

# **Olive J. Dodge Elementary School**

**2024-2025 Parent/Student Handbook**



**Principal: Mrs. Tricia McKinney**  
**Assistant Principal: Mrs. Jessica Tomberlin**



## Olive J. Dodge Elementary School

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Dear Eagle Parents,

Welcome to the 2024-2025 school year at Olive J. Dodge Elementary School! We are looking forward to seeing all our Dodge Eagles back for another wonderful school year. I am very excited to have the opportunity to continue to be your principal this year. It is imperative that parents, teachers, students, administration, and community stakeholders work as one to achieve our goals.

Our school continues to demonstrate solid academic achievement and provides an educational program that meets the needs of all students. Students are recognized for their achievements through quarterly celebrations and the National Elementary Honor Society.

Students will be working through Alabama State Standards in all content areas. Our teachers and students will receive support through the Alabama Reading Initiative (ARI) and the Office of Mathematics Instruction (OMI) while working towards proficiency of their grade level standards. The Alabama Math, Science, and Technology Initiative (AMSTI) and Talents Unlimited model of higher order thinking skills are just a few programs that we have in place to engage students and prepare them for college and career. Wellness and physical fitness are crucial to your child's overall success, so parents should encourage students to participate fully in the Physical Education program daily. Students will be offered many opportunities to participate in clubs and organizations, such as Robotics, Dance, Broadcasting, and Archery.

Communication between parents and the school is a key component to success at school for your child. Parents are encouraged to become active partners and volunteers. With the continued participation and commitment of our parents, we are sure to reach our goal of every stakeholder being a leader.

It is my honor to serve as the principal of Dodge Elementary School. As the leader of our school community, it is my responsibility to make sure all students, faculty, staff, and visitors to our school are always safe. Please respect our procedures and rules as they are created to ensure the health and welfare of our children.

I am looking forward to a great year! Please feel free to call the school if you have any concerns.

Tricia McKinney  
Principal, Dodge Elementary



# Olive J. Dodge Elementary School

## Uniform Policy for 2024-2025

**Pants/Shorts:** Khaki traditional uniform-style pants or knee length walking shorts. NO cargo-style, thigh pockets or jeans. NO holes or writing on pants.

**Jumper/Skirt:** Khaki solid or plaid #45. Skirts must be knee length at all times. Students are encouraged to wear shorts under their jumper/skirt at all times.

**Shirts:** White, Hunter Green, or Navy (long or short sleeved) polo style pullover with a collar, or white Peter-Pan collar for girls. DODGE t-shirts may be worn any day of the week. These t-shirts are those purchased through the school and must not be modified in any way.

**Socks:** Solid white, khaki, or black

**Tights/Leggings:** Solid hunter green, white, gray, black, or navy. Leggings must be ankle length. No leggings with designs or patterns

**Shoes:** **TENNIS SHOES ONLY!** Shoes may not make sounds, light up, or have wheels. Velcro tennis shoes are encouraged for younger students unable to tie shoelaces.  
**NO BOOTS ALLOWED!**

**Belt:** Solid black or solid brown. If the garment has belt loops a belt must be worn.

**Inside Sweaters/Sweatshirts/Coats:** Solid hunter green, white, navy, black or gray. Only small logos allowed. **NO HOODIES/HOODED JACKETS.**

\*Dodge Logo fleece jackets, long sleeve t-shirts and spirit shirts can be purchased from the school.

**Jewelry:** Earrings are small post style only. No visible facial piercings allowed.

**Hair:** Must be of natural color.

**Makeup:** NO eye shadow, NO mascara, NO blush, NO colored lipstick. NO eyeliner. NO artificial nails.

**Accessories:** NO purses can be carried throughout the building. NO hats or caps. NO rolling bookbags.

Failure to adhere to the uniform policy will result in disciplinary action. Any uniform accessory deemed inappropriate will be handled by the administrators on an individual basis.

\*\*Please donate any gently used uniform items your students have outgrown to the school. We try to maintain a small uniform closet at all times. All donations are greatly appreciated!!

# **SCHOOL HOURS**

Unless otherwise announced, school hours are as follows:



## **TAKE IN**

7:30 a.m. – 8:00 a.m.

Pre-K 8:00 a.m. – 8:05 a.m.

