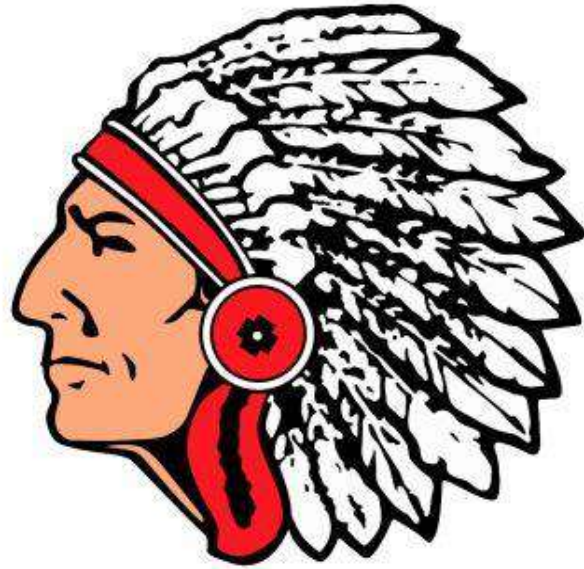


DCMS
Faculty
Handbook



2022-2023

Principal

Mrs. Marcie Jones

Asst. Principal

Ms. Juaquita Williams

Asst. Principal

Dr. Jennifer Bellflower

DCMS Faculty Handbook

Our vision is for our school to be a place of high expectations leading to higher achievement for all. We are dedicated to providing the resources, the secure and positive environment, and the support necessary for student learning and high levels of achievement for all students. The partnerships formed between parents, students, staff, and community are valued and welcomed. This handbook provides information on opportunities, policies, and expectations for all our staff. Please use it as a reference throughout the year. Thank you for your cooperation and support.

Sincerely,

Mrs. Marcie Jones, Principal

Dr. Jennifer Bellflower, Assistant Principal

Ms. Juaquita Williams, Assistant Principal

Our Motto

“Believing and Achieving Together”

Our Mission

Success leading to graduation is a portal to lifelong learning.

Our Vision

Where we are all about DODGE:

Dedicated to

Our

Desire to

Graduate

Everyone



DCMS Faculty Handbook

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DCMS Faculty Handbook

This handbook has been designed and produced for the purpose of providing useful information to professional personnel. It is requested that you keep it in a location which is accessible. Please consult your handbook prior to making decisions which concern procedures here at Dodge Middle School. If the desired information is not in this handbook, please consult an administrator for clarification.

DCMS Faculty Handbook

Arrival Time

Teachers and faculty are expected to sign in by 7:45 AM each day. Unless otherwise assigned, teachers should report to their rooms for duty. The sign-in sheet/Time Station Management System is in the teacher-workroom to sign the time that you arrive at DCMS.

*This area to be noted in TKES standard 9

Work Day

The minimum work day for teachers shall be eight (8) hours, and the minimum work week shall be forty (40) hours. The minimum work day shall entail the duties for which the teacher's base salary is paid, such as teaching and teacher preparation, staff meeting, conferences, with students and parents, planning conferences, related school activities, in the community, and extra- class responsibilities. Teachers are to be signed in and standing at their doors to monitor classrooms and hallways by 7:45 am; other staff is to be at their duty stations by 7:45 am. The work day concludes at 3:45 pm, but more importantly, it concludes when student and after school responsibilities have been met.

Personnel may be assigned additional duties requiring daily and calendar schedules exceeding the schedules for regular assignments. These assignments may include supervision of extracurricular activities, on-the-job training, counseling, bus duty, and activities which are essential for the school system's programs. All teachers are expected to participate in; content collaboration (weekly for grade level content, monthly for school level content), grade level collaboration (2 times per month), faculty meetings (one per month), and other committee meeting they may be assigned to. Agendas with sign in sheets with meeting notes will be turned in weekly to Dr. Bellflower.

* This area will be noted in TKES Standard 9

Tardiness

If you are going to be late, please call the school as soon as possible. In the event you are late, you will be responsible for securing someone to cover your homeroom or duty until you arrive. If you are consistently late to work, the Corrective Action / Employee Discipline Procedures (See Page 24) will be followed.

* This area will be noted in TKES Standard 9

Faculty and Staff Absences

All faculty and staff need to inform the front office **in advance** of any absence. In the case of an emergency, please contact Ms. Anita Brown to secure a substitute. In all cases, employees should see to it that lesson plans are provided for the substitute. A teacher absence is often a missed instructional day. Please make every effort to be present each and every day.

* This area will be noted in TKES Standard 9

DCMS Faculty Handbook

Leaves and Absences

Each professional employee shall be allowed twelve and one-half days of sick leave per year, provided the employee is employed a total of ten full months. The number of days allowed under sick leave will be one and one-fourth days for each complete school month of service during a term of ten months. Personal leave requests must be turned in to Ms. Anita Brown to be forwarded to the board office for final approval in writing at least **three days** prior to date requested, and professional leave must be turned in to Dr. Bellflower in writing **ten days** prior to date requested. Both require approval by the principal/assistant principal and the superintendent. Personal, sick, and professional leave forms are available in the mail room.

