

DODGE COUNTY HIGH SCHOOL

STAFF HANDBOOK

2022-2023



DODGE COUNTY SCHOOL SYSTEM MISSION **STATEMENT**

Where we are all about **DODGE:**

Dedicated to

Our

Desire to

Graduate

Everyone

NON-DISCRIMINATION NOTIFICATION STATEMENT

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title VI Coordinator is:

Name or Title: Mariella Douglas

Office Address: 720 College Street, Eastman, Georgia 31023

Telephone Number: 478-374-3783

The Title IX Coordinator is:

Name or Title: Tonya Brown

Office Address: 350 Pearl Bates Road, Eastman, Georgia 31023

Telephone Number: 478-374-7711

The Section 504 and Americans with Disabilities Act Coordinator is:

Name or Title: Tonya Brown

Office Address: 720 College Street, Eastman, Georgia 31023

Telephone Number: 478-374-3783

The Sports Equity Coordinator is:

Name or Title: Ray Hardin, Athletic Director

Office Address: 350 Pearl Bates Road, Eastman, Georgia 31023

Telephone Number: 478-374-7711

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Policy JAA (Equal Educational Opportunities) or under Policy IDFA (Equity in Sports) is located in the School District policy on the district eboard website.

The school system is also in compliance with the Carl Perkins Vocational Act. Inquiries should be directed to the Director of Career and Technical Education, 350 Pearl Bates Avenue, Eastman, Georgia 31023 - telephone number 478-374-7714.

Title IX

The following information is provided in response to the 2020 Title IX Regulations, mandating notice of a nondiscrimination policy and adoption and publication of grievance procedures that provide for the prompt and equitable resolution of student and employee complaints. The district does not, and is required by Title IX, not to, discriminate on the basis of sex in its educational programs or activities.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment as defined by the 2020 Title IX Regulations.

Title IX Coordinator: Tonya Brown

Office Address: 720 College Street, Eastman, GA 31023

Email Address: tbrown@dodge.k12.ga.us

Telephone Number: 478-374-3783

Any individual may report sex discrimination, including sexual harassment, at any time, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person.

An electronic copy of the District's Title IX policies, GAAA-Equal Opportunity Employment, GAEB-Sexual Harassment of Employees, JAA-Equal Educational Opportunities, and JCAC-Sexual Harassment of Students, may be viewed at:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=4055>

To obtain a copy of the District's Title IX policies, including the formal complaint of sexual harassment grievance process that complies with the 2020 Title IX Regulations, please contact:

Title IX Coordinator: Tonya Brown

Office Address: 720 College Street, Eastman, GA 31023

Email Address: tbrown@dodge.k12.ga.us

Telephone Number: 478-374-3783

Upon receiving an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the applicable board policy(ies) cited above.

Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

PROFESSIONAL AND PARA-PROFESSIONAL ABSENCES

A teacher who must be absent should contact his/her substitute and then notify AP Brande Vaughn prior to the end of the school day. In the event of an emergency, the employee may notify AP Vaughn by phone at night prior to 10:00 p.m. In extreme emergencies, the employee may call AP Vaughn at 374-8263 on the morning of the absence. In all cases, teachers should make every effort to see to it that lesson plans are provided for the substitute. Lesson plans should be left in the substitute folder that is in the attendance office.

LEAVES AND ABSENCES **Adopted by DCBOE July, 2017**

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. Unless otherwise provided by the Board of Education, principals and other supervisors are not authorized to rearrange the work calendars of employees.

TARDINESS

If you are going to be late, please call AP Brande Vaughn or Principal Pamela Melvin. In the event you are late, you will be responsible for securing someone to cover your duty/class until you arrive. If you are consistently late to work, the Corrective Action/Employee Discipline procedures will be followed.

Corrective Action / Employee Discipline Procedures

The following progressive discipline procedures will be followed by the administration of Dodge County Schools when addressing the actions and/or activities of employees who fail to comply or willfully disobey the policies, procedures, and or directives of the administration, superintendent, and Board of Education:

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|---|---|
| <u>Step 1</u> 1 to 4 Tardies: | Verbal Warnings.
Dated and noted in personnel file. |
| <u>Step 2</u> 5th Tardy: | Formal Written Warning.
Dated and copied to the employee and personnel file. |
| <u>Step 3</u> 6th Tardy and any subsequent Tardies | Formal Disciplinary Action. Reflected in staff member's annual evaluation and possible PDP. Dated and copied to the |

employee, personnel file, and superintendent. Failure to correct may result in termination.

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

Adopted by the DC BOE Tuesday, January 17, 2017

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 month 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 physical 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 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 of 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 weeks' notice is given to provide adequate lead time to secure substitute teachers and lesson plans from the teacher requesting personal leave. In emergency situations, the two weeks' 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 Dodge County Board of Education. 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.

PROFESSIONAL LEAVE PROCEDURE

As of July 1, 2019, the Office of Curriculum and Professional Learning will not approve requests for professional leave for employees with a zero balance of sick and/or personal days. The best instruction for our students is when the teachers are present and actively involved in our students' education.

PAID PARENTAL LEAVE

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of Education under the following terms:

1. An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:
 - a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and
 - b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.
2. A qualifying life event means:
 - a. The birth of a child of an eligible employee;
 - b. The placement of a minor child for adoption with an eligible employee; or
 - c. The placement of a minor child for foster care with an eligible employee.
3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period.

a. The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave.

b. Parental leave may be taken as needed and may be taken in increments of less than eight hours. The smallest increment of parental leave that may be taken is 2 hours

c. Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use.

d. Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.

