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Dodge County Schools Mission Statement

Vision Statement for Dodge County Schools

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

Core Values:
- All students can learn.
- All students possess a desire to learn and come to school with varying levels of readiness.
- Knowledge is a key to success in life.
- Learning is a life-long process.

Belief Statements:
- Self-concept affects the achievement of students.
- Every student has the right to learn and experience success in school.
- Schools will provide the knowledge for all students to become productive members of society.
- Effective education must be applicable to the rapidly changing world.
- Community and parental support are vital to a successful school environment.
- The educational process must meet the individual needs of the students.
- The educational process of today will determine the future.
- A safe and orderly learning environment is essential to a quality education.
- Excellence in education is achieved through quality programs and staff.
- High school completion is the focal priority for all stakeholders.
Goals for Dodge County Schools:

Dedicated to Our Desire to Graduate Everyone

Goal Area 1: Purpose and Direction
Goal Area 2: Governance and Leadership
Goal Area 3: Teaching and Assessing for Learning
Goal Area 4: Resources and Support Systems
Goal Area 5: Using Results for Continuous Improvement

The Dodge County Schools Strategic Plan with a complete listing of our goals can be found at [http://eboard.eboardsolutions.com/StrategicPlan/PlanDetail.aspx?S=4055&PID=4615](http://eboard.eboardsolutions.com/StrategicPlan/PlanDetail.aspx?S=4055&PID=4615)

**TITLE IX-NON-DISCRIMINATION**

There will be no discrimination on the basis of race, creed, religion, color, national origin, sex, marital status, disability, or age in the educational programs, activities, or employment practices in this system.

**EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Dodge County Board of Education not to discriminate on the basis of race, creed, religion, color, national origin, sex, marital status, disability, or age in employment and educational program.

**FOREWORD**

This handbook has been designed and produced for the purpose of providing useful information
to professional personnel. It is accessible online at http://www.dodge.k12.ga.us by clicking the For Staff link under Quick Links. It is requested that you keep it accessible. Please consult your handbook prior to making decisions which concern policy related information. If the desired information is not in this handbook, please consult the system policy manual; or the school administration can be contacted if additional information is needed.

Your comments and suggestions are welcome as relative to the improvement of this handbook. Feel free to offer such to the superintendent's office at any time during the course of the school term.

Please remember that the classroom teacher is the most important element of the entire educational process. Have a great year.

BOARD MEMBERS

District 1------------------------------------Roscoe Bennett
District 2------------------------------------Jesse Mincey
District 3-----------------------------------Robert Peacock
District 4-----------------------------------Ricky Hargrove, Vice Chair
District 5-----------------------------------Mark Driggers, Chairperson
District 6-----------------------------------David Yawn
District 7-----------------------------------Shirley Ikedionwu

CENTRAL OFFICE PERSONNEL

Superintendent----------------------------------------Dr. Melinda Dennis
Carla Mills, Superintendent Secretary/Receptionist/Business Management
Finance Officer--------------------------------------Wendy Dennis

Human Resources----------------------------------Misty Selph

Director of Curriculum/Professional Development/Federal Programs------Dr. Lawanda Gillis
Connie Simpson, Secretary

School Social Worker-------------------------------Jodi Brewer

Coordinator of Exceptional Education----------------------Tonya Brown
Elizabeth Peacock, Special Education Records Clerk / Secretary

Technology Director-------------------------------Rick Rogers

School Food Service Supervisor----------------------Dena Barrows
Debbie Skipper, Secretary

School Psychologist/Exceptional Education Director------------------Tracy Hickman
PRINCIPALS AND ADMINISTRATIVE STAFF

Dodge County High School-------------------------------------Dr. Susan Long, Principal
    Sonya Bundick, Assistant Principal, Vocational Supervisor
    Eric Cowart, Assistant Principal
    Pam Melvin, Assistant Principal

Dodge County Middle School----------------------------------Mike Hilliard, Principal
    Marcie Jones, Assistant Principal
    Richard Gay, Assistant Principal

North Dodge Elementary School-------------------------------Cindy Screws, Principal
    Russell Bazemore, Assistant Principal

South Dodge Elementary School-------------------------------Dr. Elvis Davis, Principal
    Dana Brown, Assistant Principal

Dodge Pre-Kindergarten----------------------------------------Keri Lancaster, Director

Dodge County Achievement Center -----------------------------Richard Gay, Director

EDUCATIONAL PHILOSOPHY

The Board of Education has adopted the following general philosophy as the standard for the educational program of the Dodge County School System.

Believing that the democratic way of life contributes the most benefit and happiness to members of society generally, the school as an agency of society should then be dedicated to the development, improvement, and preservation of all democratic ideals. All individuals should be given an equal opportunity to develop to the greatest possible extent their capacities for happy, useful, successful lives.

In line with this general statement of the theme of the educational program for the Dodge County School System, the Board of Education shares the belief that free education should be provided to all children and youth until they have completed a curriculum appropriate to their needs and abilities.
In keeping with this general philosophy, the Dodge County School System has further adopted the following objectives:

**Health** – To protect the right of the child to a healthy body through provision of physical education, health education, and necessary preventive health services.

**Mental Growth** – To encourage and stimulate the continuous growth in the pupil of his ability to think clearly, logically, and independently; and to know and master his own powers and potentialities and to exercise those powers with due regard to the rights of others.

**Individual Difference** – To provide such modifications in the educational program for each pupil as are required by his particular capacities.

**Character Growth** – To develop a moral and ethical sense in each pupil so that he or she will manifest toward others fairness, justice, tolerance, courtesy, and kindness, and for himself or herself, achieve an appreciation of his personal worth.

**Social Adjustment** – To prepare students psychologically for a well-balanced and happy individual, social, and family life.

**Core Subjects** – To give each pupil, insofar as his ability permits, a mastering of the tools of learning and communication, including reading, writing, arithmetic, and the use of written and spoken language.

**Understanding Environment** – To develop in each pupil an understanding of the physical, economic, and social world in which he lives and to assist him to adjust himself effectively to his surroundings.

**Citizenship** – To develop in each child, youth, and adult student an understanding and appreciation of the forces and ideals of democracy which have made America great and to foster a sense of his personal opportunities and responsibilities as a citizen of his community, his state, his nation, and the world.

**Earning a Living** – To help the pupil find his most productive role in life and to develop through work experience good work habits. To give those who do not go to college or a university, enough fundamental science and vocational training so that they will be able to qualify for work at their highest skills and can be properly prepared to earn a living.

**Aesthetic Development** – To provide for each pupil a comprehensive understanding of cultural subjects and the fine arts.

**Recreation and Play** – To encourage wholesome and creative forms of recreation and play.
Community Relations – To make the school an essential part of community relations by serving all of the people in various ways according to their needs.

The Dodge County Board of Education will proceed continuously in accord with this philosophy and its objectives.

PROFESSIONAL PERSONNEL ETHICS

The Dodge County School System believes that there should be established criteria for professional practices in the area of ethical and professional performance.

The Code of Ethics of the education profession sets certain standards for the educator regarding his commitments. The Dodge County School System supports the following standards:

Preamble

The educator believes in the worth and dignity of man. He recognizes the supreme importance of the pursuit of truth, the devotion to excellence, and the nature of democratic citizenship. He regards as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his responsibility to practice his profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he has accepted in choosing a career in education and engages himself, individually and collectively with other educators, to judge his colleagues, and to be judged by them, in accordance with the provisions of this code.