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

1. Personal or critical illness in the immediate family.
2. Death in the immediate family –Members of immediate family shall be confined to father, mother, grandfather, grandmother, husband, 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. The number of days allowed for death in the family shall be three.

* This area will be noted in TKES Standard 9

Non-Professional Leave and Absences

Each employee shall be allowed twelve and a half (12.5) days of sick leave per year provided the employee is employed a total of ten full months. Twelve-month employees are entitled to fifteen (15) days a year.

Duties

Employees assigned to duty are expected to be at their post at the appropriate time and remain for the duration of the scheduled time. If you are going to be late or unable to perform your duty, the employee is responsible for securing someone to cover the duty. If you are going to be out, please inform your substitute of any duties that you have that will need to be covered.

1. Please be on duty spots at assigned times.
2. If you cannot be on your duty at any time, you will need to find someone to cover for you.
3. Do not forget to check dress code during morning duty, homeroom, hallway monitoring, etc.
4. Remember, we want to maintain a high level of supervision at all duties.

Attendance at Outside of the Classroom Activities

Unless excused by the principal, attendance by all staff at the following is required:

1. Assemblies
2. Faculty Meetings
3. Open House

DCMS Faculty Handbook

4. Parent Conferences
5. Title I activities
6. Any other school sponsored activity that is designated by the principal.

Faculty Meetings will be held monthly. At times it may be necessary to miss a faculty meeting due to other responsibilities, however no more than 2 can be missed per year. Faculty meetings are recorded and can be viewed via a link in the Media Center folder for make-up. Once the faculty meeting has been viewed, staff members should sign off with Dr. Bellflower's office.

Each certified staff member is also expected to assist with a minimum to 2 after school events, such as athletic competitions. This does not include items 1-5 listed above. Mrs. Anita will have a sign-up sheet for the year.

* This area will be noted in TKES Standard 9

Planning Period

All teachers are afforded a planning period. 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, unless approval to leave campus is granted by administration.** Teachers must sign out in the front office before leaving campus, and sign back in upon their return. Due to limited space, we may need to use your assigned classroom for another class during your planning period.

Staff Development Days

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.** The hours are from 8:30-3:30. Occasionally your classroom may be needed for another class or event on professional learning days.

Teacher Keys Effectiveness System (TKES)

All Dodge County administrators will follow the guidelines for the full TAPS formative process as stated in the TKES Evaluator Recertification from the Teacher and Leader Effectiveness Division. **Full TAPS Formative Process is required** for all educators who fall into one of these categories:

- Induction Teachers (three or less years of experience will participate in the full TAPS Formative Process)
- Teaching out-of-field (non-renewable certificate)
- New Position*
- Out of the profession for a period of time
- Moving into the state
- Evaluation performance of Needs Development or Ineffective

All other certified staff will follow the Flexible plan as outlined below.

All educators evaluated by TKES/TAPS who complete the Full Formative Process must also complete a Professional Learning Plan in the TLE Platform. Educators who complete a Flexible Formative Process may complete only the Professional Learning Goals in the TLE Platform.

*For the purpose of the TKES/TAPS Full Formative Process, a *New Position* is defined as teachers who:

- have changed schools
- change certificate levels (i.e., change from 5th grade to high school)
- New to the district
- New to the school
- Change certification (change from middle school math to middle school ELA)
- Are on a Professional Development Plan

A full TAPS formative process may be completed on any teacher in his or her building at the discretion of the building principal.

The **FULL Formative Assessment Process** consists of 4 classroom walkthrough observations (at least 10 minutes each on a limited number of standards) and 2 formative observations (at least 30 minutes each on all 10 standards), which may be announced or unannounced.

The **FLEXIBLE Process** consists of a minimum of 2 classroom observations per teacher. LEAs are responsible for determining the selection of the two observations. *Dodge County administrators agreed to complete 2 formative observations.* Walkthrough observations are optional and at the discretion of the evaluator for teachers on the flexible process. Observations may be announced or unannounced.

Non-Certified and Non-Teaching Evaluations

All non-certified and certified staff that have non-classroom teaching responsibilities will be evaluated with an instrument approved by the Dodge County Board of Education.

Covering Classes

Teachers should always be with their assigned classes. **Every effort should be made to avoid scheduling appointments and other activities during the school day.** In the event a teacher needs to leave campus, he/she is expected to find someone to cover the class if the time away is for an hour or less. Please note that if you are gone for more than an hour you may be docked leave time. Staff are expected to sign out and back in, if they have to leave campus during the day. However, when an emergency arises, and it is necessary for a teacher to be absent from his/her class for more than one hour, the office can assist with securing a substitute. Teachers that may be late in the mornings will be responsible for getting their classes covered until he/she arrives.

School Visitors

No one is permitted to enter a classroom for any reason without a visitor's pass obtained from the front office. Official business by parents or others must be authorized through the office.

Telephones/Cell phones

Please, no personal long distance calls should be made on school phones. Unless it is an emergency, teachers and staff will not be called to the office phone during the school day. Notification of telephone messages will be placed in the teacher's mailbox. Personal cell phones should be on silent or vibrate during the school day. **Teachers should not use cell phones while on duty or during instructional time. In addition, personal calls should not be made during class time or in the presence of students.**

Instructional Expectations

Teachers are accountable for their use of instructional time. Teachers should engage students in each lesson with planned activities that serve the purpose of reviewing, building upon, or transferring knowledge from previous lessons. Teachers are expected to monitor student progress during instructional time by frequently moving around the classroom and visually inspecting student work. Teachers are not to remain seated at a desk or computer while students are present.