4. Paid parental leave under state law shall run concurrently with any leave provided under federal law.

5. Eligible employees requesting paid parental leave must submit the district's designated form to the Superintendent or designee at least 5 school days in advance of the requested leave start date.

6. The Superintendent or designee shall develop paperwork needed to administer paid parental leave, which shall specify the documentation required to establish the existence of a qualifying life event.

PLANNING PERIOD

All teachers are afforded a period for collaborative planning. This is a part of the paid school day and should be utilized as such. Planning periods are not free periods during which personal business is scheduled. Teachers should remain on campus during the school day. Since planning periods are part of the school day, teachers are subject to occasional reassignment for duty during those periods. Due to limited space, we may need to use your assigned classroom for another class during your planning period.

LESSON PLANS

Planning is a critical component of effective teaching. Teachers' plans should be based on the standards and grade-level expectations. They should also reflect pre-assessment data, formal or informal, and should demonstrate the teachers' ability to differentiate for students. Plans should be current and updated on the Google Team drive by Monday before first period of each week. Plans should be available for review at any time by the administration. Standards and learning target statements ("I Can" statements, EQ, etc.) are expected to be posted daily and relevant to student activities.

DISTANCE LEARNING PLAN

In the case of school closures due to unforeseen circumstances, the Dodge County School System will utilize a Distance Learning Plan for all students. In this plan, students are expected to continue learning and demonstrating mastery of their content. Each teacher will provide content and course-specific

assignments for students to complete according to grade level and class type. Each school in the district has a Distance Learning plan and other resources on the school website and at the school's front office.

COVERING CLASSES

Teachers should always be with their assigned classes. Doctor appointments, dental appointments, etc. should be made at times other than during the school day (7:45 thru 3:45). However, when an emergency arises, and it is necessary for a teacher to be absent from his/her class for not more than one period, it is his/her responsibility to make arrangements with another teacher to cover the class. It is also the teacher's responsibility to advise AP Brande Vaughn of the substitution so a record can be made of the absences and substitutes. If a teacher is to be absent due to school business, you may be asked to cover a class; your cooperation is expected. Please do not ask a substitute who is covering another teacher's class to cover any classes for you during his or her planning period unless it is cleared through Ms. Vaughn.

FACULTY MEETINGS

Faculty meetings are held the first Wednesday of each month at 3:20 pm in the Media Center. All staff members are expected to attend all meetings and are encouraged to submit items for the agenda through his or her representative on the Faculty Advisory Committee. Starting all meetings on time helps us end on time, so please be considerate of others and be on time.

FUND RAISING

Fund raising activities are limited to school clubs or classes. This type activity is limited to one per year, per club or class. Club fund raising requests must be submitted in writing before the December Board of Education meeting for annual approved fundraisers and then submitted to the Career Technical Office to AP Richard Gay to be approved by the Principal, the Superintendent, and the Board of Education in advance. Club expenditures should be for items related to the club or the school. Expenditures must be approved by the Principal.

Funds raised by DCHS clubs/classes must be used for activities/events that directly support DCHS students. Funds may not be used for events/activities that are outside the realm of DCHS or for use with alumni groups, etc.

Per Board of Education JK Policy (August 2018):

School children in the Dodge County Schools are not permitted to solicit funds, solicit any subscriptions or sell any article or articles without approval of the Board of Education. 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 prior to the initiation of the project.

No fund-raising organizations shall be permitted to solicit funds from students without prior approval from the Board of Education.

AUTHORIZED PURCHASING

Purchases of needed materials and supplies that are to be paid for out of the general school account or by the county must be authorized by the principal before ordering/purchasing. Unless SUCH APPROVAL IS SECURED, THE INDIVIDUAL MAKING THE PURCHASE IS RESPONSIBLE FOR ALL DEBTS INCURRED. ALL club advisors should be sure their accounts have sufficient funds to cover any expenditures. Receipts for all expenditures should be turned in to the front office regardless of the account from which the purchase is made for auditing purposes. This includes club accounts. All bills will be paid by school/county check--**no cash purchases**.

All items requiring substantial (\$75) cash outlay should be purchased by bid. This does not apply to items which may be purchased at one place, i.e. club magazines, etc. Please check with the principal if you have any questions and before making major purchases.

Club expenditures should be for items related to the club or the school. Club fundraising requests must first be submitted to the Career Technical Office and then approved by the Principal, Superintendent, and BOE. In general, one fund raising activity per year is allowed. Expenditures also must be approved by the principal.

Due to state guidelines related to purchases for or on behalf of students for \$100 or more, please use the following procedure: Obtain a contract from the seller and turn it in to the principal's office as soon as possible; i.e., annual sales or class ring orders. Note: club purchases of candy, etc. are approved by the Board of Education and a contract is not required.

SPECIFIC POLICIES

STUDENT ABSENCES AND TARDIES

Attendance must be taken by all teachers **each** class period. Teachers are to enter attendance for each class period via PowerTeacher. An attendance summary report will be emailed to each teacher at the end of first period. A student who is not on the absentee list but is absent from class, club, or any other required activity should be reported to the attendance office. When a student is absent, do not admit him/her to class the following day without an excuse from the attendance office. Individual teachers are responsible for keeping accurate records (via PowerTeacher **and** grade book) of their students' attendance in each class as required by state standards.

When a school bus is late, those students riding that particular bus are admitted to class without permits and are not counted tardy. The late bus students must go to the attendance office and have their names taken off the absentee report.

