

# Olive J. Dodge Elementary School

2016-2017 Parent/Student Handbook



**Principal: Dr. Suzanne M. Crist**  
**Assistant Principal: Ms. Keshia Barnett**



# Olive J. Dodge Elementary School

*A National School of Excellence*

2615 Longleaf Drive ~ Mobile, AL 36693  
Phone: 251-221-1195 Fax: 251-221-1197



**Dr. Suzanne M. Crist**  
*Principal*

**Ms. Keshia Barnett**  
*Assistant Principal*

Dear Eagle Parents,

Welcome to the 2016-2017 school year at Olive J. Dodge Elementary School. I am honored to be the principal at Dodge, and I know that with the support of our parents and community your child will have many successful educational experiences.

Dodge Elementary has been recognized as a national Blue Ribbon School of Excellence as well as being identified as a model of excellence among the nation's elementary schools. We are also a Talents Unlimited International Demonstration Site. Our school continues to demonstrate solid academic achievement and provide an educational program that meets the needs of all students regardless of their ability level. Students are recognized for their outstanding academic achievement through quarterly honors programs and the National Elementary Honor Society.

Students will be working through a curriculum using the Alabama Math, Science, and Technology Initiative (AMSTI). We will also have a strong focus on reading and the Accelerated Reading (AR) Program. 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 also be offered many opportunities to participate in clubs and organizations, including EYE (Engaging Youth in Engineering), Technology, and the Eagle 26.2 Running Club.

Communication between parents and the school is a key component to success at school for your child. Parents are encouraged to visit the school and become active partners. Our PTA is one of the strongest in the county, and it has received many national, state, and local awards. With the continued participation of our parents we are sure to have many more accomplishments.

One means of communication is our Parent/Student handbook. In the pages that follow you will find useful information about our school. Many of your questions have been anticipated and are discussed in detail; however, we are always available to clarify any school matter. Another valuable source of information is our website ([www.dodgeeagles.com](http://www.dodgeeagles.com)). Parents will receive monthly bulletins, emails, and phone messages from the school.

Again, I look forward to the combined efforts of our students, faculty, staff, parents, and community members. Our continued emphasis on increasing student achievement will help us to remain focused on "*Soaring High for Excellence.*"

*Dr. Suzanne M. Crist*



## Olive J. Dodge Elementary School Uniform Policy for 2016-2017

<p><b>BOYS:</b>  <b>Pants:</b> Khaki traditional uniform-style pants or walking shorts (knee length). No cargo style, thigh pockets or jeans.   <b>Shirts:</b> White or hunter green. Traditional “button-down” collar (long or short sleeved) or polo-style pullover with a collar. *Green or Gold Dodge t-shirt may be worn any day of the week</p>	<p><b>GIRLS:</b>  <b>Pants:</b> Khaki traditional uniform-style pants, capris or walking shorts (knee length). No cargo-style, thigh pockets or jeans.   <b>Jumper/Skirt:</b> Khaki solid or plaid #45. *Must be knee length at all times. *Shorts must be worn under skirts and jumpers. Please note that only K-3rd grade may wear a skort. (Flap in the front, shorts in the back).   <b>Shirts:</b> White Peter-Pan collar or button-down collar (long or short sleeved). Hunter green or white polo-style pullover with a collar. *Green or Gold Dodge t-shirt may be worn any day of the week.</p>
<p><b>Socks:</b> Solid white, black, or khaki.   <b>Shoes:</b> SOLID (no accent colors) brown or black shoes. No boots. <b>Belt:</b> Solid brown or solid black. (If the garment has belt loops, then a belt must be worn.)   <b>Jackets/Sweaters/Sweatshirts:</b> Solid hunter green, solid white or solid navy. (NO LOGOS)</p>	<p><b>Socks:</b> Solid white, black or khaki.   <b>Shoes:</b> SOLID (no accent colors) brown or black shoes. No boots.   <b>Belt:</b> Solid brown or solid black. (If the garment has belt loops, then a belt must be worn.)   <b>Jackets/Sweaters/Sweatshirts:</b> Solid hunter green, solid white or solid navy. (NO LOGOS)</p>
<p>*Cold weather outer wear (coats) must be solid hunter green or navy if it is to be worn in the building. *Dodge logo fleece jackets, sweatshirts and windbreakers may be purchased from the school. *Friday Spirit Day: ANY Dodge t-shirt may be worn on Fridays. (ex: field day, club, Auburn/Alabama style)</p>	

