLearning after school day. Reliable internet access is necessary in order to participate in eLearning. A district-issued device will be available for any student who does not have one to use. A Technology Agreement Contract will be available for parents and students at the student's school.

- The district will use Google Classroom, Study Island, Zoom, and other online resources and instructional support for the afterschool program and parent engagement activities.
- Students must be motivated, organized, self-disciplined, and supported.
- Students will receive academic assistance and homework assistance in all subject areas.

- The teachers will remain committed to the education of students eligible for special education services with an individualized education program (IEP) for eLearning. Because digital/eLearning may affect how special education and related services are provided, the student's IEP team will work to ensure that the student receives services to the most appropriate extent possible.
- Students will be responsible for adhering to the procedures in the DCSS Technology Usage Agreement. (See DCSS handbook)
- Dodge County Schools has provided identified WIFI locations throughout the county. That information can be found on the school and district website.

Internet Acceptable Usage Policy

It is the belief of the Dodge County School System that the integration of technology into daily academic activities is integral to the success of the school's instructional programs. It is, therefore, important that the integrity of the equipment, software, and data be maintained for maximum use by every student. In this regard, the Dodge County School System requires that all students who use technology in any form sign a behavioral contract, acknowledging these guidelines as necessary in order for the school to maintain productive classrooms and equipment.

Student use of the computers, printers, peripherals, and other electronic devices are for educational use only. Each student is assigned a lesson with specific objectives. The teacher will give instructions as to what and how the software is to be used. The violation of the provisions of this policy may result in the cancellation of privileges for computer use and in some cases, disciplinary action.

Before use, all students will be briefed on the aspects of security and ethics involved in using technology.

The student and parent/guardian agree to the following conditions:

- Students will not attempt to make any changes in the configuration of the computer system or software.
- Students will not modify the operating system and network preferences of any workstation. This includes adding/deleting files, changing windows, downloading, installing software, running other software, and changing any files/information on the hard drive/file server.
- Students will not use portable storage devices including thumb drives in the classroom unless the teacher has granted permission to do so. The instructor may request the opportunity to scan the disk and directory before granting permission for use in the classroom.

- Students will never use a game disk on computers at Dodge County Schools.
- Students will not share passwords.
- The use of scanners and/or digital cameras is for educational objectives only. For their use, students will receive prior permission from the instructor.
- Students will not share files or directories. This is considered cheating. Students will respect the work of other students at all times.
- Under **NO** circumstances will a student login with any credentials other than those assigned to him/her from the network administrators.
- Students will not attempt to circumvent the network firewall or internet filtering devices by accessing or attempting to access anonymous proxy sites or anonymous browsing sites.
- Students should report any malfunction of electronic equipment or computers to the teacher immediately.
- Email addresses assigned to students through the Dodge County School System network will be used for educational use only.

Procedures or guidelines developed by the superintendent, 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 Section 1703(b)(l) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:

a. 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;

b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response as required by the Children's Internet Protection Act.

Student use of the Internet shall be subject to the provisions of Board of Education policy IFBGA-Appropriate use of the Internet. Students agree to follow all school system guidelines in reference to the Internet.

The Dodge County School District provides great educational benefits to students with the use of the Internet. The Dodge County Department of Technology provides a content filter to help safeguard students and staff from accessing inappropriate websites. Unfortunately, some material may still be accessible via the Internet and may contain items that are illegal, derogatory, or potentially offensive to some people. Access to the Internet is given as a

privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.

2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.

3. The following are not permitted at Dodge County Schools during the regular school day, after school or summer school:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, cyber bullying, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
- Employing the network for commercial purposes.
- Revealing the personal address or phone number of yourself or any other person without permission from your instructor.
- Entering into a social networking site, a chat room, or an on-line messaging service unless directed by a teacher to respond to a classroom blog post.
- Checking e-mail without permission to do so.

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-A: Title IV-B, 21st CCLC; Title VI, Part B, Special Education and Rural and Low Income, Title X, and Part C-McKinney-Vento Act.

Definitions

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

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

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

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

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

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

Statement of Administrative Regulations:

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

Confidentiality

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

Procedures and Responsibilities

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or Superintendent's designee of the Dodge County Board of Education at 720 College Street, Eastman, GA 31023.

2. Any employee with the Dodge County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (478) 374-3783. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.

3. The Dodge County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.

4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.

5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.

6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be available at all schools and facilities and on the Dodge County Schools website (www.dodge.k12.ga.us.)

7. A report shall be made to the Chairman of the Dodge County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.

8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

Conflict of Interest

The employees and consultant of the District have the responsibility of administering the affairs of the District honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the District. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the school system or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:
1. Persons and firms supplying goods and services.
2. Persons and firms from whom the District leases property and equipment.
4. Competing or affinity organizations.
5. Donors and others supporters.
6. Agencies, organizations and associations which affect the operations of the District.
7. Family members, friends, and other employees.

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned above. Such an interest might arise through:
1. Owning stock or holding debt or other proprietary interests in any third party dealing with the District.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the District.
3. Receiving remuneration for services with respect to individual transactions
Involving the District.
4. Using time, personnel, equipment, supplies, or good will for other than District/Program-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with the District. Receipt of any gift is disapproved except gifts of a value less than $25, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

The areas of conflicting interest listed above, and the relations in those areas which may give rise to conflict, as listed above, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described above does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the District.
However, any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:
1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The District has determined that the transaction is in the best interest of the organization.
Disclosure in the organization should be made to the Superintendent or Federal Programs Director.

The Superintendent and/or School Board shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to District. The decision of the Superintendent and/or School Board on these matters will rest in their sole discretion, and their concern must be the welfare of the District and the advancement of its purpose.

Contact Personnel

Site	Personnel	Phone	Email Address
Dodge County Primary	**Jennifer Woodard**	**374-6691**	**jwoodard@dodge.k12.ga.us**
Dodge County Elementary	**Amanda Ray**	**374-6690**	**aray@dodge.k12.ga.us**
Project Director	**Jennifer Lee**	**374-3783**	**jtlee@dodge.k12.ga.us**
Project Director	**Denise Brown**	**374-3783**	**dbrown@dodge.k12.ga.us**

Conclusion

The staff and faculty of the 21st Century After School Program in Dodge County are looking forward to providing each participating student and his or her family with an exciting and educational experience.

Please detach this page, sign, and return to the site coordinator at Dodge County Primary/Dodge County Elementary.

I, _____, have read and understand the policies, procedures, and other components of the after-school program outlined in the handbook. I understand that my child is expected to comply with the requirements of the grant.

_____

Student's Name

_____ _____

Parent's Signature Date