Tardy students will not be admitted to class without permission from the principal or assistant principal or the staff member who detained them.

A student will not leave campus during the school day without permission from the principal.

Teachers are to refer students who miss a total of 3 days in succession to the attendance office.

ALL TEACHERS ARE REQUIRED TO CHECK ROLL IN THEIR RESPECTIVE CLASSES IMMEDIATELY AFTER EACH TARDY BELL. Please refer all absentee problems and questions to the attendance office.

Teachers should grade frequently to ensure that attendance at school is important to the course requirements. When a student is suspended out of school or absent without an acceptable excuse, a teacher must use his/her discretion as to whether the student receives a zero for that day's work. Again, frequent grading for class participation will greatly alleviate problems with attendance. Teachers should post grades daily on PowerSchool.

The teacher is obligated to provide the student with the opportunity to make up any work having a bearing on the student's grade provided that the absence was excused. Students have one week to make up work missed due to an excused absence.

UNINTERRUPTED INSTRUCTIONAL TIME

Due to state guidelines related to uninterrupted instructional time, please document in your grade book each time a student is absent for an approved non-instructional activity. All non-instructional activities must be requested and approved through the principal's office. **FOR EACH APPROVED NON-INSTRUCTIONAL ACTIVITY, A LIST OF THE AFFECTED STUDENTS' NAMES MUST BE SUBMITTED TO THE ATTENDANCE OFFICE 15 DAYS IN ADVANCE OF THE SCHEDULED ACTIVITY.** All non-instructional activities and students involved will be listed on the daily attendance report. A cumulative total of non-instructional days for each student will be available in the attendance office. A student's time away from classes is limited to **ten** (10) school days per school year for school sponsored non-instructional activities (OCGA 160-5-1-.02).

As potential problems arise, the attendance office will advise teachers concerning students in trouble with non-instructional activities.

TRANSPORTATION POLICY FOR FIELD TRIPS/ATHLETIC TRIPS

1. All students must ride school transportation to all activities unless special circumstances exist. In these instances, parents must obtain permission to transport from the head coach and/or Athletic Director, the Director, or the Advisor/lead teacher. A parent or legal guardian may SIGN students out and must make visual contact with the head coach and/or Athletic Director, the Director, or the Advisor/lead teacher in charge of the sporting event or field trip in order for students to not ride school bus.
2. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will assign students to a bus before leaving on any trip. Head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will use an attendance list for taking attendance to

verify attendance every time the bus changes locations and students disembark and/or board bus. Students will be expected to ride the same bus for the duration of each trip.

3. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will take attendance from established bus roster before initial departure of bus(es) and each time students exit and reboard bus. Roster and itinerary (if necessary) will be located at the front of each bus used on trip and signed off by head coach and/or Athletic Director, the Director, or the Advisor/lead teacher on each bus on final exit from bus.
4. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher will give a copy of bus roster to the DCHS attendance office at least 15 days prior to trip. Sports teams should email and give a hard copy of sports rosters and schedules, including early release times, to attendance office by August 1 for fall sports, October 15 for winter sports, and February 15 for spring sports. Head coaches of said sport are responsible for letting attendance office and school know of any changes to rosters and schedules.
5. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher is to maintain (in their possession for the duration of the trip/event) a passenger list with emergency contact numbers.
6. Written parental permission is required for students participating in each field trip or once per sports season for recurring away events.
7. The head coach and/or Athletic Director, the Director, or the Advisor/lead teacher shall make a notation on the permission form of any student with a health concern and carry a copy of this information on the trip.

CORPORAL PUNISHMENT

Reasonable discipline may include the administration of corporal punishment to a student, subject to the following requirements:

1. The corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment shall never be used as a first line of punishment except for those acts of misconduct that are so antisocial or disruptive in nature as to shock the conscience.
3. Corporal punishment must be administered in the presence of a principal or his/her designee, who must be informed beforehand and in the presence of the pupil of the reason for the punishment.
4. The administrator who administered corporal punishment must provide the child's parent, upon request, a written explanation of the reasons for the punishment and the name of the principal or his/her designee who was present.
5. Corporal punishment shall not be administered to a child whose parents or legal

guardian have, upon the day of enrollment of the pupil, filed with the principal of the school a statement from a medical doctor, licensed in Georgia, stating that it is detrimental to the child's mental or emotional stability.

DISCIPLINE

1. The practice and application of the qualities and characteristics of a good citizen by each student should be the foremost objective of the school.
2. It is the responsibility of the teacher to maintain discipline and good order in all parts of the school complex. The administrators will share the responsibility of maintaining discipline by discussing and devising with the teacher ways and means of handling special or unusual behavior problems.
3. To prevent discipline problems, teachers must be in their classrooms at all times and have a definite planned program of instruction for the entire class period.
4. All corporal punishment will be done in the principal's or assistant principal's office.
5. Teachers will not permit misconduct of students--theirs or others.
6. Teachers should handle as many problems as they can before sending a student to the office. Teachers are encouraged to be proactive and to call parents/guardians to enlist their support in their son or daughter's successful progress.
7. Supervised cleanup, supervised study, supervised lunch, and the after-school S.T.R.I.V.E Program (Students Taking Responsibility in Valuing Education) are discipline alternatives that may be used instead of paddling or suspension. Students will be assigned supervised cleanup or supervised study only by the principal or assistant principal. Teachers may retain their students after school inside their classrooms provided the student has been given twenty-four hours notice so he or she may make proper arrangements for transportation home.