Commitment to the Student

In fulfilling his obligation to the student, the educator

1. shall not, without just cause, restrain the student from independent action in his pursuit of learning, and shall not, without just cause, deny the student access to varying points of view;

2. shall not deliberately suppress or distort subject matter for which he bears responsibility;

3. shall make a reasonable effort to protect the student from conditions harmful to learning or to health and safety;

4. shall conduct professional business in such a way that he does not expose the student to unnecessary embarrassment or disparagement;

5. shall not on the grounds of race, color, creed, religion, or national origin exclude any
student from participation in or deny him benefits under any program, nor grant any discriminatory consideration or advantage;

6. shall not use professional relationships with students for private advantage;

7. shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;

8. shall not tutor for remuneration students assigned to his classes, unless no other qualified teacher is reasonably available.

**Commitment to the Public**

In fulfilling his obligation to the public, the educator

1. shall not misrepresent an institution or organization with which he is affiliated, and shall take adequate precautions to distinguish between his personal and institutional or organizational views;

2. shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;

3. shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities;

4. shall not use institutional privileges for private gain or to promote political candidates or partisan political activities;

5. shall accept no gratuities, gifts or favors that might impair or appear to impair professional judgment, nor offer any favor, service or things of value to obtain special advantage.

**Commitment to the Profession**

In fulfilling his obligation to the profession, the educator

1. shall not discriminate on grounds of race, color, creed or national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of their association;

2. shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. shall not use coercive means nor promise special treatment in order to influence professional decisions of colleagues;

4. shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;

5. shall not refuse to participate in a professional inquiry when requested by an appropriate professional association;

6. shall afford the aggrieved party upon request the opportunity to discuss in private the specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment;

7. shall not misrepresent his professional qualifications;

8. shall not knowingly distort evaluations of colleagues.

Commitment to Professional Employment Practices

In fulfilling his obligation to professional employment practices, the educator:

1. shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications;

2. shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates;

3. shall not knowingly withhold information from an applicant regarding a position, nor misrepresent an assignment or conditions of employment;

4. shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall also give prompt notice of change in availability or nature of a position;

5. shall not accept a position when so requested by the appropriate professional organization;

6. shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency;

7. shall not delegate assigned tasks to unqualified personnel;

8. shall permit no commercial exploitation of his professional positions;
9. shall use time granted for the purpose for which it is intended.

INFORMATION NEEDED FOR BOARD OFFICE

1. Teacher service record and data sheet, giving number and type of certificate, number of years of teaching experience, and other requested information

2. Copy of teacher certificate

3. Employee's withholding certificate or income tax deductions (Form W-4)

4. Georgia withholding certificate for income tax deductions (Form G-4)

5. Social Security Number

6. State Security Questionnaire

7. Payroll Deduction Forms (Health, Life, Disability, etc.)

8. Medical History Form

If the need develops for any other information, the employee will be expected to furnish it immediately upon receipt of request, making sure that all forms are properly notarized. It is important that all information requested be filed in the Board of Education office before or during pre-planning week.

It should be noted that all employees of the Dodge County School System are subject to a criminal background check.

CERTIFIED PROFESSIONAL PERSONNEL CRIMINAL RECORD CHECK

It is the policy of the Dodge County Board of Education to comply with O.C.G.A. 20-2-211, as amended by the 1994 General Assembly by Senate Bill 526, and the implementing regulations as promulgated by the State Board of Education.

Every person who is employed by the Dodge County Board of Education for the first time to fill a certificated position with this school district shall be fingerprinted and have a criminal record check prior to the issuance of a standard school year contract of employment. The method of obtaining fingerprints and of submission to the Georgia Crime Information Center and National Crime Information Center shall be as prescribed by O.C.G.A. 20-2-211, as amended, and by the
State Board of Education's policies, rules, and regulations. The school district will pay all costs associated with the background check.

Each person employed for the first time to fill a certificated position with the school district shall be issued a temporary contract valid for 200 calendar days, pending the results of the criminal records check. If the criminal record check reflects that the employee has not been arrested, charged, pleaded guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the superintendent shall have the authority without further authorization from the board to sign on behalf of the board a standard employment contract with the employee for the balance of that school year based on the terms and conditions of employment and the assignment of the employee as previously approved by the board.

In the event the criminal record check reflects the employee has been charged with, pleaded to or been convicted of an offense other than a minor traffic violation, the superintendent shall bring the matter to the board of education at its next meeting or sooner, if warranted, for a decision. If the superintendent elects, the employee may continue in the employment of the school district pending final board decision.

CERTIFICATION FACTS

**Traditional Routes** - Obtaining a Georgia certificate by completing a state-approved educator preparation program, usually at a college or university. This process could include earning a college degree along with the state certificate, or you might complete the requirements just for a certificate after you have already finished your Degree. In addition, educators who move to Georgia with an out-of-state certificate must meet Georgia’s certification requirements through reciprocity procedures. For the most part, the traditional initial programs are completed prior to employment in a public school and lead directly to Georgia’s Clear Renewable Certificate.

**Alternative Routes** - Obtaining a Georgia certificate while you work as an educator. Alternative routes are designed for “career switchers” who already hold degrees and have various life experiences, as well as former educators with expired or invalid certificates who wish to return to the classroom. These routes are not limited to, but are of particular importance when completed in high need, shortage fields such as math, science, foreign language and special education.

Initial eligibility requirements lead to a Non-Renewable Certificate and remaining requirements are completed while the individual is serving as an educator in a Georgia public school. Upon completion of this route, the Clear Renewable Certificate is issued.

**International Exchange Teacher Route** - Obtaining a Georgia certificate based on your teacher certification in another country.

International exchange certificates may be awarded to teachers certified in their native country who are not U.S. citizens but who wish to come to Georgia and teach for up to
three years.

**Permit Route** - Obtaining a Georgia permit to teach in special restricted circumstances.

Permits allow performing artists, retired teachers and native foreign language speakers to teach in Georgia classrooms and selected business/professional leaders to serve in Superintendent positions based on their rich expertise.

Each route is designed to combine high standards with flexibility to bring quality teachers into the classroom. While each route has a unique set of eligibility requirements and different ways to achieve certification, the standards and requirements for a Clear Renewable Certificate are the same regardless of the route chosen.

The teaching certificate is a most important document as relative to employment. State law mandates that each employee must continue to hold a current in-field certificate. State pay cannot be received for out-dated or out-of-field certification.

It is each employee's responsibility to know the status of his certification and keep current all provisions. Important aspects are: in-field provisions, expiration dates, methods of renewal, and procedures for renewal. The Dodge County School System will not accept responsibility for omissions regarding an individual's certificate; however, the Central office will assist in every possible manner.

Each teacher must have a copy of his/her valid certificate on file at the board office to assure full payment of salary. If the certificate arrives late, a teacher’s salary is retroactive when the certificate is received, relative to the certificate date. This includes those renewing after summer school and any other. Otherwise, only substitute pay will be authorized. Do not neglect attending to this important task.

**CERTIFICATE LEVEL**

Each certificate is assigned one level. This level applies to all fields held by an individual and indicates the Commission's determined equivalent of an individual's level of education. Generally, the certificate level equates to the education level completed as follows:

- Level 1    High School Diploma (Vocational Education fields only)
- Level 2    Associate of Arts (Vocational Education fields only)
- Level 4    Bachelor
- Level 5    Master
- Level 6    Education Specialist
- Level 7    Doctorate
TEACHER RETIREMENT

Individuals meeting the following criteria are **required** to become members of TRS as a condition of employment:

- Personnel who are employed one-half time or more in **specific positions** of the state’s public school systems, regional libraries, county libraries, and regional educational service agencies, such as:

  - Teachers
  - Administrators
  - Supervisors
  - Clerks
  - Teacher aides
  - Secretaries
  - Paraprofessionals
  - Public school nurses
  - Employees of the Agricultural Extension Service

Any **vested** member of the Employees’ Retirement System (ERS) who accepts employment from an employer normally covered by TRS may elect to remain a member of ERS or to join TRS. A written election must be made to the respective retirement system within sixty days of such employment and is irrevocable once the election is made. Members and their employers will be required to make the appropriate contributions to the respective retirement system.