Please note these Dodge Uniform Rules:

- \*Tights or ankle length leggings are allowed – solid hunter green, white, black or navy.
- \*For the safety of our children, no dangle earrings, large hoop earrings, OR necklaces are allowed.
- \*Only natural hair colors, no distracting hairstyles. (Ex. Mohawks, faux-hawks, dyes or bleached hair).
- \*No distracting hair accessories. \*No artificial fingernails are allowed.
- \*Undershirts must be solid white - NO EXCEPTIONS.
- \*DECEMBER 1st -March 1st: NO SHORTS ARE TO BE WORN

## Out of Uniform Notice

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Your child, \_\_\_\_\_, was out of uniform today.

The student had the wrong type of

- \_\_\_\_\_ shirt or blouse with a collar
- \_\_\_\_\_ skirts with shorts underneath (worn by 4<sup>th</sup> and 5<sup>th</sup> grade only and at knee length)
- \_\_\_\_\_ pants (traditional style for boys and girls) (no cargos)
- \_\_\_\_\_ shorts/ (skorts are for K – 3<sup>rd</sup> only). Both are to be worn at knee length. ***Shorts may not be worn from December 1<sup>st</sup> – March 1<sup>st</sup>.***
- \_\_\_\_\_ shoes (Must be solid black leather OR brown leather shoe)
- \_\_\_\_\_ socks (white or khaki above the ankle) or (solid white, navy or hunter green tights or leggings)
- \_\_\_\_\_ belt (brown or black)
- \_\_\_\_\_ jumper or skirt (khaki, plaid #45) (touching the top of the knee--knee length)
- \_\_\_\_\_ sweaters (hunter green, navy or white)
- \_\_\_\_\_ Outerwear (solid hunter green, navy) no logos other than Dodge (no oversized sweatshirts or jackets, etc.)
- \_\_\_\_\_ other \_\_\_\_\_

Please be sure he/she is in compliance tomorrow. (Refer to Dodge's Dress Code in the Student-Parent Handbook). If there are circumstances we need to know about, please send written notice or call the school office, 221-1195.

We appreciate your cooperation as we implement and enforce our uniform policy.

Sincerely,

Teacher's Signature \_\_\_\_\_

Parents Sign and return \_\_\_\_\_

# **SCHOOL HOURS**

Unless otherwise announced, school hours are as follows:



## **TAKE IN**

7:30 A.M. - 8:00 A.M.

Pre-K 8:00 – 8:15

## **BUILDING OPENS FOR STUDENTS**

7:30 A.M.

Pre-K 8:00 – 8:15

## **BREAKFAST IN THE CLASSROOM**

8:00 A.M.

Pre-K 8:15

## **FIRST BELL**

8:00 A.M.

Pre-K 8:15

## **TARDY BELL**

8:05 A.M.

## **DISMISSAL FOR CAR RIDERS AND WALKERS**

3:00 P.M.

## **DISMISSAL FOR BUSES/DAY CARE VANS**

3:05 P.M.

## **DISMISSAL FOR PRE-K**

2:30 – 2:40 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. Any student on campus prior to 7:30 a.m. will be taken to Eagle's Landing before school care and charged the morning drop-in rate of \$15.
- All students will report to the designated area near their classroom.
- 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 breakfast 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 am. Parents will enter the back/bus parking lot no earlier than 7:50 am. Prior to 7:50, 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.

- Follow car pool procedures to drop students at the front entrance between **7:30 – 8:00** a.m. Students may not be dropped off on campus before 7:30 a.m. Any student on campus prior to 7:30 a.m. will be taken to Eagle's Landing before school care and charged the morning drop-in rate of \$15.
- Park in Kingswood Methodist Church back parking lot. PARK and **WALK** your child to the *cafeteria breezeway doors*.
- Park at Oakwood Swim and Racquet Club. PARK and WALK your child to the *cafeteria breezeway doors*.
- Park at Laun Park and WALK your child across the park to the crossing guard, down the hill, and to the *front entrance*.
- Park by the gym and WALK your child to the *cafeteria breezeway doors*.
  - *\*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 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 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; make arrival more efficient and safe for our students, parents, and staff.