## **BUILDING OPENS FOR STUDENTS**

7:30 a.m.

Pre-K 8:00 a.m.

## **BREAKFAST IN THE CAFETERIA**

7:30 a.m. - 7:55 a.m.

Pre-K 8:05 a.m.

## **First Bell**

8:00 a.m.

## **TARDY BELL**

8:05 a.m.

## **DISMISSAL FOR PRE-K**

2:30 p.m. – 2:40 p.m.

## **DISMISSAL FOR ALL STUDENTS**

3:00 p.m.

## ARRIVAL / DISMISSAL PROCEDURES K-5<sup>th</sup>

### ARRIVAL PROCEDURES:

### STUDENTS

- Students may enter the building through the front door at 7:30 a.m. Students **are not allowed on campus before 7:30 a.m.** There are no teachers on duty prior to 7:30 a.m.
- All students will report to the cafeteria for breakfast then go to their class.
- The tardy bell will ring at 8:05 a.m. Students who enter the classroom after 8:05 a.m. are considered tardy to class. This policy applies to ALL students with the exception of late buses or other extreme circumstances deemed excusable by the administrators.
- Pre-K students will enter the building no earlier than 8:00 a.m. Parents will enter the back/bus parking lot no earlier than 7:50 a.m. Prior to 7:50 a.m., this parking lot is used by school buses and daycare vans.

### ARRIVAL PROCEDURES:

### PARENTS

Listed below are the options for student drop off in the mornings.

1. Follow carpool procedures to drop students at the front entrance between 7:30 a.m. – 8:00 a.m. Students may not be dropped off on campus before 7:30 a.m.
2. Park in Kingswood Methodist Church's back parking lot. PARK and **WALK** your child to the *cafeteria breezeway doors*.
3. Park at Oakwood Swim and Racquet Club. PARK and **WALK** your child to the *cafeteria breezeway doors*.
4. Park at Laun Park and **WALK** your child across the park to the crossing guard, down the hill, and to the *front entrance*.

**\*All park and walk options require parents to park their vehicle and walk their child to the school entrance.** For your child's safety, parents should not drop off a student and expect them to walk alone. Abuse of the park and walk option will result in the inability to use this option.

Options 2-4 encourage our students and parents to be health conscious by walking. \*Parents are welcome to walk on the school track until P.E. classes begin at 8:20 a.m.

### **\*\*\*DO NOT PARK:**

In the back parking lot. This parking lot is for vans, staff, and buses ONLY.

In the teacher/visitor parking area in the front of the school.

In the fire lane.

In areas clearly marked *No Parking* or *Tow Away Zone*.

On side streets. **\*Dropping students off in the middle of the street is dangerous for our children and causes traffic concerns. Refrain from this practice.**

### THANK YOU, COMMUNITY PARTNERS!

We hope that you will take advantage of our community partners' generosity listed in options 2 – 4. These choices should relieve some of the traffic congestion and make arrival more efficient and safer for our students, parents, and staff.

# DISMISSAL

## DISMISSAL OPTIONS

- Carpool 3:00 p.m. – Parents will be provided a carpool number.
- Parker Pass 3:00 p.m. – Students/parents will be assigned a Parker Pass. There are only 100 available spots. These will be assigned first come/first serve starting on Meet the Teacher.
- Walkers 3:00 p.m. – Students walk home alone.
- Bus Riders/Day Care Vans 3:00 p.m. – Students will receive the bus number and a color code for riding the bus.
- Pre-K students will be picked up no later than 2:45 p.m. Parents will enter the back/bus parking lot no later than 2:30 p.m.