* This area will be noted in TKES Standards 2, 3, and 8

Educational Environment

Teachers are responsible for maintaining the educational environment of their classrooms. There are several things the teacher can do to enhance the environment in their classrooms. For example:

- Keep a neat, uncluttered workspace and arrange the room to allow easy access to students.
- Adjust the room thermostat to a reasonable temperature. Avoid extremes.
- Be sure that each class picks up the trash and straightens the desks before being dismissed.
- Bulletin boards (Changed at least once per semester), posters, and wall decorations should enhance learning, not distract from it.
- Never use belittling, derogatory, or sarcastic remarks when addressing students. Set the tone of the discourse and be an example for your students.
- Be a consistent disciplinarian.
- Do not show favoritism.
- Strive to create excitement and anticipation about learning. If you are not enthusiastic about teaching, your students will not be enthusiastic about learning.
- Monitor student progress by practicing mobility. Nothing substitutes walking by a student's desk to see what he or she is really working on.
- Do not allow students to make purchases from vending machines during the school day.
- Scan classes (especially homeroom) to ensure students are following the dress code.

* This area will be noted in TKES Standard 7

Homework

Required homework must be purposeful reinforcement, enrichment, review and/or completion of work that extends the learning situation from the classroom. It is an extension of the learning process meant to reinforce skills that have been taught in the class. It is a method of helping students establish self-discipline and study skills. **Remember that homework should reinforce skills that have been covered through instruction and teacher guided practice.** Please be sure and coordinate all homework assignments to be sure it is not excessive. **Packets should not be assigned for busy work and should not be excessive.**

Grading and Gradebooks

Grades are important to all stakeholders-teachers, students, parents; so to avoid any misconceptions about student grades, each teacher should develop and present clear and fair grading procedures. Please record class grades in such a manner that you may justify them in the event a grade is questioned. 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. In addition, **teachers should update grades at least once a week in PowerSchool** to allow parents to stay informed regarding their student's progress. Teachers cannot use student grades or excessive/unreasonable academic work as a discipline alternative.

* This area will be noted in TKES Standard 10

Student Records

Power Parent is a communication tool between teachers and the parents of their students. Some parents check the student information system frequently. In addition, state reporting on student records is aligned to information in PowerSchool. Therefore, it is imperative that we make every effort to keep the records in PowerSchool accurate and up to date. **Teachers shall maintain accurate student records including attendance, grades, and other standard records** requested by the principal. RTI meetings and records should be current with appropriate parent/guardian notifications and parent signatures verifying attendance.

Authorized Purchasing

Purchases of needed materials and supplies that are to be paid for out of school accounts, or the county, must be authorized by the administration. Unless such approval is secured with a purchase order, the individual making the purchase is responsible for all debts incurred. **Before any purchases are made, a Purchase Order needs to be secured from Ms. Brown and signed by an administrator.**

Fund Raising

Fundraising activities are limited to one per year, per organization. Expenditures should be for items related to the organization or the school. Fundraiser forms should be submitted to the principal for recommendation to the superintendent for approval at the beginning of each year.

Discipline

Discipline is primarily the responsibility of the classroom teacher. Each classroom teacher is responsible for the discipline of his/her students. Teachers who clearly set rules and are consistent in their enforcement rarely have serious discipline problems in their classrooms. Students should always be treated with fairness and impartiality. Belittling, derogatory, or sarcastic remarks should not be used with students. Classroom rule infractions should be addressed by the classroom teacher. Every effort to involve parents in addressing behavior problems with students should be made by the teacher. However, serious or continual discipline problems should be referred to an administrator. An office referral describing the offense should be entered into Educator's Handbook for every student referred to the office for discipline. Any incident that is illegal or dangerous should be referred, with or without an office referral, to an administrator immediately. Once referred to an administrator, the guidelines for and administration of consequences are no longer the teacher's responsibility. Mass punishment or mass detention is very hard to justify, and they are not an effective discipline procedure.

1. Remember, the only time some students hear the word "no" or have rules is at school.
2. Practice prevention like seating arrangements and moving around the room.
3. Also, take away the audience and hopefully we can take away some of the problem.
4. Having well-planned instructional time will help to curb discipline issues.
5. Any discipline issue referred to the office must, except in the case of an emergency, be written in Educator's Handbook.
6. Once a discipline referral is turned in, it becomes an administrative issue.

*Reference Standard 7

Educator's Handbook (EH)

Educator's Handbook is a tool to help teachers, parents, and administration track student behavior. **Any student who receives corrective action should receive an MIR (Minor Incident Report), and it should be reflected in EH.** This tool allows teachers to document behaviors and classroom discipline strategies. It is important that teachers involve parents in the behavior modification of these classroom disruptions. Please refer to the progressive classroom management plan and PBIS flow chart located in the appendix.