## DISMISSAL

### DISMISSAL OPTIONS

- Car Pool 3:00 P.M. – Students will be assigned a car pool number.
- Parkers 3:00 P.M. – Students/parents will be assigned a Parker Pass. There are only 100 available spots. Parents who currently use this option will be given first priority. Remaining spots will be randomly selected.
- Walkers 3:00 P.M. – Students walk home alone.
- Bus Riders/Day Care Vans 3:05 P.M. – Students will receive the bus number and a color code for riding the bus. Please sign up for Remind when the information is sent home. Remind allows us to send text messages applicable to **your** child's bus transportation.
- Pre-K students will be picked up no later than 2:45 pm. Parents will enter the back/bus parking lot no later than 2:30 pm.

### CAR POOL PROCEDURES:                      **Dismiss at 3:00 P.M.**

- Students/Parents are assigned a car pool number.
- Parents will receive two car pool numbers and a hanger.
- **Hang** the car pool number 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 carpool number from the rear view mirror. This will help staff know when we are ready to safely move vehicles.
- If you do not have a car pool number assigned by Dodge personnel, you will be asked to park by the gym and come to the office to provide identification to pick up your child.
- Families with more than one student will be given the same car pool number for all children.
- Do not block the 3<sup>rd</sup> lane at the entrance. This access must be available at all times.
- Fourth and Fifth grade students will sit on the benches in front of the school.
- Kindergarten – third grade students will sit in the front hallway.
- Do not form car pool line before 2:15 pm. 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. 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.**

*\* 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 practice car pool numbers with your child daily. This helps the line flow quickly and smoothly.*

### PARKER PROCEDURES: 3:00 P.M.

- Parents who would like to park and pick up their child will have the following options. You will need an orange 2016 - 2017 Parker Pass with the correct Color/Year assigned by school personnel.
  - \* Parker Pass Options:
    - Park by 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 an orange Parker Pass.
- Parents are asked to enter through the side doors to the gym.
- **YOU MUST** present your pass to the staff members in charge, and they will release your child to you.
- 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 are open at approximately 2:50.
- 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 a carpool number.

**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.**

Thanks in advance!

- Parker Pass parents should be parked by the gym by 2:30, but not earlier. After this time it will be difficult to get through the carpool line.
- Do not enter through the exit.
- Younger siblings should not play in the parking area.

#### **WALKER PROCEDURES:**

- Use the sidewalk.
- Cross with the crossing guard.

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

Please note that all students in car pool will be picked up **IN FRONT OF THE BUILDING.** **PARENTS ARE ASKED TO REMAIN IN THEIR CARS UNTIL THEIR CHILD IS DISMISSED.** Faculty members and the Safety Patrol will direct the loading of the students. Your children are asked to sit together in car pool groups. Parents need to have the **school issued car pool number** of all children who ride with them so that loading can be quick and easy. **Students arriving on campus before 7:30 and/or who have not been picked up by 3:30 p.m. will be sent to Eagle's Landing and charged the drop-in rate of \$15/ morning and \$20.00/afternoon.** Teachers and school personnel are on duty between the hours of 7:30 a.m. – 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.*

**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.**

PARKER PASS students will go to the gym at dismissal time. Parents must have the orange 2016-2017 Parker Pass from the office to pick up students in the gym. Parents will be able to park in the area beside the gym at 2:30 p.m. and enter and exit the side door. If you arrive after 3:10 PM, you will need to get in the carpool line. The gym will be closed after 3:10 PM. **We need your support to keep our children safe.**

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 am. Parents will enter the back/bus parking lot no earlier than 7:50 am. Prior to 7:50, this parking lot is used by school buses and daycare vans. Cars should line up at curb alongside covered sidewalk. 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 enter the hallway. Student(s) will remain in hallway with their teachers until class is assembled. If a student arrives after 8:10 am, parent/guardian will park in the front of the school. Parents will walk student(s) to office, sign the tardy register, 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 pm. Parents will enter the back/bus parking lot no later than 2:30 pm. Cars should line up at curb alongside covered sidewalk. 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 pm 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 POLICY**

### **Absences**

School attendance is important to 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 teachers, an unexcused absence will be marked against the student's record. Excused absences include illness, death in the 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 counselor from the 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 students' responsibility to complete any work missed due to absences. The student will have **three (3) days** to complete this work. Students are allowed **8** parents notes a year. After 8 parent notes, students are required to have a doctor note or that absence will be marked unexcused.