## CARPOOL PROCEDURES:

**Dismiss at 3:00 p.m.**

- Students/Parents will be provided a carpool number to display on the car's rear-view mirror.
- **Hang** the sign on your rear-view mirror *so it can be seen* easily by staff members on duty.
- When your child is in the car, remove the sign from the rear-view mirror. This will help staff know when we are ready to safely move vehicles.
- **If you do not have a carpool number assigned by Dodge personnel, you will be asked to park by the gym and come to the office to provide identification to secure a new or temporary carpool number. After receiving your new/temporary carpool number, you will need to drive around to the beginning of the carline so that your carpool number can be placed into the carpool portal.**
- Families with more than one student will be given the same carpool number for all children.
- Do not block the third lane at the entrance. This access must be available at all times.
- All students will be dismissed by their carpool number.
- Due to the safety and security of our students, parents will not be allowed to park in the parking lot and come into the building to pick up students during dismissal. Parents must go through the carpool line.
- Do not form carpool line before 2:15 p.m. The emergency lane must be open.
- **Students who have not been picked up by 3:30 p.m. will be sent to *Eagle's Landing* and charged the afternoon drop-in rate of \$20.00 per student. Teachers are no longer on duty after 3:30 p.m. Please note that in the best interest of our students, school personnel are required to notify the proper authorities when parental obligations are not being met.**

## **REMINDERS**

- \* *Refrain from texting and talking on cell phones while on campus.*
- \* *Loud music is not allowed on campus. Turn your radio down prior to arriving on campus.*
- \* *Smoking on campus (including the carpool line) is prohibited.*
- \* *Parents are asked to remain in their cars. Staff and the Dodge Safety Patrol will assist your child getting to the car.*
- \* *Please remind your child daily to look and listen for their number. This helps the line flow quickly and smoothly.*
- \* *Students will enter and exit cars from the passenger side.*

### **PARKER PASS PROCEDURES: Dismiss at 3:00 p.m.**

Parents who would like to park and pick up their child will have the following options. **You will need a 2024-2025 Parker Pass with the correct Color/Year assigned by school personnel.**

#### Parker Pass Options:

- Park in the gravel lot next to the gym and pick your child up in the gym.
  - Park at Laun Park and walk to the school. Pick your child up in the gym.
  - Park at Kingswood Methodist Church and walk to the gym through the back gates.
  - Park at Oakwood Swim and Racquet Club and walk to the gym to pick up your child.
- 
- Parents who park will receive a 2024-2025 Parker Pass during Meet the Teacher. There are only 100 passes each year, and they are first come, first serve.
  - Parents should enter through the side doors of the gym.
  - **YOU MUST** present your pass to the staff members in charge, and they will release your child to you. Children must remain seated until their names are called.
  - If you do not have your Parker Pass, you will be asked to go to the office to verify identification.
  - Parents are welcome to sit in the gym and wait for their child to be called when the doors open at approximately 2:50 p.m. Parents will not be admitted into the gym prior to 2:50 p.m.
  - Please do not wait by classroom doors, inside or outside, or in the outside courtyard area between the 4<sup>th</sup>/5<sup>th</sup> grade and 3<sup>rd</sup> grade hallways.
    - DO NOT park randomly in the front parking lot. The designated area for Parker Pass is beside the gym ONLY. Parents who abuse this privilege will lose their Parker Pass privilege and will be assigned to carpool. **Remember, parking in the appropriate areas and following procedures will allow for smooth traffic flow and provide a safe environment for our students, parents, and staff.**
  - Parker Pass parents should be parked by the gym by 2:30 p.m. After this time, it will be difficult to get through the carpool line.
  - Do not enter through the exit driveway.
  - Younger siblings should not play in the parking area.

### **WALKER PROCEDURES:**

- **WALK** on the sidewalk.
  - Cross with the crossing guard.
  - In the event of rain make sure to have a back-up plan. Walkers must have a raincoat or umbrella. They will not be dismissed otherwise. If there is thunder/lightening students will wait in the main hallway until the weather clears. You may also get a carpool number for rainy days.
  - **Do not park in the back parking lot and have your student walk to your car.** All walkers must go up the hill and cross with the crossing guard.

### **IMPORTANT ARRIVAL/DISMISSAL REMINDERS**

**A NOTE FROM THE PARENT MUST BE SENT TO YOUR CHILD'S TEACHER OR TO THE OFFICE CONCERNING ANY CHANGES NEEDED REGARDING HOW YOUR CHILD WILL BE DISMISSED. OVER THE PHONE DISMISSAL CHANGES WILL NOT BE ALLOWED.**

Please remember, anyone entering the school building between the hours of 8:00 a.m. and 3:15 p.m. must report to the office and receive a visitor's pass. **Thanks in advance for following our school safety procedures.**