In supervised cleanup, students will pick up trash and/or clean the school area as instructed without complaint. Cleanup is held from 7:45 am until 8:10 am and from 3:15 pm until 3:45 pm.
8. As a general rule, the student will be sent directly to an administrator's office when a severe behavior problem occurs during a class so as to prevent the disturbance of the entire class. A teacher should send a discipline referral notice with a student fully explaining the nature of the offense.
9. Teachers should keep in mind their available referral sources: principal, counselor, visiting teacher, school psychologists--when confronted with persistent behavior

problems.

*See section entitled Student Behavior in *DCHS Student Handbook*.

*See Dodge County Board of Education Policy located on the district eboard website.

10. A teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. The principal or the principal's designee shall respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with board policy.

On and after July 01, 2000, a teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, and/or where the student is in violation of the student code of conduct. For further information, see OCGA 20-2-738. *See Dodge County Board of Education Policy on the district eboard website.

PROCEDURES

GRADING AND GRADE BOOKS

Please record class grades in such a manner that you may justify them in the event the grade is questioned. Frequent written tests are advisable, but the scheduled tests are the ones given at the end of the nine weeks. These will be given on a scheduled basis. Please do not request exceptions. The grade book should contain a complete record of all the work done by each student that you teach. This book must be accurate and up-to-date at all times. All entries should be made in such a manner that they may be readily interpreted by others. Grade books are turned in to the office at the end of the academic year to become a part of permanent records of the school.

Once again, daily grades should be given for class participation and frequent assignments given so that students do not profit from absences. Teachers should post grades daily on PowerSchool.

Teachers will use their discretion on zeros for unexcused absences. Judgment should be based on the work accomplished for the day. Students should not be allowed to make up work missed during unexcused absences or out-of-school suspension.

Teachers can not use student grades or excessive/unreasonable academic work as a discipline alternative.

GRADE SETUP

50% Major Grades
30% Informal Assessments
20% Daily Grades

For each category, the teacher will define the included assignments in the course syllabus.

STUDENT RECORDS

Teachers shall keep and maintain the following standard student records: student attendance, advisement folders, roll books, and any other records requested by the principal.

TELEPHONE AND POSTAGE STAMPS

All long distance phone calls must be made from the appropriate area. All athletic/band-related long-distance calls will be made and received through the phones located in the athletic complex/band room. All career technical teachers are to make their long-distance calls through the career technical office. All other long distance calls will be made through the attendance office. An accurate log will be kept on all long-distance calls in those offices. The log will include the date of the call, number called, person called, city, reason for the call, and the employee making the call. Office telephone numbers: Career Technical-374-8263; counselor-374-8262; attendance-374-8263; lunchroom-374-8266.

All phones should be secure. Phones should not be left in unlocked or unsupervised offices. Students are allowed to use telephones only with permission from office personnel.

Long-distance phone calls are a major expense. Please write letters or use e-mail whenever possible. If calls must be made, avoid having to dial information and keep the calls as short as possible.

Personal phone calls should not be made during school time unless absolutely necessary. When personal calls must be made on school phones, they are requested to be made collect or with a calling card. This will eliminate bookkeeping related to collection.

Postage stamps will be provided for school related business only. Clubs, other fund raising groups, and individuals will be responsible for their own postage stamps which may be purchased from the bookkeeping office before school only.

Please be respectful of our students and use your cell phone accordingly. Staff members are reminded of the following protocol for students and their possession/use of electronic devices:

Students are permitted to possess cell phones and other electronic devices during the school day. These devices may be utilized **only as part of the instructional process as directed by the teacher.** Cell phones should be turned off and in the students' book bag out of sight at all other times. Failure to comply with this rule will result in confiscation of the device and disciplinary consequences for the student which may include supervised cleanup, ISS, and/or OSS.

Confiscated devices will be returned only to parents/guardians. Appointments should be made by parents/legal guardians to bring the student and meet with the principal to pick up device(s) before or after school (7:45-8:00 a.m. and 3:15-3:45 p.m.).

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

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

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

APPROPRIATE USE OF SOCIAL MEDIA

Approved July 9, 2015

Descriptor Code: IFBGC

The Dodge County Board of Education recognizes that today's students and parents engage in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. The Dodge County Schools will utilize telephones, emails, websites, text messaging, and social media to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with parents and students.

The Dodge County School System realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of staff, students, and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. These Expectations for Communicating Electronically are to provide direction for employees when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Dodge County School System employees is a reflection on the entire district. By assessing, creating or contributing to blogs, wikis, or other social media, both personal and school related, you agree to abide by these

expectations. Please read them carefully before posting or commenting or utilizing any form of social media, including, but not limited to, blogs, wikis, Remind 101, Twitter, Facebook, Instagram, or podcasts.

Schools may maintain an official social media presence. These official pages will be designed with logos and language to maintain the branding of the schools and system. All employees must adhere to the Georgia Code of Ethics for Educators. All electronic communication between staff, students, and parents should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability in regards to communications. All electronic communications between staff, students, and parents are a matter of public record and/or may be accessible by others. All electronic communication from staff to student or parent should be written as a professional representing your school and system. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a professional employed by the Dodge County Schools. Always choose words that are courteous, conscientious, and generally businesslike in manner. Ensure that electronic communications are made during reasonable hours and with reasonable frequency.