All new employees will be automatically enrolled as members of TRS based on the information submitted electronically by the employer. You will not complete a paper application.

SOCIAL SECURITY

All employees of the Dodge County Board of Education are covered by Social Security. Deductions for this purpose are made from salary at the current rate of **7.65%** (6.20% for O.A.S.D.I. and 1.45% for H.I.).

PAY DAY

Pay Day is the last working day of each calendar month. However, exceptions may be made in November and December. It is customary for the board to make payment at the time school is dismissed for Thanksgiving and Christmas holidays **when funds are available**.

**Direct Deposit** is available. If it is not chosen, checks will be delivered at the schools by
principals during the school year. Payroll checks may be picked up at the Central Office during the
summer months. Teachers will receive pay for 190 days service, but their annual salary will be divided into twelve equal payments. Salaries for new teachers just finishing college or transferring from another entity may be divided into thirteen equal payments in their first year of service in Dodge County. Payroll is made up on the basis of number and status of employees on the 15th day of the month. Automatic deductions will be made for the following purposes:

1. Teacher Retirement
2. Social Security
3. Federal Income Tax
4. Health Insurance and other supplemental insurance, when authorized
5. PAGE/GAE dues, when authorized
6. Days of leave in excess of authorized leave
7. Georgia Income Tax
8. Tax Shelter Annuity, when authorized
9. Garnishments, tax levy, child support, etc., when so ordered by the court.

Providing accurate state and federal tax withholding forms, retirement system membership number, and the social security number to the payroll manager is the responsibility of the employee.

TEACHER ACCOUNTABILITY

It is the belief of the Dodge County School System that student learning and accomplishment can be observed and measured. It is felt that educators need to show that learning is taking place. Teacher evaluation is an on-going process designed to improve the quality of instruction and to judge the effectiveness of employee performance and of the school system accomplishments. Supervisors are responsible for observing and assessing the performance of staff members and assisting them in improving their professional competencies as may be identified.

Local policy mandates that all Board of Education employees will be evaluated annually on appropriate criteria. Please see the school principal when questions exist.

MENTOR TEACHER

Each new teacher will be assigned a veteran teacher to serve as his or her mentor. The mentor will work with the beginning teacher a minimum of one year.

IDENTIFICATION BADGE

Every Dodge County teacher will be issued an identification badge. This badge will allow the
teacher free admission to all sports events at Dodge County Middle School and Dodge County High School. The badges are to be returned when the teacher is no longer employed by the system.

**CHILD ABUSE/NEGLECT**

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children. The law requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

Child abuse involves any child who is believed to have had physical injury or injuries inflicted upon him other than by accidental means, by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted. Neglect of child may include lack of food, clothing, shelter, or sleeping arrangements; exposure to amoral or asocial circumstances; failure to attend school properly due to parental neglect or disinterest; failure to provide adequate supervision; failure to receive proper and necessary medical care; and suffering from emotional deprivation or inhumane treatment.

The following procedures should be followed for reporting child abuse:

1. Staff reports suspected case to principal or designee.
2. Principal reports case to the School Social Worker (SSW).
3. The SSW will make contact with the child for verification and report findings to the Department of Family and Children Services (DFACS).
4. In the event that the SSW can't be reached, the principal will make a report to DFACS.
5. The Social Worker Referral Form should follow immediately to document all referrals.

**COMMUNICABLE DISEASES**

**Pediculosis (Head Lice)**

The Dodge County Board of Education acknowledges that pediculosis is a health problem which, if not properly controlled, can reach epidemic proportions and create an unsanitary and unhealthy environment. In order to prevent epidemics of pediculosis and insure the health of Dodge County students, the following actions should be taken when pediculosis is present.
1. Upon the discovery of pediculosis in any of its forms (head lice, head lice eggs, or head lice cases), promptly notify the parents or guardian of the student. The Dodge County Health Department should also be informed of the infestation, including the name of the student, the student's parents and/or guardian, address and telephone number, and any other information relevant to the infestation.

2. Upon the discovery of infestation with pediculosis a student is immediately prohibited from participation in all school activities including classroom attendance. So long as he is infested, the student will continue to be excluded from classes and school activities. Homebound instruction for the student will be permitted if the requirements for participation in the homebound program are met.

3. An infested student may be readmitted to the Dodge County schools upon the written certification of the Dodge County Health Department, school health nurse, or a physician licensed to practice medicine in the State of Georgia that the student has been properly treated for pediculosis, that the student is free from pediculosis, that the family has been properly counseled in the control of pediculosis, and that the student is no longer a health hazard to himself or others.

* Refer to Dodge County Board of Education Policy JGCC.

AIDS

**Refer to Dodge County Board of Education Policy JGCC.

TEACHER ABSENCES

Board Policy GARH

This policy shall apply to all employees of the Dodge County Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the Board of Education.

Accrual of Sick Leave and Absence for Medical and Related Reasons

Each employee of the Board of Education shall be entitled to sick leave, with full pay, computed on the basis of one and one-fourth working days for each completed school month of service, cumulative up to 45 days.

Sick leave may be taken for absence due to illness, injury, or other temporary disability, or
necessitated by exposure to contagious disease in which the health of others would be endangered by his/her attendance, or for illness or death in the employee’s immediate family.

Employees transferring from one Georgia school system to another shall be credited with any unused sick leave accumulated by such employee up to 45 days accumulation as mandated by law.

For absences above those entitled by this policy, an amount equal to one day’s salary for each day’s absence shall be deducted.

Absences resulting from the following causes shall be chargeable to sick leave:

1. Personal illness or critical illness in the immediate family.
2. Death in the immediate family.
   a. Members of immediate family shall be confined to father, mother, grandfather, grandmother, husband or wife, son, daughter, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or relatives living in the home of the employee.
   b. The number of days allowed for death in the family shall be three (3).

**Short Term**

Short term sick leave shall be defined as absence for ten (10) working days or less.

The Board may from time to time require permission to be given by the principal before short term sick leave is taken, and/or a doctor’s certificate of the teacher’s inability to be present.

**Long Term**

Long term sick leave shall be defined as absence for eleven (11) working days or longer. Employees granted leave for longer than the actual period of their disability are not covered under this policy.

Long term sick leave shall be granted employees in accordance with the following guidelines:

1. **Notice – Physician Statement.** The employee shall notify the Superintendent of his/her intention to take such leave as soon as practical. The notice shall be accompanied by a doctor’s statement of anticipated date and length of physical disability.
2. **Determination of Commencement of Leave.** The long term sick leave shall begin at the time to be determined by the employee, the physician and the Superintendent. The employee anticipating physical disability may continue in active employment as long as he/she is able to properly perform the required functions of his/her job.
In case of dispute, final determination of his/her ability to so perform shall be made by the Board of Education after a hearing in which the teacher and the Superintendent or other representatives of the local system shall be heard. The Superintendent or Board may require that the employee submit to an examination by a physician selected and paid by the Board, and a refusal by the employee to submit to such an examination shall be grounds for terminating the contract or other employment of such employee.

If the Superintendent determines that the status of an employee’s ability to perform properly the required functions of his/her job may change within a short period of time, the Superintendent may require that the employee present a physician’s statement on a weekly basis.

3. **Sick Leave Benefits.** The employee shall be entitled to utilize all of his/her accumulated sick leave for long term absences due to illness, injury, or other temporary disability, or other causes described previously.