## **ARRIVAL / DISMISSAL PROCEDURES Pre-K**

### **Pre-K Arrival**

#### **Drop off in back (bus) parking lot**

Pre-K students will enter the building no earlier than 8:00 a.m. Parents will enter the back/bus parking lot no earlier than 7:50 a.m. Prior to 7:50 a.m., this parking lot is used by school buses and daycare vans. Cars should line up between the 2 rows of staff vehicles. Cars/drivers will remain in place until directed by teachers to drive forward. Traffic will NOT move while children are moving in/out of cars. Teachers will assist students as they exit cars and line up in the breezeway. Student(s) will remain in breezeway with their teachers until class is assembled. If a student arrives after 8:05 a.m., parent/guardian will park in the front of the school. Parents will walk student(s) to office, get a tardy slip, and walk student to classroom. These procedures apply to Pre-K students ONLY. Other Dodge students must follow arrival and dismissal procedures in place for grades K through 5.

### **Pre-K Dismissal**

#### **Pick up in back parking lot**

Pre-K students will be picked up no later than 2:45 p.m. Parents will enter the back/bus parking lot no later than 2:30 p.m. Cars should line up between the 2 rows of staff vehicles. Cars/drivers will remain in place until directed by teachers to drive forward. Traffic will NOT move while children are moving in/out of cars. Teachers will assist students as they assemble on the sidewalk and enter cars. Students that are not picked up by 2:45 p.m. will be taken back to the classroom. Parent/guardian will park in front parking lot by the gym and walk to main office to sign out child. These procedures apply to Pre-K students ONLY. Other Dodge students must follow arrival and dismissal procedures in place for grades K through 5.



## SCHOOL POLICIES

### Absences

School attendance is important to academic success. In case of an absence, a dated written excuse must be brought on the day the student returns to school. The note or doctor's excuse must be sent to school within **three (3) days** of the student's return to school to be counted as an excused absence. If this excuse is not filed with the teacher, an unexcused absence will be marked against the student's record. Excused absences include illness, death in the immediate family, inclement weather that is hazardous to the child, legal quarantine, and prior permission of the principal and consent of legal guardian or an emergency condition as determined by the principal. **Family vacations are not considered excused absences.**

**Excessive absences and tardies will be investigated by the attendance officer from Central Office.** It is helpful to us if parents call the office when a child is absent, since there are some illnesses that must be reported to the Nurse's Office. It is the student's responsibility to complete any work missed due to absences. The student will have **three (3) days** to complete this work. Students are allowed **8** parent notes a year. After 8 parent notes, students are required to have a doctor's excuse or that absence will be coded as unexcused. According to the MCPSS Attendance Policy, after **five (5)** unexcused absences, a referral will be made to the Early Warning Truancy/Discipline Program.

**If students are sent home by the school nurse for vomiting or fever, they may not return to school until vomiting or fever free for 24 hours. These absences will be marked as excused the day they are sent home and the following day. Parents must send in a written note if students miss more than one day after being sent home by the nurse.**

Absences cause us to lose valuable instructional time and teacher allocations. Let us work together to have our students in school, on time, and for the full school day, every day for maximum learning.

### Early Dismissal

Students needing an early dismissal **prior** to 11:30 a.m. will be considered absent for the school day. Parents must report to the office to request a student's early dismissal. Parents are not allowed to go directly to their child's classroom. Students will be dismissed from the office.

Early dismissals and tardies interrupt the instructional day and keep the student from attaining perfect attendance. An early dismissal from school should be requested only if there is no other way for the parent and student to meet their responsibilities.

**No early dismissals will be allowed after 2:00 p.m.**

Students must be checked out in the office before leaving campus. If a student becomes ill during the day, all efforts will be made to contact the parents. Emergency information should be completed through the online Registration Gateway process. When completing this process, you will give the address and phone number of the student's doctor and a relative or friend who can be contacted if the school is unable to reach the parents. Teachers cannot release a student without a dismissal from the office. **Excessive early dismissals will be reported to the Central Office Attendance Officer.**

### **Tardiness**

**A child arriving late for school must be accompanied by their parent/guardian to be signed in at the office. Excessive tardies will be reported to the Central Office Attendance Officer.**

### **Code of Conduct**

Students need and should expect a safe environment that is conducive to learning. Parents, as well as administration, faculty, and staff, are responsible for teaching good citizenship traits by demonstrating integrity and modeling the rules. Students are expected to conduct themselves properly during the school day while on campus, school buses, field trips, and other school-related functions. You were given the opportunity to read the MCPSS Student Code of Conduct during online registration. It is also available on the MCPSS website. Please review this information carefully with your child and keep the provided copy for your reference throughout the school year.