Discipline Referrals

1. Be specific in the description of the incident area. Do not restate items than can be found in MIRs.
2. Each referral should have the name of the teacher involved on the referral.
3. Any incident that is illegal or dangerous should be referred to an administrator immediately. In the case of an emergency, we can fill out the referral later.
4. Remember, we do not discipline students for level one offenses until we follow the progressive discipline plan as outlined by the PBIS (Positive Behavior Interventions and Strategies) team.

Progressive Classroom Management Plan

1. 1 MIR = Redirection
2. 2 MIR = Student/Teacher Conference
3. 3 MIR = Detention
4. 4 MIR = Detention/Parent contact (Send home a copy of MIRs)
5. 5 MIR = Isolated Lunch
6. 6 MIR = Isolated Lunch/Parent Phone Call
7. 7 MIR = Counselor Referral/Parent Phone Call
8. 8 MIR = Administrative Conference
9. 9 MIR = Parent Conference
10. 10 MIR = Office Referral

When students receive their 10th MIR, the teacher should enter the MIR for the offense. Then, the teacher should choose the action 'Office Referral' (for excessive MIRs). Finally, the teacher will enter an office referral, and the offense will be for excessive MIRs.

In School Suspension (ISS)/Time-Out

In-School Suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). It is designed to counteract many of the negative effects of suspension and continue instructional time without interruption. Students complete assigned work given by their regular teacher(s) during the day. Students have an alternate lunch in the room and remain there until the end of the day.

In-School Suspension (ISS) may be assigned for any offense deemed necessary by a school administrator and/or when the lesser punishments have not proven effective in modifying or correcting a student's behavior. ISS may be assigned for a portion of one day or for one or more consecutive days. Additional days may be assigned by the administration. The ISS coordinator may assign an additional day for violation of the rules and regulations of the ISS room. In addition, failure to comply with the rules of ISS may result in a student receiving OSS. A student assigned to ISS is excluded from all classes on the day(s) or for the portion of the day assigned, but attends school and spends the assigned day, or portion thereof, in the ISS room. Students may not participate in extracurricular activities as long as he/she is assigned to ISS. Students may receive additional ISS time if their referral form is not signed by a parent/guardian and returned the next day. If students are absent, sign in late, or leave early from ISS/Time Out for any reason (medical or non-medical), the student must make up all time before he/she is released, and will not be allowed to participate in any extracurricular activities until all time is made up.

Time-Out

Students may receive time-out as a disciplinary consequence. Time-out is not considered the same as ISS although it may be housed in the same location. While students are in time-out, they can be served by their teachers being allowed to pull them out for periods of special instruction. Students can be released early from time-out for extracurricular activities and other activities as approved by an administrator. Time-out will mainly be used for tardies, excessive MIRs, less severe infractions, and as

an alternate consequence for students receiving supplemental services, but can also be used for other infractions as well.

ISS Procedures

- If a student is assigned to ISS, he/she will present a copy of the referral form to his/her current classroom teacher and the ISS teacher. Once notified, it is the teachers' responsibility to send work for the student.
- ISS students will report to the ISS teacher as soon as they arrive at school. The ISS teacher will be responsible for getting breakfast for the students.
- A teacher can come and sign a student out of ISS for specific classroom instruction or taking tests if necessary. The teacher is responsible for escorting the student to and from ISS.
- Completed ISS work will be delivered to the appropriate classroom teacher when available.
- Once assigned to ISS, a student must serve the entire time assigned. "Early release" and time to be served is ultimately left up to the discretion of the administration.
- The ISS teacher's role is to supervise students assigned to ISS and to assist with, and ensure the completion of assigned work.
- Any student assigned to ISS who refuses to complete assigned work or follow the rules may be assigned additional ISS time or referred to the administration.
- Students may receive additional ISS time if their referral form is not signed by a parent/guardian and returned the next day.

Lesson Plans

Lesson plans are due every Monday by 9:00 am. The DCMS lesson plan template is located in the Google drive.

The following guidelines should be used when submitting lesson plans:

- **The teacher's name should be at the top of each page.**
- **The dates for the week covered by the plans should be at the top of each page and on each tab at the bottom of each page.**
- **Each class period and subject should be labeled.**
- **Lesson plans must be entered by Monday of the week to be used.**
- **Lesson plans should include the GSE standards addressed in the lesson for each class.**
- **Include web addresses of any internet sites to be used.**
- **If over 10 minutes include any videos to be shown. (Must be approved by administration by turning in a movie/video approval form one week prior to being shown)**
- **Each teacher should have at least 3 days of Emergency Lesson Plans turned in to Mrs. Anita by the first week of school.**

Grading System

90-100	A
80-89	B
70-79	C
Below 70	F
Incomplete	Inc

Students cannot receive a grade over 100 on their report card **EXCEPT** in classes where quality points are earned (gifted and accelerated). Grades should be awarded based upon students' academic performance. Grades should never be used as a disciplinary tool. The purpose of grading is as a diagnostic tool to indicate a student's grasp of content. The grade itself is not the goal, but rather learning. Therefore, teachers should utilize grading as a tool for planning remediation and/or enrichment activities. Students should not receive a grade below 50 on a report card. It is recommended that students do not receive a grade below 60, as to provide an opportunity to pass a class as circumstances change.