4. **Duration – Return to Work.** An employee who has been granted long term sick leave shall be entitled to return to active employment upon presentation of a physician’s statement certifying that he/she is able to perform the required functions of the job. If the Superintendent and Board concur with such statement, the employee shall return to work in accordance therewith, to be assigned to a substantially equivalent position to be approved by the Superintendent.

In case of dispute, final determination of his/her ability to so return shall be made by the Board of Education after a hearing in which the teacher and the Superintendent or other representatives of the local system shall be heard. The Superintendent or Board may require that the employee submit to an examination by a physician selected and paid by the Board and a refusal of the employee to submit shall be grounds for termination, or not issuing a new contract if the employee wishes to return at the beginning of the new school year.

In any instance, an employee’s return to active employment may be delayed until the beginning of a quarter or semester.

5. **School System’s Responsibility to Employee.** Each employee wishing to apply for long-term sick leave shall be given a copy of this policy.

Each grant or long-term sick leave shall specify the beginning and ending of such leave (e.g., from beginning to end of physical disability; from beginning of physical disability to the first quarter semester beginning after the end of the employee’s physical disability; from that date to the end of the school year, etc.). An employee who does not request his/her return to work in accordance with the provisions of #4 above when his/her grant of long-term sick leave says he/she will return to work without receiving a change in his/her long-term status from the Superintendent shall forfeit all further rights under this policy.
Nothing in this policy shall be construed to confer on an employee any rights to continued employment which they do not have under (1.) the Fair Dismissal Law of Georgia, or (2) the Constitution of the United States.

Personal Leave

Up to three days of sick leave may be used by the teacher for personal reasons and at the teacher’s discretion, provided that:

1. The principal recommends approval of the leave to the Superintendent.
2. Two-week notice is given to provide adequate lead time to secure substitute teachers and lesson plans from the teacher requesting personal leave.
3. Leave shall not be taken preceding or following a school holiday or vacation period.

In emergency situations, the two-week notice may be waived.

The days used for personal leave will be deducted from the number of days that can be accumulated from sick leave. Personal leave days are not cumulative from year to year.

Professional Leave

Leave for personnel to attend professional conferences shall be requested at least one week prior to the date of the leave.

Professional leave may be granted for attendance at meetings of professional organizations in-state; however, travel and expenses will not be reimbursed, unless approved by the Superintendent.

Employees incurring expenses for staff development and/or professional conferences for which prior approval has been granted will be reimbursed by the Dodge County Board of Education.

Observance of Religious Holidays

Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

Jury and Witness Leave

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other
court order or process that requires the employee’s attendance at the judicial proceeding. Jury and/or witness leave shall not be deducted from an individual’s accumulated personal, professional, or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed to attend a judicial proceeding must sign over the jury/witness pay they receive to the Board of Education.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding thirty days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees’ duties and the mission of the Board of Education.

Bereavement Leave

In the event of a death in the immediate family, as defined above under “sick leave”, a leave of absence will be granted in accordance with rules and regulations of the Board. All such bereavement leave will be charged against the employee’s sick leave.

Family & Medical Leave Act

To the extent that any provision in this policy conflicts with or is superseded by the Family and Medical Leave Act (“FMLA”), the regulations promulgated thereunder, or any other federal law, the provision of the FMLA, its regulations or other law, as the case may be, control.

WORKERS COMPENSATION

Our workers compensation insurance is with GEWCT. We want to ensure that all employees are aware of the policies and procedures they need to follow to report injuries.

Steps the employee should follow to report their workplace injury:

1. Inform your supervisor immediately
2. Your supervisor will contact the central office.
3. WC-1 will be completed by the central office.
4. Central office will assist you in scheduling an appointment.
5. Point of Contact at central office for school food service employees:
   Debbie Skipper, Telephone (478) 374-6491
   Email: dskipper@dodge.k12.ga.us

Point of Contact at central office for all other employees:
   Misty Selph, Telephone (478) 374-6481
   Email: mselph@dodge.k12.ga.us

PERSONNEL CONDUCT AND DRESS CODE

Employees of the Dodge County Board of Education should maintain a high standard of professional conduct. Personnel should refrain from fraternization and undue familiarity with students, including consumption of alcoholic beverages, use of drugs, and sexual relations with students. Teacher dress and personal appearance while attending the schools of Dodge County, and while representing the schools in connected activities, should be such as to reflect dignity and pride in the schools. Dodge County School System employees are expected to dress in an appropriate and professional manner as dictated by job duties and responsibilities. The following are considered inappropriate professional dress: sweat suits; leggings, bare and midriff outfits; and see-through garments. Dresses, skirts and shorts must be no higher than one inch above the knees. PE instructors may wear coaching shorts of an appropriate length only in the gym and on the field. More casual dress may be worn during pre-planning, post-planning and on teacher work days but must be an appropriate length. (No mini-skirts or short-shorts.) Each principal or supervisor is responsible for maintaining an acceptable standard for employees under his/her supervision. The first time a staff member is dressed inappropriately, he/she will receive a warning and the incident will be documented. The second time a staff member is dressed inappropriately, he/she will be sent home, the incident will be documented and his/her personal leave will be docked.

All Schools maintenance, janitorial, cafeteria, and custodian employees are required to wear non-slip closed-toe shoes.

MANDATED TRAINING

In accordance with O.C.G.A. – 20-2-751.7, all certified staff are required to receive training in sexual misconduct reporting. All Dodge County employees are required to complete this training annually. The training module is available through Compliance Director. The instructions for staff are as follows:

Step 1: www.compliancedirector.org
Step 2: Click on the state in which you work.
Step 3: Click on the module you have been requested to take. (This may take the form of a current standard module or a Custom module unique to your system.)
Step 4: Your username is pioneer and your Password is resa. (These are your username and password into any module you take).
Step 5: Complete the training and assessment. (They are usually about 15 minutes.)
Step 6: When you have successfully completed a module, it will ask you to select your system’s name and then to login. This last username and password will allow you to successfully register thus creating a legal record that you have taken the training.

Your system registration username is: Dodge County
Your system registration password is: Marker

COMPLAINTS AND GRIEVANCES

Please see Dodge County Board of Education Policy GAE for details.

GRIEVANCES -- TITLE IX

The following procedures shall be utilized by employees and students in filing Title IX complaints against the school district:

1. The employee or student shall submit a written statement describing the practice or action believed to be prohibited by the provisions of Title IX

2. Upon receipt of a written complaint, the superintendent shall investigate the allegation to determine if the district is in noncompliance with Title IX.

3. When violations are found to exist, the superintendent shall confer with the appropriate school personnel to determine the appropriate course of action to correct the situation.

4. Upon agreement and approval, the superintendent shall supervise the administration of the new procedures and communicate the response to the employee or student who initiated the complaint.

5. Should the complainant fail to agree with the decision, the complainant has the right to appeal to the Dodge County Board of Education. Should the Board of Education fail to agree, the complainant may appeal to the Office for Civil Rights, Department of Education, and Welfare.

Point of contact for Title IX Grievances is: Tonya Brown
Title IX Coordinator
720 College Street
Eastman, GA 31023
(478) 374-3783
Email: tbrown@dodge.k12.ga.us
COMPLAINT PROCEDURES

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 (person with complaint does the following)

1. Gather all information related to the complaint.
2. Fill out the complaint form, which can be accessed at http://www.dodge.k12.ga.us by clicking the For Staff link under Quick Links and then clicking on the Complaint Procedures / Form link. Remember being as specific as possible will help us to resolve the issue. Refer to Dodge County Board of Education policy GAE.
3. Send the complaint form to the Title I office at the address listed on the form.