### **Disciplinary Action**

As children progress through our school system, it is reasonable to assume that an increase in age and maturity implies a greater degree of responsibility of their actions. Written notification will be sent home to the parent/guardian of students when a violation of the code of conduct has occurred. Differences in age, maturity, and special needs are recognized in determining the type of disciplinary action to be taken. The action can range from a parent/teacher conference to a recommendation of in-school or out-of-school suspension or expulsion from school. All disciplinary actions are in accordance with the Discipline Policy of the Mobile County Public School System. To protect our students' privacy, disciplinary actions taken can only be discussed with that student's parent/guardian.

### **Teacher Conferences and Classroom Visits**

Parent conferences can be arranged through our office or by written request to the teacher. Should you need to speak with a teacher, please leave a message with the front office staff so that your call can be returned during the teacher's planning time. Teachers will follow up with you within 24 hours. **All teacher conferences and/or classroom visits must be prearranged and preapproved.** Conferences and/or classroom visits must be kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted.

### **Administrator Conferences**

**Administrator conferences must be scheduled.** Should the need arise, call the office to schedule administrator conferences. Phone calls are returned after students are dismissed.

### **Media Access**

#### **\*PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS**

Occasionally, representatives of the news media seek access to public schools within the Mobile County Public School System. Quite often these visits involve filming, taping, and interviewing students. Furthermore, students are sometimes filmed, taped, or interviewed in the production of educational or promotional material for use by the Mobile County Public School System. **If you object to your child or children being filmed, taped, or interviewed, you must notify the principal of your school in writing prior to the opening of school in August.** Be advised,

while every effort will be made to honor your written request, it is necessary for parents to explain to their children that they are not to be filmed, taped, or interviewed. The parents should also make sure teachers are aware of their objections.

### **General Information**

#### **Health Room**

We are only permitted, by state law, to administer medication that has been prescribed by a physician. Forms are available in the nurse's office and must be completed before medication can be administered. Directions on medications and forms must have the same information or the medicine will not be administered. Over the counter medication must also be labeled with the physician's instructions and accompanied by doctor's prescription and other forms required by the school.

Each teacher will send students to the nurse's office to receive medication prescribed by a physician. Students should never have medications on their person or in their book bag. This is a violation of the MCPSS Student Code of Conduct. It is also unsafe for our students. ***Please notify the school immediately of phone/address changes during the school year. In case of an emergency, the school must have the phone number of someone to contact at all times.***

#### **Lost & Found**

The Lost and Found closet is located in the gym. Money or other valuables found should be submitted to teachers or administration personnel. Please label all outer clothing, lunchboxes, water bottles, etc. Unclaimed items will be donated to charity twice a year, once in December and once in June.

#### **Transportation**

Students living more than two (2) miles from Dodge School qualify for Mobile County School Bus Service. A listing of bus stops may be obtained from the MCPSS website under the Students/Family tab. **SEE BUS POLICY.**

#### **Parking**

Use caution when driving on school property. **Please do not talk on cell phones or text while driving on campus.** This allows parents picking up and dropping off students the opportunity to give their children their undivided attention. It also helps to keep all members of the Dodge Staff safe. Help us protect our children from accidents and injuries. Visitors must park in the marked spaces in front of the school, when available. You may also park in the gated area beside the gym. Do not park in the following areas during arrival and dismissal times:

- 1) Loading zones directly in front of the school;
- 2) Left curbs of entrance and exit driveways;
- 3) Bus zones in the rear parking lot; or the grassy island in the rear parking lot;
- 4) In front of the school during inclement weather.