Common Grading Scale 2019-2020

50% Summative and diagnostic assessments: Major

Exams

Benchmarks

Projects

30% Formative assessments: Daily

Quizzes

Daily grades

Journals

Labs

Drawings

20% Extras: Other

Homework grades

Extra credit

Participation grades

Signed/returned papers

Other activities

Quality Points

Quality Points will be awarded for the Advanced/Accelerated classes because they exceed the core education requirements. These points will be added to the student's cumulative average each nine weeks. Quality points will be given in the following courses:

6th, 7th, and 8th grade Advanced/Gifted 2 points

7th grade Accelerated Math 2 points

Algebra 1 2 points

Report card averages will reflect student's average with the quality points already included. If a student's quality points cause his or her average to exceed the maximum score of 100 points, the score will still reflect the quality points.

Advanced/Accelerated Class Student Requirements

Once students are chosen for the Accelerated class, they must maintain an overall average of 85 or above in the math class for the semester. Failure to maintain **an overall average of 85** or above will result in a semester of probation for the student to increase their average in order to remain in the class. If the average is not 85 or above after the probationary semester period, the student will be **permanently** removed from the accelerated class. If your child is removed due to parent request or failure to maintain the 85 or above average, your child will not be able to reenter the accelerated class again while enrolled in Dodge County Middle School.

New Advanced Academic Classes Student Requirements

Students must meet the requirements of 4 of the 5 indicators listed below to be considered for advanced content classes:

- Milestone Achievement Level must be a 3 or 4
- Final Yearly average of 90 or above in the content area
- STAR score should be one grade above or higher than current one
- Lexile score: 6th grade-900 & above
7th grade-1000 & above
8th grade-1100 & above

Once students are chosen for the Advanced/Accelerated classes they must maintain an overall average of 85 or above in the appropriate content area for the semester. Failure to maintain an overall average of 85 or above will result in a semester of probation for the student to increase their average in order to remain in the class. If the average is not 85 or above after the probationary period, the student will be removed from the advanced/accelerated class.

Gifted Probation

All Gifted students must maintain an overall average of 85 or above in the Gifted class for the semester. Failure to maintain **an overall average of 85** or above will result in the following semester of probation for the student to increase their average. If the average is not 85 or above after the probationary semester period, the student will be **permanently** removed from the Gifted class that he or she failed to maintain the average required. If your child fails to maintain 85 or above average, your child will not be able to reenter the Gifted class again while enrolled in Dodge County Middle School.

Promotion Policy

Students are required to pass 3 out of 4 subjects (ELA, Math, Science, Social Studies) for promotion. Summer school may be an option for some students needing to earn credit in **ONE or TWO** failed classes. In addition, students who received course credit for the year, but did not pass second semester may attend summer school for remediation and earn credit for the second semester. There will be a fee for summer school. 8th Grade students must also pass the Language Arts and Math sections of the Georgia Milestones Test to be eligible for promotion. The final decision on promotion/retention of the student will be made by an appeals committee.

Announcements

Each day will begin at 8:05 with the Pledge of Allegiance and moment of quiet reflection, followed by school announcements. Students are expected to remain in class and quiet during the announcements.

At the end of the day, students are also expected to remain in their classroom and quiet until all announcements have been made. The announcer will call for students to leave and serve as their dismissal. At this time, students will be allowed to stop by their lockers or restroom if necessary. Announcements will be limited to the beginning and end of the day unless there is an emergency.

Pledge of Allegiance/Moment of Reflection

In compliance with Georgia law, each day during homeroom, the pledge and a moment of reflection will be observed. All students will stand and remain quiet during this time. Misbehavior will be subject to the behavior code of the school and handled just as any other behavior problems.

Chain of Command

The administration of Dodge County Middle School maintains an open door policy to all employees. Any employee who has a concern, suggestion, complaint, or grievance about any policy, procedure, or activity of Dodge County Middle School is encouraged to address their concern to the administration. Be sure and follow the chain of command with any issue. The chain of command begins with the School Administration, then the Superintendent, and finally the Board of Education.

Suggestions

A Suggestion Box for your ideas or concerns is placed in the Mail Room and is checked on a monthly basis. Administration is always open to listen to suggestions or concerns.

Movie / Video Policy

The use of movies and videos by teachers to supplement instruction must be; approved by the administration, tied to your standards, and reflected in your lesson plans. The video approval form in the appendix of this handbook should be submitted to the principal at least one week prior to showing a video. Group or grade-level viewing of non-instructional videos should be limited to administratively approved use as an occasional reward for student performance or behavior. Any video that is 10 minutes or longer must be approved by the administration. A movie should not be shown on days when a substitute teacher is with the class. Occasionally, film/videos are used in the classroom in order to illustrate a particular curricular-related concept. Teachers will notify parents if they will be watching a film/video in class with a rating above **G or PG** that will not exceed **1 hour** in length, after receiving approval from the principal.

Assemblies

Good behavior is expected at all assembly programs. Teachers should sit with their classes to monitor behavior at all assemblies. The number and frequency of assemblies will be determined by the overall student behavior. All teachers and paraprofessionals should attend all assemblies unless excused by the administration.