Response to Complaint (central office staff does the following)

4. Investigate and prepare a response to the complaint.
5. 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)

6. 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.
7. The superintendent will work with the Title I Director to resolve the complaint.
8. 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.
9. Meetings with officials from the district may be scheduled in order to resolve the complaint.
10. 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 procedures posted at http://www.dodge.k12.ga.us under the BOE & District Offices tab under Federal Programs.

Contact for Complaints
Dr. Denise Brown, Title I Director
Dodge County Board of Education
720 College Street
Eastman, GA  31023
Phone: (478) 374-3783
Fax: (478) 374-6697
Email: dbrown@dodge.k12.ga.us
REPORTING SUSPICION OF FRAUDULENT ACTIVITIES

To ensure the reporting of suspicion of fraudulent activity the Dodge County Board of Education ensure employees, clients, and providers confidential channels to report suspicious activities. *Fraud* is defined as a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds from federal grants.

Dodge County Board of Education thoroughly and expeditiously investigates any reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken. All reports of suspect fraud 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 for reporting suspected fraudulent activity are:

1. Anyone suspecting fraud concerning federal programs should report their concerns to Dr. Melinda Dennis, Dodge County Superintendent at (478) 374-3783.
2. Any employee with the Dodge County Board of Education (temporary staff, full-time staff and contractors) who receives a report of suspected fraudulent activity must report this information within the next business day. You are to contact Internal Investigations by contacting Dr. Melinda Dennis, Superintendent at (478) 374-3783. Employees have the responsibility to report suspected fraud. All reports can be made in confidence.
3. The Dodge County Board of Education shall conduct investigations of employees, providers, contractors, or vendors.
4. If necessary you will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels to report suspected fraud.

PUBLIC RELATIONS

The establishment of good will toward the schools is the mutual responsibility of every employee of the Dodge County Board of Education. Dodge County taxpayers support the schools and have a right to know what is being done. If they understand why certain things are done, they will help solve many problems. Every person should be generous in explaining the additional principles behind what he is doing. "Good teaching is good public relations." A majority of the public forms its judgment of schools from what it hears from the children attending them. The teacher's attitude toward children and their parents helps to determine the attitude of the stakeholders toward the schools and toward the teachers. Here are eight things everyone can do to help with public relations:

1. Be proud and loyal to the profession and its members; give criticisms only to those
people who can improve faulty conditions.

2. Participate in the life of the community and its worthwhile organizations.

3. Use community people as resource persons in class.

4. Summarize the day's work with students just before they go home.

5. Make use of community resources to help educate students.

6. Become active in civic clubs, parents' groups, churches, and other organizations.

7. Speak positively about what is going on at school publicly and privately.

8. Become a member of a professional organization and participate in its events.

It can be said that part of a teacher's duty is to do a good job of teaching students, and the other part is to do a good job of letting people know what a good job he or she is doing.

The Dodge County Board of Education believes that "a school cannot lie apart from its community." Good community relations are dependent upon good public relations. Staff members can help by informing the local school principal of any ideas or suggestions for community relations, by telling of any unique or interesting programs going on in the district, and by remembering that public relations are a function of EACH person within the school system.

PROFESSIONAL PERSONNEL WORKING CONDITIONS & LENGTH OF SCHOOL DAY

The Dodge County Board of Education shall strive to provide safe and appropriate working conditions for the professional staff.

The minimum work day for teachers shall be eight (8) hours, and the minimum work week shall be forty (40) hours. The minimum work day shall entail the duties for which the teacher's base salary is paid, such as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences, related school activities in the community, and extra-class responsibilities.

Personnel may be assigned additional duties requiring daily and calendar schedules exceeding the schedules for regular assignments. These assignments may include supervision of extracurricular activities, on-the-job training, counseling, bus duty, and activities which are
essential for the school system’s programs.

MINUTE OF REFLECTION

In compliance with Georgia Law, at the opening of school on every school day in each public school classroom, the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all pupils. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.

PRE-PLANNING AND POST-PLANNING DAYS

A schedule of work is arranged for pre-planning days including, but not limited to in-service, county-wide teacher meetings, and meetings of building faculties and departmental groups. For post-planning, a schedule of work is arranged for completion of records, reports, inventories, requisition of supplies for next year, and evaluation of the year's work as well as meetings and/or professional development. The work on pre-planning and post-planning days is a part of your contract for the year's work, and all teachers are required to participate. Employees are not to bring their children to school during pre-planning, post-planning, or in-service days. Pre-planning, post-planning, and in-service days are the only times sales people approved by the Superintendent's Office are allowed to solicit.

ATTENDANCE AND RECORDS

Daily reports of attendance are required. Teachers are expected to keep accurate records in the following areas:
1. Teacher personal record book
2. Attendance records
3. Textbook records
4. Permanent Records
5. F.T.E. accounting
6. Others as assigned by the school principal.
HANDLING OF STUDENT OR SCHOOL FUNDS

Every teacher, from time to time, will have in his or her possession funds belonging to the children or school. These funds may be for the lunchroom, field trips, or consumable supplies. Teachers should not leave such money in a desk drawer or in any place where theft or loss may occur.

These funds are the teacher's responsibility. For the teacher's protection, as well as good business practice, it is important that receipts be given for money collected. There is a state law requiring principals to keep detailed records of all monies collected and spent in the schools. Teachers are required to deliver to the principal all funds collected by them; a receipt will be given. All payment of bills will be made through the principal's office.

ADDITIONAL DUTIES

Various additional duties are required in each school and will be assigned by the principal. Some of these duties include: early morning or late afternoon building duties, supervision of bus loading, restrooms, halls, drinking fountains, and lunchrooms.

Other responsibilities may relate to assembly programs, clubs, student activities, or for any other school need that may develop during the year.

REPORTING TO PARENTS

Report cards for all students are sent home each nine weeks. The school should make every effort to keep parents and guardians informed about their children's progress in scholarship, attitudes, and behavior. Grades of students should never be discussed with or made available to anyone other than the student and the student's parents or guardians. Posting grades or allowing a student to see the teacher's grade book is not an approved policy of the Board of Education. Each teacher is responsible for the grading of all students' work and the recording of grades appropriately.

STUDENT DISCIPLINE/CORPORAL PUNISHMENT

Students and parents expect every teacher to administer firm, impartial, and courteous discipline.
Redirection is needed for students who violate expectations. Corporal punishment may be administered after exhausting all other means, but only by the principal or his/her designee. It should never be resorted to except in cases of direct disobedience or other gross misconduct. For additional information regarding corporal punishment, see Dodge County Local Board Policy Manual, JDA. Always be knowledgeable of your school's discipline policy.

STUDENT BEHAVIOR

When a teacher identifies a student as one with a chronic disciplinary problem, the principal shall notify the parents and invite them to observe the student in a classroom situation. At least one parent shall be invited to a conference to devise a disciplinary and behavioral intervention plan (BIP).

Parents must be invited to a conference to devise a behavioral plan before students suspended or expelled return to school. Failure of the parent to attend such conference does not preclude the student from being readmitted.

OFF-CAMPUS CONDUCT

The Board has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools.

Administrators are authorized to take disciplinary action for conduct which occurs: (1) on the school grounds at any time; (2) off the school grounds at a school activity, function or event; or (3) en route to and from school or a school activity.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could include, but would not be limited to, a felony or an offense which would be considered to be a felony if the student were an adult, or an assault upon another student, a violation of the drug laws or sexual misconduct of a serious nature. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action including but not limited to in-school suspension, and assignment to an alternative educational program or site may be made.
School officials shall contact the proper authorities to verify any and all allegations that a student has been arrested or charged. The Superintendent and staff shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.

Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in Board policy relating to suspension or expulsion.

**CARE OF CLASSROOM**

It should be remembered that children respond to attractive surroundings, and an effort should be made by teachers to keep classrooms clean and attractive. The custodian(s) assigned to the building will do most of the work; however, much can be done by the teacher and students by keeping paper off of the floor and giving proper care to window shades, walls, desks, and other equipment in the room. Teaching children to be neat and to have proper respect for public property is one of the duties of the teacher.

**FIELD TRIPS AND EXCURSIONS**

Teachers need to be aware of the processes and procedures for field trips and excursions prior to requesting permission to take a group on a field trip.

1. A request for an educational field trip involving the use of any carrier shall originate with the teacher and shall be submitted for approval to the local school principal on the field trip request form. If this form is approved by the local school principal, the form should be submitted for approval to the Superintendent. This information will then be forwarded to the person responsible for scheduling trips at the Transportation Department. Any field trip which involves overnight travel by students must be approved by the Superintendent. Field trips which involve only walking excursions of students from the school campus to a community location require the approval of the local school principal only. All excursions and/or field trips require parent letters and standard release forms for student participation.

2. Requests must be received in the central office fifteen (15) school days prior to the date of the trip. Requests must be forwarded to the transportation department ten (10) days prior to the date of the trip. Athletic directors or coaches are requested to submit schedules of upcoming sports activities whenever possible.

3. A change of destination of an approved field trip will require new approval. A new form
should be submitted and the previously requested field trip canceled in the appropriate manner (3 days prior to the scheduled date).

4. Only students who are regularly enrolled in school and who are involved in instructional activity will be eligible for transportation. Chaperones are not to bring preschool children with them.

5. Teachers and/or adults approved by the principal will be permitted to accompany transported groups for supervisory purposes.

6. It shall be the responsibility of the local school principal and teacher in charge of field trips to secure written parent/guardian permission for every student involved in a field trip. In cases involving a series of field trips related to one particular area of study or activity, a blanket permission form may be obtained, provided that parents are made aware of all field trips to be included in the series.

7. Rules relative to pupil safety and behavior will be adhered to with the students. The bus driver will review the rules and regulations that the student riders are to obey.

8. Requests, authorizations, and other approved forms will be furnished to all schools by the Transportation Department.

9. Grades and/or grade teams are limited to one in-county and one out-of-county field trip. Length of out-of-county field trips is limited to a 75-mile radius for grades K – 5 and 170 mile radius for grades 6 – 12. This does not include competition.

10. The expense of the fuel and bus driver for all non-competition field trips must be covered by the participants or sponsors acquired by the participants. The Transportation Department will provide a cost estimate upon request.

11. Field trip policies are established annually by the Board of Education based on availability of funds.

12. In all cases, appropriate chaperones shall be provided and approved by the principal.

13. In the event of cancellation of a field trip, notification must be given at least three (3) days prior to the scheduled date.

14. Additional requirements/regulations pertaining to field trips can be obtained from the school principals.
SOLICITING FUNDS

School children in the Dodge County School System are not permitted to solicit any subscriptions or sell any article or articles without approval of the Board of Education.

The Board of Education makes the following exceptions to the general rule in the last paragraph:

1. The sale of advertisements in the school annuals, after school hours only.
2. The sale of advertisements for printed programs of special events such as concerts, plays, etc. Sales should be done outside class hours only.

Each school shall submit in writing to the Board of Education any proposed project that it or any organization within it would like to have approved at least fourteen (14) days prior to the board meeting upon which the request is to be considered. Each organization is limited to one fundraiser per year. Teachers cannot solicit additional classroom funding using any social media site. Refer to Dodge County Board of Education policy IFBGC.

GRADING

A student's grade will not be lowered as a means of punishment except as follows:

1. Students giving or receiving assistance during an exam period will be sufficient grounds for some appropriate reduction on the grade for that particular exam.
2. Disturbance during a class may result in a student's removal from the class. The student must make up work missed during his absence at the convenience of the teacher. If the work is not made up, the student will receive a zero for the work missed.

TEACHER ATTENDANCE

It is expected that employees under contract with the Dodge County Board of Education will be present and will fulfill their contractual obligations for the number of days called for in the contract of employment. The only excused absences are those outlined in the policies in the Dodge County Board of Education or those specifically approved by the Board of Education on an individual basis. Absences for reasons other than set forth herein shall constitute a breach of contract of employment, and the contract, at the discretion of the Board, may be terminated.
DODGE COUNTY SCHOOL POLICIES

The Dodge County Board of Education Policies contains rules and guidelines that relate to all aspects of school operation. Teachers are encouraged to study policies and to be aware of all implications or changes of policy. Dodge County Board of Education Policies are available through eBoard on the district website (www.dodge.k12.ga.us).

ELIGIBILITY FOR EMPLOYMENT

The Illegal Immigration Reform and Enforcement Act of 2011 is a state law which became effective July 1, 2011.

Each individual employee is responsible for the correct implementation of this law. The I-9 form is the official document for use in this program.

This form must be completed within the first three work days and is retained on file in the central office.

CONTRACT PAY PERIODS

A twelve-month contract work year begins July 1 and ends June 30 of the succeeding year. The first pay period will be at the end of July and the last pay period will be at the end of June of the succeeding year.

A 210 day contract work year begins approximately August 1 and ends approximately June 30 of the succeeding year. The first pay period will be at the end of August and the last pay period will be at the end of July of the succeeding year.

An 190 day contract work year (typical teacher contract) begins with the first day of pre-planning for teachers and ends 190 work days later. The length of the teacher work year is subject to change based on receipt of funds from the state. The first pay period is at the end of September and the last pay period is at the end of August of the succeeding year. Employees moving from one contract type to another will experience either the receipt of an additional check(s) (as moving from a 190 day to a 210 day contract) or a month when no check will be received (as moving from a 210 day to a 190 day contract). Employees are advised to plan appropriately when these changes occur, especially the latter type change.

Contracts may be issued for 190, 200, 210, 220, 230, or more workdays or for twelve months dependent upon the assignment.
CONTRACT PAY STEP

All Dodge County Board of Education teacher contracts reflect the current pay step as shown on the state salary schedule. Experience is often used to determine the correct placement on the current schedule. Actual years of experience may or may not correspond with placement on the salary schedule. Placement on the local supplement schedule is determined by degree level (See p. 33). One hundred twenty days or more equals one year as relates to movement on the salary schedule.

DRUG-FREE WORKPLACE

The Dodge County Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

An administrator who reasonably suspects that an employee reported to work under the influence of drugs/alcohol or that an employee suffered a work-related injury as a result of the use of drugs/alcohol shall request that the employee take a drug/alcohol test. Refusal to take such a drug/alcohol test shall be viewed as a positive drug/alcohol test and may result in disciplinary actions up to and including termination of employment. Refusal to take a drug/alcohol test may also result in the denial of benefits, including but not limited to, workers’ compensation benefits.

Entities contracting with the Board shall, as a condition of the contract, assure a drug and alcohol-free workplace. For contracts, a drug and alcohol-free workplace means a geographic location at which individuals are directly engaged in the performance of work pursuant to a contract with the Board.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from
his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related or alcohol-related criminal charge and further notify the Board within five days of any conviction of a drug-related or alcohol-related offense.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated §§ 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the
influence of alcohol while on duty, except that the school system may not use the statement of any employee to the Superintendent requesting treatment as described in this policy.