A dated, written excuse is also required when a student is sent home by the school for illness. Students are counted absent if they miss more than half of the school day (11:30), even if sent home by the school for illness.

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 11:30AM 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. Early dismissals should be requested in writing by parents and turned in to the office.

**No early dismissals will be allowed after 2:30**, unless pre-approved by the principal. 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 EZ registration 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 Office.**

### **Tardiness**

**A child arriving late for school must be accompanied by their parent/guardian and a written explanation for the tardiness. Parents MUST come into the office and sign students in on the TARDY LOG. 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. Students may receive "discipline tickets" which serve as a written warning to the student. When a discipline ticket is sent home, please sign and return the ticket to your child's teacher on the next day of school. Three discipline tickets may result in a discipline referral to the office. 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.

### **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 school secretary so that your call can be returned during the teacher's planning period. **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.

### **Uniform Policy**

#### *Mandatory Uniform Dress Statement of Policy for MCPSS*

All elementary, middle, and high schools in the Mobile County Public School System implement the mandatory uniform policy. \*Refer to Dodge's Uniform Policy

### **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 and administrators 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 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 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. 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 Dodge office. **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 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. Please 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 front of the school. **PLEASE DO NOT DROP YOUR CHILD OFF WHILE YOU ARE ON LONGLEAF OR OTHER SIDE/ADJACENT STREETS AND ASK HIM/HER TO WALK DOWN THE HILL TO THE SCHOOL. THIS IS VERY DANGEROUS FOR YOUR CHILD.** If you must enter the school for any purpose, please 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. **PLEASE PLAN IN ADVANCE** with your child for situations such as rainy days, 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 has the authority to request aid 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.

### **Instructional Time/Parent Contact**

Instructional time will not be interrupted by an unscheduled conference. Please understand that parents will not be allowed to have unannounced visits to classrooms. Only meeting scheduled by teacher during planning and before and after school will be permitted.

## **Recognition**

Awards or special recognitions are given to students for the following accomplishments:

- 1) Perfect attendance (No more than 3 tardies or early dismissals combined)
- 2) “A” Honor Roll (“S” in conduct/work study and no suspensions)
- 3) “A/B” Honor Roll (“S” in conduct/work study and no suspensions)
- 4) Principal’s Honor Roll (“A” Honor Roll for 4 straight quarters)
- 5) National Elementary Honor Society (4<sup>th</sup> and 5<sup>th</sup> grades only)
- 6) Cultural Arts
- 7) Good Citizenship
- 8) Physical Education activities
- 9) President’s Education Awards Program

## **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 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. Please 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) **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 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. Any other social activities requiring time from instructional activities must be approved by the principal. Mobile County adheres to a **health and wellness plan** to promote student wellness. The amount of unhealthy snacks must be kept to a minimum. Take measures to promote wellness.

- ***Snacks must be in compliance with the MCPSS Wellness plan. SMALL CUPCAKES ONLY! Parents must contact the teacher for approval prior to the day of the snack.***

## **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 (cellular phones, pagers, etc...) is forbidden.
- Students will sit in assigned seats.

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.

Be advised that students suspended from the bus three (3) times will receive a long term suspension if a fourth referral is turned in on that child. Suspensions are of varying time lengths.

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

## Programs

### Dining with Students

Parents may **occasionally** arrange to eat lunch with their children. Parents should send a note to the teacher stating when you would like to dine with your child. Advance notice is helpful so that the cafeteria can have an accurate daily lunch count. Visitors will sign in at the office and wait in the lobby for the class.

### Food Services

Meal costs are free to students this year. If a student wants extra servings, it will vary in cost. **NO charges are allowed.**

	<b>Breakfast</b>	<b>Lunch</b>	
Faculty/Staff/Volunteer	\$1.50	\$ 3.25	
Visitor	\$1.75	\$ 3.75	Holiday Meals \$5.00
Child Visitor (10 yrs. or less)	\$1.25	\$ 3.75	Holiday Meals \$3.50
Milk (8oz) Ala Carte	.50	.50	

### Library

The library is open during school hours. Overdue notices are sent every Monday. After **three** (3) overdue notices, the student is expected to pay for the book.