As role models for Dodge County's students, employees are responsible for their public conduct even when they are not acting within the course and scope of district employment and whether they are on or off school property and whether or not the use takes place within the workday. Employees will be held to the same professional standards in the public use of electronic media as for any other public conduct in accordance with District policies, state and federal laws, and professional ethics. An employee's use of electronic media should never interfere with his or her ability to effectively perform his or her job duties. Employees of the school system should not use personal email accounts or social media to communicate with students or parents regarding school matters.

Employees are subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices of Georgia Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. The wall between the role of a public educator and personal friendships should always be visible and strongly communicated. Employees are responsible for maintaining privacy settings appropriate to the content of social media and are responsible for monitoring the social media source for appropriate content on a continuous basis.

Restrictions include:

- a) Confidentiality of student records. This includes discussing any information online or otherwise that could lead to the identification of a particular student or in any manner violate the Family Education Rights and Privacy Act (FERPA).

- b) Confidentiality of health or personnel information regarding colleagues, unless disclosure serves lawful professional purposes or is required by law.
- c) Confidentiality of district records, including educator evaluations and private email and residential addresses.
- d) Copyright law.
- e) Prohibition against harming others by making false statements about a colleague, students, or the school system.
- f) Upon request from a parent, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, social media, or any other form of one-to-one communication.

Acceptable Use Computer Policy (BOE Approved July 20, 2017)

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

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

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

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

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

Privileges

The use of the Dodge County Schools Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of Dodge County Schools. The Technology Office and/or School Administration will deem what is inappropriate use and will refer any such conduct to Dodge County Schools Administration. Dodge

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

No Expectation of Privacy

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

Security

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

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

Inappropriate Access

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

In addition to providing information, the Internet is capable of providing the means to

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

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

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

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

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

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

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.

4. Misrepresentation of Dodge County Schools, staff or students.

Safety

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

Access Restriction - Due Process

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

Hardware

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

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

Contact

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

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

Summary

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

1. Download any files, especially music and videos, from the Internet.
2. Use any form of “instant or private messaging” software on student devices.
3. Install any applications or software onto Dodge County Schools’ computers.
4. Disable or modify any running tasks or services.

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

Consequences

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

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

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

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

specific user accounts based upon violations of this policy.

Improper Use and Content

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

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

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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

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

Social Networking Sites

While Dodge County Schools respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage Dodge County Schools' reputation, its employees, or its students or their families. Student use of social networking sites is prohibited on Dodge distributed technology devices. All users should

exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

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

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

- Users should not make statements that would violate any of Dodge County Schools' policies, including its policies concerning discrimination or harassment;
- Users must uphold Dodge County Schools' value of respect for the individual and avoid making defamatory or disparaging statements about the school, its employees, its students, or their families;
- Users may not disclose any confidential information of Dodge County Schools or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

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

Theft and Vandalism

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

attempts at “hacking” computers using any method, or other such actions shall be a violation of this Policy.

“Netiquette”

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

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

Waiver of Warranties; Limitation of Liability

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

Preservation of Resources

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

By signing this electronic technology and Internet contract, students, parents/guardians, and staff are stating that they have read the rules for acceptable uses of electronic technology, acceptable on-line behavior, understand the rules, and agree to comply with all of the above stated rules at Dodge County Schools. Violations may result in a loss of access as well as other disciplinary and/or legal action.

TEXTBOOKS

Textbooks will be issued by the subject teacher. Each textbook should have the year purchased and number (08-1) on the inside and on the outer pages. In addition to filling out the textbook record book, also record the number of the book issued to the left of the pupil's name on the class roll and the condition the book is in when issued (New, Good, Fair, or Poor). In this

manner, you will be able to determine ownership of a missing book that has been found. Keep an accurate record of the books that you have issued and see that they are either returned or paid for if lost or damaged. **THE INVENTORY FILED WITH THE PRINCIPAL AT THE BEGINNING AND END OF THE YEAR MUST ACCOUNT FOR EVERY BOOK ISSUED TO YOU AND TO YOUR PUPILS.** It is the responsibility of the teacher to keep an accurate check on all textbooks used by his/her pupils in his/her classes.

It is requested that all teachers make a check periodically (at least once every nine weeks) to see that each student has his/her own book. This can be done easily by having the student place his/her book on his/her desk during examination period. Students must pay for lost books within 5 days or must produce the lost book. The teacher's discretion will be used in assessing for books issued and abused. In extreme cases, the entire cost of the book will be required. In other cases, the student should be assessed 20% of the price of the book for each lost year of life. For example, the average life of a textbook is 5 years. A book issued new to a student should be returned in good condition after a year's use. Books issued in good condition may reasonably be expected to be returned in fair condition. If a student returns a new book in fair condition, he/she is considered to have abused the book and should be assessed 20% of the cost. If he/she had returned the book in poor but useable condition, then he/she should be assessed 40% of the cost of a new book.

STUDENT FEES, FINES AND CHARGES

Textbooks are issued to all pupils without charge. The pupil is responsible for their proper care and use while in his/her possession. In the event of book loss or damage, the student/parent is responsible for paying for such loss or damage. Refer any student who has not paid for or returned a book for which he/she is accountable to the principal's office.

HOUSEKEEPING

We cannot emphasize too much the value derived from a clean, attractive, neat classroom. Please strive daily to keep your room attractive as well as to create and maintain the right classroom atmosphere. Students' desks should be left in order, floors free from trash and paper, and all equipment and instructional material in proper order at the close of each period. **DOORS AND AIR CONDITIONERS WILL BE REGULATED BY TEACHERS ONLY. ALL EMERGENCY DOORS EXITING THE CLASSROOM SHOULD REMAIN CLOSED UNLESS THERE IS AN EMERGENCY.** Please encourage cleanliness in classrooms and halls. During your last class period, have your students clean their desks of trash; ask one student to collect all trash in a can and place the trash can in the hall beside your door.