Parents are allowed to drop off and pick up students only along the entrance driveway in the designated area in front of the school. The two lanes closest to the building may be used to form a carpool line. Do not fill the third lane (closest to the parking area) until directed to do so by Dodge staff. **PLEASE DO NOT DROP YOUR CHILD OFF WHILE YOU ARE ON**

LONGLEAF OR OTHER SIDE/ADJACENT STREETS. **THIS IS VERY DANGEROUS FOR YOUR CHILD.** If you must enter the school for any purpose, park your vehicle in the designated visitor parking or the parking area beside the gym. This will eliminate any problems with flow of traffic.

### **Telephones and Messages**

The school telephone is reserved for school business. PLAN IN ADVANCE with your child for situations such as rainy days (see dismissal procedures), early dismissals, or other emergency situations. Prior planning will help your child feel more secure. ***A NOTE FROM THE PARENT MUST BE SENT TO YOUR CHILD'S TEACHER OR TO THE OFFICE CONCERNING ANY CHANGES NEEDED REGARDING HOW YOUR CHILD WILL BE DISMISSED. OVER THE PHONE DISMISSAL CHANGES WILL NOT BE ALLOWED.***

### **Visitors and Volunteers**

**Dodge welcomes visitors, volunteers, and parents.** We require visitors, volunteers, and parents to report to the front office to receive permission to be on school grounds. Visitors are expected to sign in and out on the visitor's log and obtain a visitor's pass. Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify himself/herself properly or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, the principal or designee has the authority to request assistance from a Law Enforcement Agency. The primary purpose of these regulations is to ensure the safety of all students and staff. This is for the protection of the children. Volunteers coming to assist at the school are also required to sign in and wear an identification tag.

### **Textbooks**

If an assigned textbook is damaged or lost, the student/parent is responsible for the cost of repairing or replacing the damaged or lost textbook.

### **Field Trips**

Field Trips are educational excursions that occur during school hours. These excursions are planned by a teacher to correlate with the regular classroom instructional program. In planning a field trip, the following guidelines and procedures should be followed:

- 1) Permission slips: Our legal responsibility requires that we obtain written parental permission for each field trip that must be turned in prior to the trip. Students may not participate without a permission slip.
- 2) Trips that require pupils to pay entrance fees or any other monies are kept to a minimum. Contact your child's teacher if you are unable to pay for a field trip.
- 3) Students must wear school uniforms on all field trips.
- 4) **No refunds** are given when students are unable to attend field trips. Buses/tickets are reserved and paid for in advance; therefore, we are unable to make refunds. Field trip money cannot be **refunded in case of absence, change of plans, or discipline infractions.**
- 5) Parents chaperoning field trips **must** ride the bus with students. Parents/Chaperones **MAY NOT** follow in personal vehicles per the MCPSS field trip policy.
- 6) **Parents/chaperones will be limited to the appropriate number of student groups.**
- 7) **Younger siblings may not attend with chaperones.**

- 8) **Parents/Chaperones are representing the school and school system. Guidelines and responsibilities will be given to chaperones attending the field trip.**

### **Classroom Parties**

Only two class parties are allowed during the school year. These are scheduled parties at Christmas and the end of the year. Class parties must be conducted on campus in the teacher's classroom and may not last for more than one hour.

**Students are allowed to bring in a store-bought snack, cupcake, or party item to celebrate their birthday. Please notify your child's teacher if you intend to send a special snack. Balloons and flowers will NOT be permitted.**

### **Bus Policy**

- \* All rules of the Student Code of Conduct apply to conduct while waiting for, boarding, riding, or disembarking any school system vehicle.
- \* The Bus Driver is in charge and shall be respected and obeyed at all times.
- \* Students shall observe classroom conduct rules on the bus also.
- \* Use of tobacco products and any other products or substances are prohibited as stated in the Student Code of Conduct.
- \* Possession or use of weapons or dangerous objects is forbidden.
- \* Use of Electronic Communication devices (for example, cellular phones) is forbidden.
- \* Students will sit in assigned seats.
- \* Transfer students ARE NOT ALLOWED to ride a bus.

