

Dear Parents,

The 2016-2017 school year is underway. Let us take this opportunity to welcome you to what we hope will be another great year at South Dodge Elementary. Last school year brought much success for our school. We owe our success to the hard work and dedication of our parents, faculty, staff, administration, and our entire school system. This kind of success is a team effort!

**The school day begins at 8:00 and ends at 3:00.** We have early morning breakfast staff that watch the students from 7:15 until 7:45 for parents that work and need to drop off their child before the school day begins. Coach Hobbs will be in the front assisting students in the mornings around 7:30. Teachers are not required to be in their classrooms until 7:45. Unless it is necessary, please do not bring your child to school until 7:45. **The tardy bell rings at 8:05.** If your child is tardy please walk your child into the office for a tardy. As last year, breakfast and lunch are free for all students. We need every student to pick up a bag for breakfast. If they eat at home, they may save their bag for snack or give their bag to another student who would want the food. We do not encourage throwing the food away, but we do need to feed every student every day.

At Open House or today during the school day, you should have received the county's Student Handbook. In the back of the handbook is a confirmation page for the parent and student to sign affirming that the policies and rules that have been set by the school system have been agreed upon. Please take the time to discuss these policies and rules with your child. Our dress code is also located in the Handbook. **Please read this section with your child.** We need all students to abide by the dress code guidelines.

Since school has started, we would like to remind you (the parents) of a few specific details that would ensure a safe school environment for our students. It is the policy of the Dodge County Board of Education that **all visitors** proceed first to the office when visiting the school. This year, there is a new security feature that has been added to the building. Any person entering the building after 8:15 AM, must be buzzed in to enter the front office. The security door will be opened at 3:00 PM. The door will remain locked ALL day. This is to enhance the security of our students and staff. This is a very important safety feature and must include all visitors to any area on campus. Visitors must be buzzed in to enter the **front door** of the school and get a hall pass from the office before proceeding to any area of the school. In the past we have allowed parents to take items or go to the teacher's room to talk to the teacher. This became a major problem. Our teachers are responsible for covering the Common Core Georgia Performance Standards (CCGPS) in all subject areas for this school year. Interruptions take the teacher from his/her teaching time and cause the students to become off task and much time is lost. For this reason we ask that if you need to meet with the teacher it will be necessary for you to make an appointment during their planning time. If you need a note or anything given to your child we will gladly call the student to the office. For safety reasons we ask that no students enter through any of the side doors. **When dropping off or picking students up, the students should enter and leave through the front doors.**

All car riders are dismissed at 3:00 and will be walked to the front with a teacher. Teachers and other staff will be in the front to assist and guide traffic. Please do not walk to a classroom and ask for a student. If a student needs to leave early an adult must sign the student out at the front office and they will call for the child. However, school does not dismiss until 3:00. Students who are signed out early are missing important teaching time. The last segment of the day does not end until 2:55. If you sign your child out early they do miss instructional

time. If you have an appointment with the doctor please bring an excuse from the doctor so it will be an excused medical excuse. Also, in the afternoon, we ask that you **stay in your vehicle** and wait until the teacher walks the student to your car as the traffic moves through the circle. If you leave your vehicle to enter the building you will block traffic and hinder other parents from picking up their child. Also, teachers will not be able to hold up traffic to talk to parents. If you need to discuss a problem with a teacher please make an appointment with your child's teacher.

**Office personnel cannot take messages over the phone regarding transportation changes after 1:00. The teacher must have a written note about any changes in transportation.** Emergencies are understandable but please make sure your child knows and the teacher knows how your child will be getting home each and every day.

We are committed to providing a safe and orderly learning environment for our students at South Dodge. If you have any questions or concerns, please don't hesitate to call or come to the school. Thank you for your support and cooperation.

Sincerely,

Sonya Bundick, Principal

Dana Brown, Asst. Principal