Teachers will be held accountable for their classrooms to make sure their rooms are kept clean and in order. Teachers may require students to sweep their rooms or pick up trash around or in their desks. Rooms will be checked for cleanliness.

All students should report to the lunchroom during their assigned lunch. No students are allowed to stay in offices or classrooms during lunch.

To the interest of safety, security, and economy, you are requested to do the following when leaving your classroom at the end of the day:

1. Lock the classroom door.
2. Keep exits clear.
3. Sit trash cans in hallways.

It will be a tremendous help to our custodial staff if you will perform these services listed above.

Teachers will not be allowed to tip the janitors for cleaning their classrooms. Such practices encourage the janitors to lavishly attend to the needs of those who generously tip them and neglect those who do not adhere to this practice.

The following policies should be observed by all teachers and all other staff members:

TEACHERS SHOULD REMAIN ON CAMPUS DURING THE ENTIRE SCHOOL DAY UNLESS PERMISSION TO LEAVE IS GRANTED BY THE PRINCIPAL OR HER DESIGNEE.

Teachers are required to sign out through the attendance office when they leave the campus and sign back in there when they return. Please sign out when it is necessary to leave for the remainder of the working day. Teachers must not leave campus to obtain their lunch or have lunch brought in. Teachers taking professional learning courses or college course work may check with the principal to work out details of make-up time where necessary.

Teachers are required to sign in no later than 7:45 a.m. and will report **DIRECTLY TO THEIR CLASSROOMS OR OTHER ASSIGNED AREAS.** They will also remain inside their working areas after school at least 30 minutes after the close of the school day. The work day officially ends at 3:45 p.m. for regular teachers and 4:45 p.m. for extended day personnel. Staff members are required to sign out when they leave. Seventh period schedules will be on an individual basis determined by the principal and teacher.

TEACHERS WILL NOT PERMIT ANY UNAUTHORIZED VISITOR TO ENTER THEIR CLASSES WITHOUT WRITTEN PERMISSION FROM THE PRINCIPAL. Teachers will not permit students to leave the room during class except in case of emergency. A student should be given a hall pass before leaving during class. Please limit the pass to one individual at a time. Staff members should not let any student out of class to make phone calls unless it is an extreme emergency.

Teachers will observe students entering and departing from their classrooms as well as hall traffic in the immediate classroom corridor areas during the class breaks. When a teacher gives permission to a student to go to the restroom, the teacher should let the student back in class without a tardy.

Students are to use the restrooms between classes and/or at the break. If a student must use

the restroom during the class period, it is suggested he/she make up the time at the break.

Staff members will not hold class, club, or any other kind of parties during the regular school day. We are operating on the minimum number of days (180) allowed by the accrediting commission and must make the best possible use of every school day. This means starting your class promptly at the beginning of the period and continuing your instructions until the end of the period.

TEACHERS WILL NOT CONDUCT ANY ACTIVITIES WHICH INFRINGE UPON ANOTHER INSTRUCTOR'S CLASS. Each class period must take care of itself. When a student is detained by a teacher, that teacher should write a tardy for that student.

Teachers will not be called to answer the telephone during class except in case of an emergency. Notification of telephone messages will be placed in the teacher's mailbox after they have been received.

Teachers are encouraged to attend as many activities carried on under the auspices of the school as they can without undue hardships on themselves and their families. When at school activities, teachers are considered on call for any service which may be needed. They are requested to be aware at all times of those things which will help to raise the standards of our school and to improve our public relations. For those reasons, all high school teachers will be admitted free of charge. **All TEACHERS ARE RESPONSIBLE FOR STUDENT CONDUCT AT SCHOOL.**

All teachers are requested to go to lunch with their classes whenever possible. Students are required to remain in the lunchroom during their lunch period and not allowed to leave campus or to go to the parking lot. Students are to be supervised at all times while they are on campus.

Encourage student attendance at all times; learn why your students are absent, and show personal interest in visitations, by letter, and phone.

The copy machines are located in the math/SS bookroom and career technical workroom. These must be used for instructional use only. No personal, church, business or other uses are allowed. Personnel will be available to operate machines for copies needed when advance notice is given.

Copy machine in the front office is for office and approved use only. Students are not allowed to use this machine. Personal copies may be made in the media center at a per copy cost.

Teachers are requested not to purchase cokes, etc. during class periods (planning period acceptable). Do not send students to purchase cokes, etc. at any time.

Major tests (more than 20 minutes in length) are given according to the following suggested schedule:

Monday: Music, Physical Education, JROTC

Tuesday: English, Home Economics
Wednesday: Social Studies, Foreign Language
Thursday: Science, CTAE Subjects
Friday: Math

Announcements for the P.A. system will be made at 8:28. Do not ask for an announcement to be made during the day unless it is an absolute emergency. No announcements will be taken by phone. Announcements must be written by the teacher and signed by that teacher.

Windows beside the doors entering each classroom allow for more frequent administrative observation of instructional activities without unnecessary interruptions. Parents and approved visitors are also encouraged to use this method of observation to see the positive things that are happening at our school. Windows are to remain clear and unobstructed at all times.

Bulletin boards are installed in each classroom to enhance the learning environment. Boards must be changed at least twice each year - once each semester.