Students Remaining after School

Be sure to obtain parental permission before allowing a student to remain after school. While it is a parent's responsibility to arrange transportation, it is the teacher's responsibility to ensure that arrangements have been made in advance. Do not send the student to the office late in the day to call and inform the parent. **The student should be accompanied by the teacher after school. Do not leave the student unsupervised.**

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 the 21st century learning is adapting to the changing methods of communication. The importance of staff, students, and parent 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.

*Reference Standard 10

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. Personal use of social media should never take place during the work day.

*Reference Standard 9

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 Right 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 education evaluations, private emails, 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.

Student Welfare: Medicines

Teachers and office personnel are not to dispense medicines to students. This service is available at the school-based clinic. Teachers should complete a nurse referral form and send the student to the nurse for treatment. Parent contact should only be made by the nurse if needed. If a student is sent to the nurse 2 times in one day for the same or related illness, parents are automatically called to pick up student or to determine if student needs to go home.

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, designee, 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.

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.

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

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 1, Part A; School Improvement 1003 (a); Title 1, Part C; Title 1, 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.

“Fraud” means the intentional deception perpetrated by an individual or individuals, or an 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 of 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 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 designed 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.

Weapons Policy

It shall be unlawful for any person to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school.

The term weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or a dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in O.C.G.A. S16-11-106.

Advisement

Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

Academic advisers can assist in this process by helping the student understand options, determine resources and, when necessary, identify alternatives. While students are urged to keep parents informed of plans and progress, the advising relationship uniquely is between the academic adviser and the student.

Adviser Responsibilities

- An adviser may provide assistance in helping a student learn how to make practical academic plans and decisions, how to discover a range of options available to the student, based on the student's stated goals, and how to think through the consequences of the student's own choices.
- Assist in development of an academic/career plans consistent with student's stated goals, interests and abilities.
- Provide accurate information about policies, procedures and requirements.
- Create positive working relationships with students, staff, and faculty.

The GOAL CARD should be completed by the students. Access to all the information can be found in the students Power Portal.

- Log in
- Get grades from Home page
- Click on "Georgia LDS" on the left
- Click on "Performance" (looks like a bar graph)

You will have this group of students until they leave the middle school and then you get the new 6th graders.

Emergency Procedures

Teachers and staff will all receive pamphlets and/or emergency preparedness plans. Please review all guidelines that include but are not limited to Fire, Tornado, Lock down, and bomb threat.

Supervision of Students

Students should never be left unsupervised in the classroom (homeroom, RTI, classes, lunchroom, etc)

Between Classes

1. All teachers should be in the halls or doorways during class change; we want to maintain orderly class changes. Classes should stay in line, on the right side of the hall, and make quiet changes.
2. To and from Connections could be a problem area. Connections teachers should watch students go to and from their area.
3. Remind students to use their inside voice when in the halls.
4. We want to maintain a high level of supervision.

Injury to Students

1. The safety of students is at DCMS is imperative. Treat any injury as if it were your child.
2. If you need the nurse to come and get a student do not hesitate to call the office. Let us know if she should bring the wheel chair. Any child who needs assistance going to the nurse can be brought by two students if you do not need the nurse to come to your room.
3. Do not leave injured students at the nurse's office unattended. If she is at lunch or out, bring the child to the front office.
4. Never leave a student with a head injury alone. If you cannot bring the student to the nurse call the office. Never leave a child with a head injury at the nurse's office without telling her first. Bring the student to the front office if you do not personally speak to the nurse.
5. Always fill out an accident report, especially if it is a head injury.
6. Be sure we call the parent in the case of a head injury.
7. If a student comes to your class from PE or recess and complains of a head injury be sure the student sees the nurse immediately.
8. Always treat head injuries seriously.
9. Injured students should always be escorted to the nurse.

Physical Education

1. Be careful with any injury. If the student has a bruise see the nurse, call the parent, and fill out an accident report.
2. If there is any chance of head trauma see the nurse immediately, call the parent, and fill out an accident report.
3. If the nurse is not available bring the child to the front office, so an adult can monitor the student. This is even more important in the event of a head injury.
4. Maintain a high level of supervision at all times.
5. Anytime there are students in the locker room or restroom, there will be a coach at the door or between the two doors checking on both rooms.
6. **Lock the locker room after the students dress out.** That will prevent students from going into the locker room early or without permission.
7. If a group of students are getting water in the hall, they must be supervised by a coach.
8. PE classes will be split to ensure a more controlled environment.

Assemblies

1. Teachers should sit with their classes in the bleachers during an assembly.
2. Teachers who do not have a class to supervise during assemblies should spread out and monitor all students.
3. **All staff members** should attend assemblies unless excused by the administration.
4. While talking on the microphone, you should get the attention of the entire student body before you start. When announcing a group or a team be sure to tell students to wait until all names are called before any applause.

Classroom

1. Have the rules and regulations posted.
2. Teach the little things: how to enter and leave the room, how to group and work in groups, what to do upon arrival in the classroom.
3. Maintain close proximity to potential problems.
4. Never leave students unsupervised.(This includes instructional and non-instructional time)
5. If a student is not in the room or on the absentee report contact the office immediately.