Students shall not be involved in disruptive behavior. Disruptive behavior includes but is not limited to:

- |  |  |
|--|--|
| a.) Disturbing the Bus Driver                | g.) Students shall not damage/vandalize the bus.                                     |
| b.) Yelling on the bus                       | h.) Students shall not use profane language.   |
| c.) Rude, discourteous, or annoying behavior | i.) Students shall not put body parts out the windows or throw items out of windows. |
| d.) Entering or leaving the bus improperly   | j.) Students shall not be involved in disruptive behavior at bus stops               |
| e.) Disturbing other students                |  |
| f.) Students shall not fight or scuffle.     |  |

### **Administrative Actions**

The following actions will be used when students do not follow the rules of the Mobile County Public School System's Transported Student Code of Conduct:

- 1) First Offense – Student/Administrator conference and bus notice to be signed by parents and/or parent phone call and/or bus suspension (depending on severity of disruption). Also, a bus contract and assigned seating will be implemented.
- 2) Second Offense – Student/Parent/Administrator conference, second bus notice to be signed by parents and/or a phone call from an administrator to parents and/or bus suspension (depending on severity of disruption).
- 3) Third Offense – Suspension from the school bus with a notice to parents.

Some violations of bus rules will result in **automatic suspension** of bus privileges. The violations are:

- 1) Fighting
- 2) Weapons on the bus
- 3) Damage to the bus (Parents are responsible for cost of damages.)
- 4) Any other offense which the principal may deem reasonable to fall within this category of acts of misconduct.

|                          |                |
|--------------------------|----------------|
| <b>First Suspension</b>  | <b>3 days</b>  |
| <b>Second Suspension</b> | <b>5 days</b>  |
| <b>Third Suspension</b>  | <b>10 days</b> |

Be advised that students suspended from the bus three (3) times will receive a long-term suspension if a fourth referral occurs. Long-term suspensions are of varying time lengths.

## Programs

### **Student Lunch**

Students must either eat a school lunch or bring a lunch box daily. Parents are not allowed to bring outside food to school during lunch time.

### **Food Services**

Meal costs are free to students this year. If a student wants extra servings, it will vary in cost.

### **Library**

The library is open daily during school hours.

### **Physical Education**

The Physical Education Department at Dodge consists of two Physical Education (P.E.) Specialists and two paraprofessionals who administer 30 minutes of organized P.E. daily. The focus of our program revolves around loco-motor and manipulative skills at the K-3 level and team sports and physical awareness at the 4-5 grade levels.

## **ADDITIONAL SERVICES**

### **Counselors**

Dodge has two full-time counselors on staff. The Counselors offer classroom guidance, as well as individual and small group counseling. Our counselors consult with parents and teachers to enhance and support the elementary school educational program.

### **Report Cards/Student Progress**

Report cards are issued four (4) times during the school year. Parents are notified of student progress periodically throughout the quarter.

\*You may check your child's grades by logging onto Schoology. See your teacher for usernames and passwords.

### **Bullying Protocol**

Several measures are being taken by the Dodge Faculty and Staff to deter bullying and educate students and parents regarding bullying. Dodge is working with District Attorney, Keith Blackwood's office, to promote its anti-bullying campaign. The administrators, counselors and teachers will instruct students on actions to take when they feel they are being bullied. Students are instructed to:

1) STOP- Tell the bully to stop. If that doesn't work, stop what you are doing and find an adult who can help. 2) WALK- Walk to an adult who can help resolve the situation. 3) TALK- Talk to the adult and let them know the problem so the adult can help you. Bullying will not be tolerated. The Student Code of Conduct will be followed, and appropriate disciplinary action will be taken. Reporting forms are available in the office.

### **NEHS**

The National Elementary Honor Society (NEHS) is a school-based program recognizing outstanding elementary students in grades four and five. The program at Dodge and the national program, strive to engage students in meaningful development of leadership skills and a personal understanding of the value of service. More than just an honor roll, NEHS gives each member school a means of identifying high-achieving students who understand what it means to be a responsible student and citizen in our world today through leadership, community service, scholarship, responsibility, and character.

### **Personal Phones and Devices**

Students **will not** be allowed to utilize Students **will not** be allowed to utilize cell phones, ear buds, or smart watches while at school. Any devices that are sent with a student must be powered off and will be stored securely during the school day. Devices will be returned to students at dismissal. Students will not be allowed to call, text, or message parents during the day. If your child is ill or has an issue that requires them to contact you, this will be done through the nurse's office or the main office. Failure to follow this policy will result in the phone being taken from the student. A parent will be notified to pick up the phone in the office.