Teachers and paraprofessionals are expected to constantly monitor student activities during instructional time - off your seat and on your feet.

Staff development days/work days/pre-post planning days are for staff members only, and children should not accompany staff members to work on these days.

STUDENT SAFETY/ACCIDENT

All injuries, accidents, etc. that take place at school or on school premises should be reported to the principal or his designee as soon as possible. The circumstances surrounding the injury should be reported in writing as soon as possible. The principal will decide whether or not to contact the parent.

A student who becomes ill in class should be reported to the principal or assistant principal. He/She will decide whether or not to call the parent.

FIRE DRILLS

Pursuant to Subsection 11-7.1 of the National Fire Protection Association's Life Safety Code, all public and/or private schools must conduct a fire drill every month the school is in session. One additional drill is required within the first thirty (30) days of the school year. In climates where the weather is severe during the winter months, a weekly drill will be held at the beginning of the school term to properly train all personnel before cold weather begins. Drills will be executed at different hours during the school day. Drills will be conducted during the changing of classes, when the school is at assembly, during break or gymnastic period, etc. When a drill is called while students are going up and down stairways, or in corridors as during the time classes are changing, the students will be instructed to form in file and immediately proceed to the nearest

available exit in an orderly manner, according to fire evacuation drill plan.

Teachers shall be prepared to immediately assist in escorting students under their supervision in an orderly, quick, and safe manner from the building to the campus.

A sufficient number of selected students shall be appointed by each teacher to assist in the proper execution of all fire drills. They shall be instructed to hold open doors in the line of march and close all classroom, corridor, hallway and exterior doors when necessary to prevent the spread of fire and smoke.

Teachers or other adult members of the staff shall check bathrooms, offices, and other rooms.

Teachers shall take only roll books when leaving their rooms after all students are out. Roll should be checked immediately so as to account for all students. Do not leave your class unsupervised.

Each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to see that all are accounted for. Roll call will be taken by each teacher and a verbal report will be given to the principal accounting for all personnel.

Everyone will remain in his/her assigned location until a recall signal is given to return to the building or until dismissed.

Outside assembly point shall be sufficiently far away from the building and from each other so as to avoid danger from any fire in the building and interference with fire department operations, or any confusion between different classes or groups.

Whenever possible, drill lines shall not cross streets or highways. When it is absolutely necessary to cross streets, a police officer, janitor, or teacher should assist in traffic control.

The fire alarm shall be sounded on the fire alarm system or through a Centegix Alarm whenever an actual fire exists. The local or nearest fire department will be called by a designated person/notified via Centegix.

The principal and teachers are responsible for inspecting exit facilities daily to make sure that all stairways, doors and other exits are in proper condition. Any condition likely to interfere with safe exits should be immediately corrected or otherwise reported at once to the appropriate authorities.

Cafeteria employees and janitors should be proficient in the use of fire alarm systems and installed fire extinguishers. Also, they must make sure that all cooking appliances, electrical equipment, and boilers are properly secured during drills. It is very important that these people actively participate in all fire drills.

All staff and students should stay out of the building until notified or the fire alarm is cut off.

EMERGENCY DRILL

Special drill activities will be planned by the principal and faculty of each building to assure orderly movement and placement of students in the safest available building area. This area, in each building has been designated in consultation with architects and engineers. Exit routes are posted on the wall beside each room's exit.

Fire Alarm— Designated by a Centegix alert or extended or constant fire alarm. Exit outside as shown on the exit routes posted in each room.

Bomb Threat-- Designated by a Centegix alert or by a constant fog horn. Exit outside as instructed for fire drill-then move to designated area after notification from principal.

Tornado or Extreme Inclement Weather Drill-- Designated by a Centegix alert or several short rings of the regular school bell. Students report to the halls away from the glassed area and assume seating position.

Lockdown Drill-- Designated by a Centegix alert or by a verbal announcement over the intercom. Teachers are required to lock all classroom doors and follow the Lockdown Drill protocol.

Since many parents may not be at home, it shall be the policy to retain children and faculty at the school building in case of extreme emergency where less than one hour of warning time is known. Parents may come to the school premises to pick up their children if they so desire.

STUDENT WELFARE: MEDICINES

Teachers and office personnel are not to dispense medicines to students, not even aspirin. This service is available at the school-based clinic.

A student bringing medicines from home must bring a parental permission note to the nurse's office before taking medicine at school. All medicines must be in their original containers.

STUDENT WELFARE: CHILD ABUSE OR NEGLECT

Approved July 9, 2015

Descriptor Code: JGI

All employees of the Dodge County Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time

there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Dodge County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

STUDENT INELIGIBILITY: GHSA and GSBOE

Ineligible students are not allowed to try out for competitive programs/teams even though the teams or programs will not be in operation until the next school year. Teachers/club advisors are responsible for making sure ineligible students do not participate in any competition with other schools.

EMPLOYEE DRESS CODE

Updated by the DC BOE Monday, March 22, 2021

There is abundant research to show that personal appearance has a significant effect upon other people. School system personnel are professionals. The dress, grooming, and mannerisms of school system staff members have an impact upon the way students and parents respond to our leadership. Staff members are expected to dress in a **professional manner at all times. Without fail, all staff should know the student dress code and go above and beyond to meet the expectations of the student dress code.**

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 building level administrator has the authority to make exceptions on “special days.”

The following are considered inappropriate professional dress and are unacceptable:

Sweat suits and wind pants;

Any oversized or tight fitting clothing;

Low-cut tops, bare and midriff outfits;

Any see-through garments;

Bedroom slippers, house shoes, or flip flops (No rubber slipper type sandals/flip flops) ---Shoes should be appropriate for safe participation in all job related activities.