Restroom

1. Limit students in the restroom to three or four at a time during restroom breaks.
2. If a student wants to consistently use your instructional time for the restroom, then it is acceptable to use their time such as break or other time to make up missed work.
3. Students may obtain a doctor's note for a medical condition that requires more frequent restroom visits.
4. We have five built in restroom breaks during the day (before school, break, lunch, Connections, and at the end of the day).

Lunchroom

1. Students should use their inside voice at all times.
2. Do not allow students to turn around and talk to other tables.
3. Classes should enter and exit the lunchroom in an orderly manner.
4. Students should dispose of their trays in an orderly, single file line.
5. We must teach lunchroom expectations just like classroom expectations.
6. Teachers must sit with their classes during lunch.

Hallways

1. Students must have hall passes except when changing classes.
2. Nurse- Try to be sure it is a legitimate visit. Encourage students to go during Connections or lunch. No student may go to the nurse without nurse referral form, unless it is an emergency. (Office should be notified in case of an emergency)
3. Do not allow students to leave your room to visit the office unless called by the office or another teacher. Verify notes whenever possible.
4. Only send one student at the time to the restroom during instructional time unless you are going to monitor them.
5. If possible, do not allow more than one student to leave the room at a time for any reason.

6. Students going home in a different way than normal must have a note from home with the date, parent signature, and the name of the place designated to go. Send the student to see an administrator for approval during homeroom.
7. Students arriving before 7:45am should report to the lunchroom and have breakfast while there.
8. Teachers should monitor hallways during class changes.

School Sponsored Trips

1. Let students and parents know of eligibility rules well in advance.
2. Do not forget how hard it is to get bus drivers for these events.
3. Have a list of all students on your bus for the trip.
4. Have a copy of all physical, insurance, and permission forms on all athletic trips.
5. Have all field trips fully approved by the administration and superintendent.
6. Monitor all students in stores. In the store, limit students to a manageable number at one time. No student should go into a store or shop without a DCMS staff member to supervise them.
7. All students should be monitored by DCMS staff members. Be sure male and female students are separated and monitored closely while on the bus.
8. Before you leave, be sure all students get home after you return from any school sponsored event.

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:

Step 1 1 to 4 Tardies: Verbal Warnings. Dated and noted in personnel file.

Step 2 5th Tardy: Formal Written Warning. Dated and copied to the employee and personnel file.

Step 3 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.

***ALL CORRECTIVE ACTION LETTERS AND/OR LETTERS OF DIRECTION WILL REQUIRE EMPLOYEE SIGNATURE OF RECEIPT.**

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

Harassment

It is the policy of the School District to prohibit any act of harassment of employees by other employees based upon race, color, national origin, sex, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act shall result in prompt and appropriate discipline, including the possible termination of employment.

Harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees

experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Sexual Harassment

Sexual Harassment: Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined as follows:

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or "Dating Violence"- sex-based violence committed by a person-
 - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or

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(B) suffer substantial emotional distress.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable.

Inquiries regarding nondiscrimination policies should be directed to:

Tonya Brown, Title IX Coordinator, Dodge County Schools

720 College Street

Eastman, Georgia 31023

tbrown@dodge.k12.ga.us

478-374-6489

Procedures for Students to Report Inappropriate Employee Behavior

"20-2-751.7(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to

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believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Appendix

DCMS Faculty Handbook

Fight Free Procedures

Fight Free Procedures will be applied to each grade level individually. A fight on school campus initiates the grade level responsible to start over at day 1.

PBIS

PBIS (Positive Behavioral Interventions and Supports) is a school wide approach to discipline and a process for creating safer and more effective schools. PBIS is a systems approach to enhancing the capacity of schools to educate all children by developing research based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

PBIS Mission Statement:

Building character and teaching responsibility by developing, outstanding, accountable, respectful students within a safe learning environment.

PBIS promotes optimal student achievement (academic and behavior) by using a proactive systems approach for creating and maintaining a safe and effective learning environment by utilizing a Positive Behavior Interventions & Supports system.

Appropriate student behaviors, found on the behavior matrix, are acknowledged in the classroom, within the team, and by the school. The DCMS behavior matrix will be posted throughout the school, on the website, and in each classroom.

At Dodge County Middle School our school expectations are represented by the letters PRIDE.

P-Positivity R-Respectful I-Integrity

D-Determination E-Excellence

Ways to be recognized as having PRIDE

- Individual PRIDE Points
- School pride events
- Grading period celebrations
- End-of-year celebrations
- Breakfast of Champions
- Positive office Referral

*Each staff member will be provided with a PBIS Handbook.

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Classroom Behavior Plan per 9 Week Grading Period

1 MIR = Detention

2 MIR = Detention & Parent Contact (Call or Email)

3 MIR = Detention

4 MIR = Isolated Lunch & Parent Contact (Call or Email)

5 MIR = Isolated Lunch & Parent /Teacher Conference (In-person Conference call)

6 MIR = Office Referral & Admin Contact (Call or Email)

- 3 Consecutive MIRS in 1 day: Counselor Referral/ Office Referral
- Student MIRS start over each 9 week grading period.
- When students receive their 6th MIR, the teacher should enter the MIR for the offense. Then, the teacher should choose the action 'Office Referral' (for excessive MIRS). Finally, the teacher will enter an office referral, and the offense will be for EXCESSIVE MIRS.
- For each MIR after #6 (example #7, #8), the teacher will need to be enter as MIR plus Office Referral.
- Each additional MIR after 6, will result in an Office Referral. Consequences may include administrative conference, timeout, ISS, Restorative Justice, OSS, and/or possible DAC referral.