The school district shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

100% Tobacco-Free School District Policy

The Dodge County School Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board’s acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smoke-free Air Act of 2005 (O.C.G.A. § 31-12A-1 et seq.), the federal Pro-Children's Act (Title X of Public Law 103-227), the Georgia Youth Access Law (O.C.G.A. § 16.12.171) and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

• In any building, facility, or vehicle owned, leased, rented or chartered by the Dodge County Schools.
• On any school grounds and property – including athletic fields and parking lots – owned leased, rented or chartered by Dodge County Schools; or
• At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, e-cigarettes, candy cigarettes, chewing tobacco, blunts, blunt wraps, pre wrapped blunt cones and tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco
products. Tobacco use includes smoking, chewing, dipping, “vaping”, or any other use of tobacco products.

**School Grounds and Property**
School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

**Time of Day**
“Any time” or “at all times” means during normal school and non-school hours - 24 hours per day, 7 days per week.

**Signage**
Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

**Enforcement for Students**
Consequences for students engaging in the prohibited behavior will be provided in accordance with the school’s student code of conduct. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

**Enforcement for Staff and Visitors**
Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. If they refuse, law enforcement officers will be contacted to escort the person off the premises or cite the person for trespassing in case the person refuses to leave the school property. In the case of a violation within the building of a school, the person is in violation of the Georgia Smoke free Air Act of 2005 and the federal Pro-Children’s Act (Title X of Public Law 103-227) and subject to a fine. Signage will be prominently posted in all visitors’ areas and school staff and officials will communicate policy to visitors upon arrival and infractions.
Enforcement at Outdoor School Sponsored Events on Campus Grounds
All outdoor school sponsored events on campus (ex. athletic events, meetings or functions by community groups renting school property) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Enforcement at School Sponsored Events Off Campus
All indoor and outdoor school sponsored events off campus in venues (ex: rented arenas, stadiums, halls, theaters) must be tobacco free. This policy must be clearly stated in all contracts, correspondence and verbal and written announcements to all attendees and contractors.

Opportunities for Cessation
The administration will identify and offer programs and services for students who are ready to quit tobacco use. The administration will identify and offer programs and services for school staff who use tobacco products to support them in complying with the policy that prohibits tobacco use on school grounds and during school-related events and assisting those staff who are ready to quit smoking or other tobacco use.

Prevention Education
The administration will identify programs or opportunities for students (inside and or outside of the classroom) to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures for Implementation
The policy will become effective on January 1, 2011 or upon adoption by the Board. The administration will develop a plan for communicating the policy that will include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage (as mentioned above) in buildings and around campus. Other methods will be identified for notifying students, employees and parents about this policy. An enforcement plan, which identifies consequences for students, staff and visitors who violate the policy, will be created and communicated to all students, staff and parents.

Model Enforcement Policy

Enforcement for students:

1st Offense: Tobacco education/alternative to suspension course or a one-day suspension; parent notification

2nd Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification

3rd Offense: Three-day suspension; parent notification
4th Offense: Administrator’s discretion

Enforcement for staff: Should follow the school’s personnel regulations as with any other personnel policy.

Enforcement policies for visitors: Communicate, Communicate, And Communicate!

NON-DISCRIMINATION-TITLE IX

NON-DISCRIMINATION-SECTION 504

There will be no discrimination on the basis of sex, race, age, creed, color, or disability in the educational programs, activities or employment practices in this school system. The Superintendent or designee has been appointed as the school system Title IX & Section 504 Coordinator. The Title IX/Section 504 Coordinator shall be responsible for supervising the Dodge County Board of Education's efforts to comply with all aspects of the legislation regarding discrimination including Title IX of the Educational Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973, for investigating both employee and student complaints and for establishing and monitoring grievance procedures that provide for prompt and equitable resolution of such complaints.

Tonya Brown, Title IX and Section 504 Coordinators
Dodge County Schools
P.O. Box 1029
Eastman, Georgia 31023
(478)374-6489

DRUG-FREE SCHOOLS POLICY COMPLIANCE

Information for you to know:

* The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

* Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. The sanctions to be imposed for violations may include conferences, suspension, and expulsion.

* Information concerning drug and alcohol counseling, rehabilitation, and re-entry
programs can be obtained from the school counselor or administrative staff.

* Compliance with the standards of conduct is mandatory.

* Parents or students wishing to receive or review the entire board policy on student or employee drug use and/or possession may receive a copy of this policy upon request.

* The sharing of prescription medication is unlawful.

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, 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.

LOCAL SALARY SUPPLEMENT

The Dodge County Board of Education currently pays the following local supplement:

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DESCRIPTION OF BENEFITS

GENERAL INFORMATION FOR NEW EMPLOYEES

Below is a brief description of benefits provided by the Dodge County Board of Education. Information on each of these plans is included in this package. Please read over all the information carefully.

Cafeteria Benefit Plan (Section 125) - Effective July 1, 2000, the Dodge County School system updated their Cafeteria Plan. Deductions included are health, dental, cancer, intensive care, accident, hospital indemnity, and vision.

Teacher Retirement System - Teacher’s Retirement is a required deduction all employees employed one-half time or more. Covered positions are teachers, administrators, supervisors, clerk, paraprofessionals and secretaries. All members contribute 6.00% of their gross salary to the system. The employer contribution rate is 12.28%. As of July 1, 1989, payroll deductions are federal and state tax exempt.

Public School Employees Retirement System - Public Retirement is a supplemental retirement plan provided for bus drivers, maintenance workers, custodians and food service workers. Each member contributes $10.00 per month (September - May).

State Health Benefit Plan - Employees may be eligible for health insurance benefits offered through Georgia State Health Benefit Plan (SHBP). Options and eligibility requirements may be obtained at http://dch.georgia.gov/documents/summary-plan-description

American Family Life - Group rates on intensive care, life, cancer, hospital indemnity and/or accident insurance. These deductions are under the Cafeteria Plan.

Guardian Life - Employer paid Dental, Vision and Group Life, Short Term and/or Long Term Disability. Employees may also insure their dependents and pay through payroll deduction.

Unum Provident Life Assurance Company - Group rates for Term and Whole Life insurance.

Liberty National Life Insurance Company - All employees are eligible for group rates in life, cancer, and/or intensive care insurance. These deductions are not under our cafeteria plan.

Mass Mutual - Tax sheltered Annuities are available to supplement your retirement (fixed and variable accounts) and additional life insurance coverage is available for you and your dependents that can be carried with you when your employment is terminated.

Valic - Tax-deferred retirement plan options, ranging from IRA’s to a wide array of fixed-account and variable-account investment options.

LSW – Same as Valic

ABC Educational Services – Financial planning.

Mid South Federal Credit Union

United 1st Federal Credit Union
**Worker’s Compensation Insurance** - The Board of Education is required to provide this insurance for all school employees. An employee must report immediately to their supervisor any accident that occurs while the employee is on duty.