### 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.

### Safety Patrol

Fourth and fifth grade students will be selected to participate on the Dodge Safety Patrol. These students will assist with arrival and dismissal procedures and help monitor student safety under the direction of teachers.

### Student Council

Student Council officer elections are held in the spring of each year for the following year for 4<sup>th</sup> and 5<sup>th</sup> grade students. Classroom representatives for 3<sup>rd</sup> – 5<sup>th</sup> grades are elected at the beginning of each school year.

### Testing

The ASPIRE will be administered to students in grades 3 – 5. The test is scheduled for the spring of each year. STAR Reading and Math assessments are given at least three times per year to all students to assess academic progress. **END OF QUARTER TESTS (EQTs) WILL BE ADMINISTERED AT THE END OF EACH QUARTER OR SEMESTER.**

## **ADDITIONAL SERVICES**

### **Counselors**

Dodge has one full-time counselor and one part-time counselor 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.

### **Special Classes**

Dodge offers classes for emotionally disabled, learning disabled, intellectually disabled, and PACE (gifted) students. Many of these students are included in the regular classroom. Speech therapy is available for students who qualify. Testing for these programs is a free service performed by the local school system psychometrist.

### **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 the Mobile County Public School System website ([www.mcpss.com](http://www.mcpss.com)). Then click on STI home. Student access codes will be assigned at the beginning of the year.

### **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 the District Attorney, Ashley Rich'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 being 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 another 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.

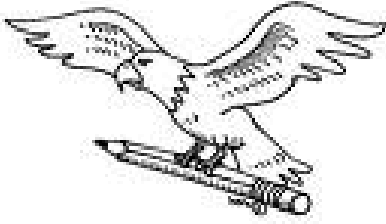
### **NEHS**

The National Elementary Honor Society (NEHS) is a school based program recognizing outstanding elementary students in grades four and fifth. The program at Dodge and 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 have an understanding of what it means to be a responsible student and citizen in our world today through leadership, community service, scholarship, responsibility, and character.

### **BYOD**

Dodge is an innovative school that understands the importance of technology integration throughout all curriculum areas when applicable. Therefore we will be allowing students in the participating classrooms to bring approved personal, mobile devices to school for instructional use. Students will not be required to purchase a device to bring to school and will not be penalized if they do not. Those students who do bring their own device will be allowed to use them as an instruction tool throughout the day. Each student participating will be responsible for his/her own device and must follow the established procedures for using the device at school.





**EAGLE'S LANDING  
Before & After School Program**

**Hours of Operation:**

Before School: 6:30am – 7:45am

After School: 3:00pm – 6:00pm

**Admission Requirements:**

Parents must complete all registration requirements before the child can be admitted to the Extended Day Program. Registration includes the following:

- Completed and signed registration form (Extended Day form)
- Updated medical information/immunization (filed in the school office)
- Emergency contact persons other than parents listed on registration form
- Registration fee (\$25.00 per child)
- Regular fee for one (1) week (must be with registration form). Make check payable to Dodge Elementary School.

**FEES:**

<b><u>Sessions</u></b>	<b><u>Annual Registration</u></b>	<b><u>Weekly Fees</u></b>
<b><u>Morning Only</u></b>		
1 Child	\$25.00	\$25.00
2 Children	\$50.00	\$40.00
3 Children	\$75.00	\$50.00
<b><u>Afternoon Only</u></b>		
1 Child	\$25.00	\$40.00
2 Children	\$50.00	\$60.00
3 Children	\$75.00	\$80.00
<b><u>Morning &amp; Afternoon</u></b>		
1 Child	\$25.00	\$60.00
2 Children	\$50.00	\$95.00
3 Children	\$75.00	\$125.00
<b><u>Drop-In**</u></b>		
Morning	\$25.00	\$15.00
Afternoon	\$25.00	\$20.00



Dear Dodge Family,

Thank you for supporting the PTA. The main goal of PTA is to be an effective advocate for all children. I encourage you to browse the national website at [www.pta.org](http://www.pta.org). Parents are encouraged to visit the school and become active partners. Our PTA is one of the strongest in the county, and it has received many national, state, and local awards. With the continued participation of our parents we are sure to have many more accomplishments.