BULLYING INITIAL REPORT FORM

Date of report: _____

Name of Student: _____ Grade: _____

Name of reporter: _____

Description of Incident:

Date of investigation:

Start _____ Complete: _____

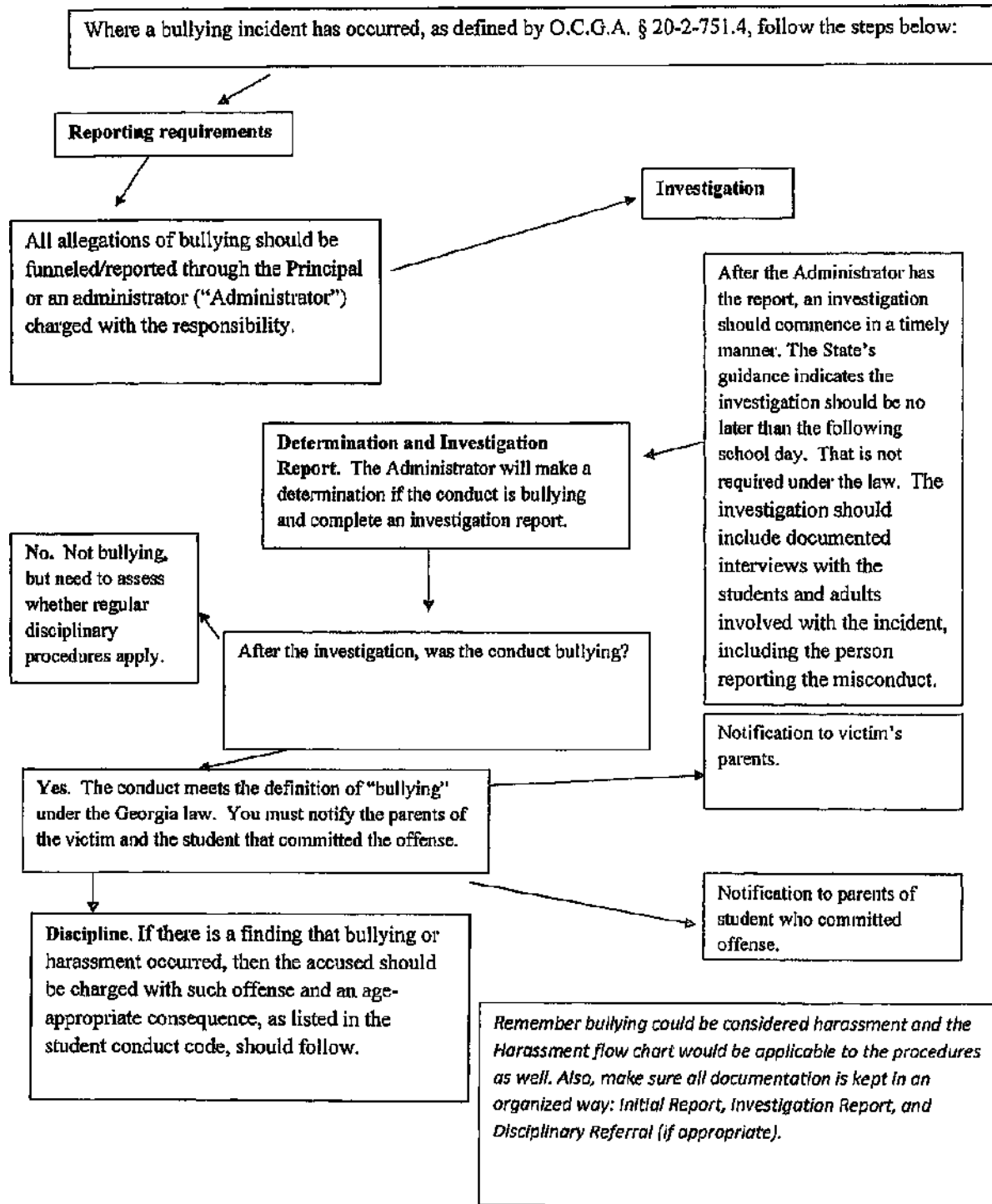
Check disciplinary history: _____

Notify parents of victim: _____

Notify parents of student: _____

Result of Investigation: (discipline referral may be attached if appropriate)

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Board Policy

Bullying

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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

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Acceptable Use Computer Policy

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

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messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of Dodge County Schools. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of Dodge County Schools to monitor all activity.

Security

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

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

Inappropriate Access

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

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

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

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

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.

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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.

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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.

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

Improper Use and Content

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

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

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.
6. A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

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

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

Social Networking Sites

While Dodge County Schools respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage Dodge County Schools' reputation, its employees, or its students or their families. Student use of social networking sites is prohibited on Dodge distributed technology devices. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

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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.

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- Do not use the Dodge County Schools Network in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

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

Preservation of Resources

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

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

I have read and understand the Dodge County School System electronic technology and Internet contract.

Staff Signature

Date

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