**PAGE and GAE/DAE** - Dues for these organizations are payroll deductible.

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**Representative for AFLAC/Guardian/Pacific Life/Unum/Mass Mutual** - Larry or Shane Hadden (478) 685-6310

**Representative for Liberty National** - Frankie Daniell (478) 423-4391

**Representative for VALIC** – John Lamberth 800-448-2542 Ext. 87316

**Representative for Valu-Teachers** – Gary Johnson (888) 277-8311

**Representative for ABC Educational Services** – Cody Carpenter (770) 507-3373 or TOLL FREE 866-299-2060
**Dodge Pre-Kindergarten Expectations for Substitute Teachers**

1. Be on time.
3. Sign out when the last child has been picked up. You may sign out at 3:00 p.m. if the teacher for that room is still present.
4. Dress in a professional manner appropriate for classroom instruction.
5. Lesson plans are in the classroom. Please follow them.
6. Maintain discipline and keep class in order.
7. Never leave a class unattended or any student unsupervised.
8. Go with the students to the bathroom, nurse, etc.
9. Do not allow anyone who isn’t on the “authorization to pick up” list to pick up a child from school. If necessary, check ID.
10. Do not leave the campus while substituting.
11. No food in fast food containers or drinks in cans/bottles allowed in the lunchroom.
12. Do not use cell phones for personal use during instruction time.
13. Report anything a child says to you that could be considered abuse and/or neglect.
14. Do not use corporal punishment or anything resembling this while substituting at Dodge Pre-K.
15. Computers should only be used for classroom instruction.
16. Assist the other teachers as needed and/or if asked to do so.
17. No smoking on campus.
South Dodge Elementary Expectations for Substitute Teachers

1. Monitor the class at all times.
2. Computers and Internet access is not for personal use when students are present.
3. Please follow the teacher’s lesson plans. Movies are not to be shown; television shows watched; or music and CDs played unless they are a part of the day’s lesson plans.
4. Any games played should be part of the lesson plan.
5. Please leave the classroom clean and the desks in order at the end of the day.
6. Please keep students quiet in the lunchroom.
7. It is sometimes necessary to send a student to the nurse. Please do not send students excessively.
8. Remain in the classroom at all times when students are present. Students are not to be left unattended at anytime.
9. Please control students and keep the noise level down so that other classes are not disturbed and learning can take place.
10. No smoking on campus.
11. Please do not be on the Internet or Yahoo Instant Messenger or read personal books and magazines while students are in the room. It is impossible to monitor students adequately when preoccupied with other things.
12. Be sure to follow the lesson plans left for you. Do not allow students to play games or watch movies that are not part of the lesson plan left by the teacher. If no lesson plans are available, call the office immediately.
13. Substitutes are not allowed to give medication to students. If medication is to be given, send the student to the nurse.
14. Please check with the front office when you arrive at school. Your assigned teacher or paraprofessional could have been changed.
15. If you have classes that change, make sure you call the roll first thing before you start each class and report any missing students.
16. Dress in a professional manner.
North Dodge Elementary School Expectations for Substitute Teachers

1. Be on time. Be sure to sign in at the office when you arrive.
2. Personal cell phones should be turned off during class. Cell phones should never be used for personal calls in the presence of students.
3. Substitute teachers are expected to dress in a professional manner appropriate for classroom instruction. Dress should reflect neatness and modesty.
4. Follow the teacher’s instructions and lesson plans to the letter.
5. Do not engage in personal conversations with students.
6. Maintain discipline and keep classes quiet and on task.
7. Monitor hallways during class changes.
8. Do not eat in the classroom or allow students to eat and drink in the classroom.
9. Do not allow students to leave the class unless it is an emergency or they are called to the front office. Bathroom breaks are provided during the day for students. They should not leave class to go to the restroom. Students must have a hall pass to leave the room.
10. Never leave a class unattended.
11. Do not use the teacher’s computer.
12. Do not allow students to use the teacher’s computer.
13. Do not leave campus during the day you are substituting.
14. Cover the teacher’s duties in the hall and at break.
15. Substitutes are not allowed to give medication to students. If medication is to be given, send the student to the nurse.
16. Please check with the front office when you arrive at school. Your assigned teacher or paraprofessional could have been changed.
17. If you have classes that change, make sure you call the roll first thing before you start each class and report any missing students.
18. Dress in a professional manner.
19. Do not allow students to sit at the teacher’s desk or podium or with you while others work.
20. Do not allow students to remain in your class who are not on your class roster for that period.
21. Do not watch movies or television unless specified in the teacher’s lesson plans.
22. Do not allow students to sleep in class.
23. Do not allow students to work in groups or use notes during a test unless specified by the teacher in his/her lesson plans.
24. Leave the room clean and the furniture in the same place you found it.
25. No smoking on campus.
26. Please monitor the noise level of your students in the classroom and in the lunchroom.
Dodge County Middle School Expectations for Substitute Teachers

1. Be on time. Be sure to sign in at the office when you arrive.
2. Personal cell phones should be turned off during class. Cell phones should never be used for personal calls in the presence of students.
3. Substitute teachers are expected to dress in a professional manner appropriate for classroom instruction. Dress should reflect neatness and modesty.
4. Follow the teacher’s instructions and lesson plans to the letter.
5. Do not engage in personal conversations with students.
6. Maintain discipline and keep classes quiet and on task.
7. Monitor hallways during class changes.
8. Do not eat in the classroom or allow students to eat and drink in the classroom.
9. Do not allow students to leave the class unless it is an emergency or they are called to the front office. Bathroom breaks are provided during the day for students. They should not leave class to go to the restroom. Students must have a hall pass to leave the room.
10. Never leave a class unattended.
11. Do not use the teacher’s computer.
12. Do not allow students to use the teacher’s computer.
13. Do not leave campus during the day you are substituting.
14. Cover the teacher’s duties in the hall and at break.
15. Substitutes are not allowed to give medication to students. If medication is to be given, send the student to the nurse.
16. Please check with the front office when you arrive at school. Your assigned teacher or paraprofessional could have been changed.
17. If you have classes that change, make sure you call the roll first thing before you start each class and report any missing students.
18. Dress in a professional manner.
19. Do not allow students to sit at the teacher’s desk or podium or with you while others work.
20. Do not allow students to remain in your class who are not on your class roster for that period.
21. Do not watch movies or television unless specified in the teacher’s lesson plans.
22. Do not allow students to sleep in class.
23. Do not allow students to work in groups or use notes during a test unless specified by the teacher in his/her lesson plans.
24. Leave the room clean and the furniture in the same place you found it.
25. No smoking on campus.
Dodge County High School Expectations for Substitute Teachers

Please adhere to the following expectations while substituting at DCHS.

We expect substitutes to:

1. Refrain from talking on cell phones in classrooms and hallways.
2. Give correct assignments for each class and follow lesson plans precisely.
3. Follow teacher’s assignments as they are written.
4. Leave enough information on why classes did not receive an excellent on the teacher’s report and please leave detailed comments about each class.
5. Refrain from carrying on personal conversations with students or allow them to get loud.
6. Cover teacher’s duties in hallways between class changes, morning/afternoon duties, and break duty.
7. Leave room clean and not allow students to eat or drink during class.
8. Not allow students to work in shop areas in the vocational classrooms.
9. Not allow students out of the room for the bathroom or nurse. In the event of an emergency, please make sure they have a hall pass.
10. Not show movies instead of doing the assignment that is left by the teacher.
11. Not allow students to sit with you at the teacher’s desk while other students work on assignments.
12. Only allow students in your class that are on the roster that period.
13. Not leave the students unattended.
14. Not eat in the classroom during class.
15. Not allow students to sleep or lay their heads down.
16. Not use printer or computer for personal purposes.
17. Not allow students to play in class.
18. Not allow students to play games on the computers.
19. Please follow seating charts.
20. Please leave the desks and furniture in the classrooms as they are.
21. Not allow students to use notes during a test unless the teacher has specifically left instructions to do so on his/her lesson plans.
22. Not allow students to work in groups on assignments unless the teacher has specifically left instructions to do so on his/her lesson plans.
23. Dress professionally.
24. Arrive by 7:45 a.m., sign in, and pick up substituting information in Room 646.
25. Not leave campus during the school day on which you are substituting.
26. Return the sub folder to Room 646 at the end of the day.
27. No smoking on campus.
## Approved 3/12/2015

### Dodge County School System

#### 2015-2016 Approved School Calendar

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<td>18</td>
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### School Day
- Professional Learning Day
- Holiday
- End of Quarter/Semester
- Report Cards
- Early Dismissal for Students & Teachers
- Parent Conferences

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