#### **Proud Moments of Dodge Elementary School and PTA**

Olive J. Dodge Elementary School has received many awards including:

- PTA Reflection State Winners
- PTA Golden Apple Award 17 years
- Multiple PTA Awards for participation/membership
- Fuel Up to Play 60 Physical Fitness Grant 2014, 2015
- USDA Fresh Fruit and Vegetable Grant 2009-2017
- Best of Class, Keep Mobile Beautiful Awards and Grants - yearly
- Comcast National Day of Caring 2014
- National Student Council School of Excellence 2013-2014
- Talents Unlimited National Demonstration Site 2016
- Robotics Winners 2015, 2016
- MCPSS District Math Team Winners 2014-2016
- Digital Collaborative Room Grant 2016
- National Blue Ribbon School
- MCPSS District Technology Award Winners

# Dodge Elementary Emergency Map



Board Approved 3/21/2016

## Mobile County Public Schools 2016-17 SCHOOL YEAR CALENDAR

**JULY 2016**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**4 Independence Day (Systemwide Holiday)**

**JANUARY 2017**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2 Professional Development Day**  
**3 Teachers' Work Day**  
**4 Begin 3<sup>rd</sup> Qtr.**  
**16 MLK Jr. Day (Systemwide Holiday)**  
**26 Twentieth Day**

**AUGUST 2016**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**8 Professional Development/Administrative Organ.**  
**9 Institute & Teachers' Work Day**  
**10 First Day of School**

**FEBRUARY 2017**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**2 Twenty Day Report Due**  
**23 Twentieth Day**  
**27-28 Mardi Gras (Systemwide Holiday)**

**SEPTEMBER 2016**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**5 Labor Day (Systemwide Holiday)**  
**7 Twentieth Day**  
**14 Twenty Day Report Due**

**MARCH 2017**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1 Presidents' Day (Systemwide Holiday)**  
**2-3 Student/Teacher Holiday**  
**9 Twenty Day Report Due**  
**16 End 3<sup>rd</sup> Qtr. (46 days)**  
**17 Teachers' Work Day**  
**20 Begin 4<sup>th</sup> Qtr.**  
**31 Twentieth Day**

**OCTOBER 2016**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**5 Twentieth Day**  
**7 End 1<sup>st</sup> Qtr. (42 days)**  
**10 Teachers' Work Day (Student Holiday)**  
**11 Begin 2<sup>nd</sup> Qtr. & Possible: Statewide Parenting Day**  
**12 Twenty Day Report Due**

**APRIL 2017**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**7 Twenty Day Report Due**  
**10-14 Spring Break (School Holidays)**  
**May 5 Twentieth Day**  
**May 12 Twenty Day Report Due**

**NOVEMBER 2016**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**3 Twentieth Day**  
**10 Twenty Day Report Due**  
**11 Holiday, Veterans' Day**  
**21-25 Thanksgiving Break (School Holidays)**

**MAY 2017**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**29 Memorial Day (Systemwide Holiday)**  
**June**  
**2 End 4<sup>th</sup> Qtr./Sids. Last Day (49 Days)**  
**5 Teachers' Work Day/Last Day for Teachers**

**DECEMBER 2016**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9 Twentieth Day**  
**15 Twenty Day Report Due**  
**16 End 2<sup>nd</sup> Qtr. (43 days) School Exams**  
**19-30 Christmas Holidays (School Holidays)**  
**30 Observance of New Years' Eve**

**JUNE 2017**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**12-Month Employee Holidays 2016-17**  
**July 4 Independence Day**  
**Sept. 5 Labor Day**  
**Nov. 11 Veterans' Day**  
**Nov. 24-25 Thanksgiving**  
**Dec. 26-27 Christmas Holidays**  
**Dec. 28 Non Work Day**  
**Dec. 29-30 New Year's Eve/ Day**  
**Jan. 16 MLK Jr. Day**  
**Feb. 27-28/Mar 1 Mardi Gras/Pres**  
**May 29 Memorial Day**