Body piercing (eyebrows, nose, lip, tongue, etc.) is not permitted. No other visible body piercings are allowed. No employee is allowed to wear gauges. No earrings for males.

Dresses, skirts and shorts must be ***no higher than one inch above the knee and must look professional***. Leggings, jeggings, yoga pants, or spandex pants may be worn **only under** appropriate length (no higher than one inch above the knee) dress, skirt, shirt, etc. No baggy, sagging, ragged pants, or pants with holes may be worn.

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 and fit the dress code. (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 for the time away from school related duties. Schools' maintenance, janitorial, cafeteria, and custodian employees are required to wear nonskid closed-toe shoes.

TEACHERS: SMOKING AND USAGE OF TOBACCO PRODUCTS

Board Policy - Effective December 9, 2010

Tobacco Use Prohibited

No student, staff member, or school visitor is permitted to use any tobacco product **at any time on school property**, 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.

SELLING IN SCHOOLS

Salespersons may visit schools only during pre and post planning during a time established by the principal.

School system employees involved in selling and buying must restrict their activities to before and after the school day and/or during pre and post planning.

AUDIO VISUAL USAGE

Please limit the use of videos to the following provisions. Also, when you are absent and a substitute teacher is present, this becomes even more important. **Please do not leave videos for substitute teachers to show when you are absent.** We do not want to send the wrong message to our parents and the public.

1. The video recorder/DVD should be used for instructional purposes only, and never as a time-filler or for classroom entertainment.
2. All video lessons should relate directly to the present unit of study and be accompanied by introductory and follow-up activities. Any clips shown should be addressed in daily lesson plans and should be coded appropriately with performance standards/QCC standards as to their relevance to the lesson(s).
3. Movies should not be shown unless they are valuable for teaching certain objectives in a unit of study. You are also encouraged to show clips instead of entire movies. Remember that it is illegal to show certain movies without the written permission of the producer, and oftentimes, a rental fee must be paid.
***All movies/clips shown must be approved by Ms. Brande Vaughn at least one week prior to showing. Approval forms may be obtained from the media center. No movie should be shown which lasts more than two class periods.
4. Teachers should limit their use of the videos to not more than 4 days per month, and never more than 2 days consecutively. It is highly recommended that teachers utilize video clips and not show the entire movie.
5. Classroom lighting should remain on for security and student supervision during audio visual usage.

TEACHER EVALUATION APPEALS

Board Policy - Descriptor Code: GBIA

The appeal process described in this policy shall be available to teachers who have accepted a full-time, full school year contract with the Dodge County Board of Education for the fourth or subsequent consecutive school year. Such teachers may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to Code Section 20-2-210, procedural deficiencies on the part of the school system in conducting an evaluation, and job performance.

No more than 5 school days after the summative evaluation conference, the teacher shall provide a written notice of appeal to the responsible evaluator detailing every factual basis for the appeal. If the principal is the responsible evaluator, the principal shall respond in writing within 5 school days after the principal receives the appeal; if the responsible evaluator is not the principal, the appeal shall be forwarded to the principal, who shall conduct the first level of review. In either circumstance, a written response shall be provided to the teacher within 5 school days after the principal receives the appeal. The decision may be hand delivered to the teacher or sent by electronic mail.

If the teacher is dissatisfied with the principal's response, an appeal may be filed within 5 school days with a certified and TKES (Teacher Keys Evaluation System) trained administrator in the central office to be designated by the Superintendent (or in the discretion of the Superintendent, a qualified third party administrator from outside the District will be appointed). A written response shall be provided to the teacher within 5 school days of the appeal being received by the designated administrator. The decision may be hand delivered to the teacher or sent by electronic mail. The level two decision shall be final.

The appeal at either level must include a review of the complete evaluation record, including all documentation on the electronic platform, the original appeal and the response of the principal. In the

discretion of the reviewer, a meeting may be scheduled with the teacher and, in the discretion of the reviewer, with the principal or original evaluator.

A teacher shall not be the subject of any reprisal as a result of filing an appeal under this policy. Any reprisal may be referred to the Professional Standards Commission.

AMERICAN DISABILITIES ACT

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

If you believe that you have been discriminated against under any of the above laws, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC, 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free 800-669-EEOC. For individuals for hearing impairments, EEOC's toll free TDD number is 800-800-3302.

DODGE COUNTY SCHOOL DISTRICT Fraud, Waste, Abuse and Corruption Procedure

Purpose

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

Definitions

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

“Waste” means the intentional or unintentional, thoughtless or careless expenditure, consumption,

mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

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

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

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

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

Statement of Administrative Regulations:

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

Confidentiality

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

Procedures and Responsibilities

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

PUBLIC NOTICE

Dodge County Board of Education

The Dodge County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Administrative/Information Support
Animal Science
Audio/Video Technology and Film
Early Childhood Education
JROTC - Army
Nutrition and Food Science
Automobile Maintenance and Light Repair
Computer Assisted Design/CAD
EMS/Firefighter

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mr. Richard Gay
350 Pearl Bates Rd.
Eastman, GA 31023
478-374-8263 ext. 117
pmelvin@dodge.k12.ga.us

Inquiries regarding nondiscrimination policies should be directed to:

Ms. Tonya Brown
720 College Street
Eastman, GA 31023
478-374-3783
tbrown@dodge.k12.ga.us

#IndianPride

