

# **DYER ELEMENTARY**

**2017-2018**

## **SUPPLEMENTAL HANDBOOK**

For use with the Gwinnett County Public Schools 2016-2017 Student/Parent Handbook

**1707 HURRICANE SHOALS ROAD  
DACULA, GA 30019  
[WWW.GWINNETT.K12.GA.US/DYERES/HOME.HTML](http://WWW.GWINNETT.K12.GA.US/DYERES/HOME.HTML)**

**SCHOOL HOURS: 8:15AM-2:45PM**

**OFFICE: 770-963-6214**

**FAX: 770-338-4775**

**CLINIC: 770-338-4774**

**CAFETERIA: 770-338-4783**

**COUNSELOR- DAWN GARNER: 770-338-4782**

**MEDIA CENTER: 770-338-4777**

**TRANSPORTATION: 770-513-6881**

### **ADMINISTRATORS:**

**MICHAEL DiFILIPPO - PRINCIPAL**

**SALLY SIMMONS - ASSISTANT PRINCIPAL (GRADES K-2 AND SPECIAL ED.)**

**JAIME FOOKS - ASSISTANT PRINCIPAL (GRADES 3-5)**

Building Opens to Students: 7:45AM

Dismissal: 2:45PM (12:15 on early release days)

Office Hours: 7:30AM-4:00PM

Teacher's Hours- 7:30AM-3:15PM

No Check-Outs After 2:15PM

**ABSENCE/ILLNESS:** Please provide a written note to your child's teacher on the day your child returns to school. The note should include the date of absence and reason for the absence. In compliance with Georgia State Law, all absences will be classified as unexcused except those for reasons of personal illness, death in the immediate family, religious holidays, when mandated by order of a governmental agency or instances where attendance would be hazardous. Students must be in school at least one -half day to be counted as present. Checking out before 11:30 AM or checking in after 11:30 AM will result in an absence. Students with excessive tardies, absences, or early checkouts may not be eligible to participate in clubs and activities. Please refer to the *GCPS Student-Parent Handbook* for state attendance laws.

**ARRIVAL:** The instructional day officially begins at 8:15AM. Students may not enter the building until 7:45AM. Students who are not in their classrooms by the 8:15 bell will be marked tardy by their teachers. Students purchasing breakfast should report directly to the cafeteria. All other students should go directly to their classroom. (In the event that a bus should arrive late to school, its passengers will not be counted as tardy.) Please arrive early enough to allow your child to be on time. Our morning news program, WDBN, airs daily at 8:05AM.

**CAFETERIA:** A well-balanced, hot lunch is offered for \$2.25 daily (11.25/week). Reduced lunch is \$0.40. Extra milk can be purchased for an additional \$0.40 and an additional entree can be purchased for \$1.75. Breakfast is available between 7:45-8:15 a.m. at a cost of \$1.50 daily. Reduced price student breakfast will be \$0.30. If your child wishes to purchase milk only, the cost is \$.40. Your child may pay cash daily or payment can be made online at MyPaymentsPlus.

**Prepaying:** You may pay for as many days/months in advance as you would like. ALL CHECKS MUST HAVE THE STUDENT'S AND TEACHER'S NAME ON THEM. IF A CHECK COVERS MORE THAN ONE STUDENT (BROTHERS AND SISTERS), ALL STUDENT NAMES AND TEACHER NAMES MUST APPEAR ON THE CHECK. Please make checks payable to: Dyer Elementary Cafeteria

**Online Prepaying:** You may prepay your child's meals online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need your child's school ID number which your child should know. It can be found on the parent portal.

**Charging Meals:** If a child forgets his lunch money, he/she may charge a regular lunch. Weekly charge reminder letters will be sent home until the charge is paid. Please remember that once your child has accumulated two lunch charges they will only receive a sandwich and milk for lunch. Thank you for making sure your child has money in his/her meal account. **Please help us keep down the cost of school lunches by paying charges promptly.**

**Free and Reduced Meal Applications:** Free or reduced lunches are available to children of parents whose income is within certain ranges. Forms are available on the Dyer website or at [www.gwinnett.k12.ga.us/gcsnp.nsf](http://www.gwinnett.k12.ga.us/gcsnp.nsf).

Carbonated beverages and/or beverages in glass containers are not permitted in the cafeteria.

Please contact our School Nutrition Program Manager, Dana Bowen, at 770-338-4783 if you have any questions regarding the policies listed above.

**CELL PHONES/OTHER ELECTRONIC DEVICES:** The Gwinnett County Board of Education permits students to have in their possession a cell phone or other electronic devices (eReaders, Netbooks, etc.) on a limited basis. This equipment may be used on school district grounds as long as it is being used for teaching and learning purposes and school-authorized activities. **These devices are not to be used during the school day for personal communication.** Devices should be on mute or turned off during school hours unless otherwise directed by staff. Dyer ES and GCPS are not responsible for any maintenance, damage, theft, usage or usage charges or loss of this non-school-district equipment. Students using these devices are responsible for the maintenance, care and protection of their personal equipment they choose to bring to school. Students should use the phone in the front office with teacher permission in order to call home for emergencies. However, if a student is not feeling well, he/she should report to the clinic to call

home. **Parents should not expect students to check cell phones for messages during the school day.** Use of electronic devices without school authorization may result in disciplinary consequences.

**CHANGE OF ADDRESS OR PHONE:** Please notify the office and the classroom teacher immediately of a change of address, telephone number, employer, work telephone number, or person to call in case of emergency. Even if it is a temporary change, we must be notified so that we will know how to contact you in case of an emergency

**CHECK-OUTS:** Students will be released from the front office only. Teachers do not release students without notification from the office. For the safety of students, **you must present photo I.D. at the time of check-out.** Relatives, neighbors or others will only be allowed to check out students if written parent/guardian authorization is on file and has been verified. **There will be no check-outs after 2:15.**

## **COMMUNICATION:**

**Friday E-Folder:** You will receive emails every Friday for updates and information. Student work will be sent home in the Friday folder.

**Messages to Students:** Only messages of an emergency nature will be delivered to students. Please remember that our purpose is to provide an excellent learning environment without frequent interruptions. Student use of telephones is permitted in emergencies only.

**Messages to Teachers:** Calls will be received by the school between 7:30AM and 4:00PM. Messages will be taken for teachers to return calls. Instructional time will not be interrupted for incoming calls. Teacher email is also available in this form:

Teacher's first name\_Teacher's last name @ gwinnett.k12.ga.us

Please remember that teachers don't often get the opportunity to check email during the school day. We ask that teachers return phone calls and/or emails within 24 hours.

**Parent Conferences:** Parent conferences are held during Early Release days in September, and February. Parents will receive information for scheduling these conferences through our on-line conference scheduler. Other conferences are held throughout the school year at the request of parents, teachers, or administrators.

**Parent Portal:** Gwinnett County Public Schools offers parents and guardians on-line, timely, and secure access to their child's grades and attendance. It also includes details on the child's discipline record and test history. The Parent Portal is an easy to use communication tool that allows you to take an even more active role in your child's education. **Forms are available in the front office, and must be filled out in person and accompanied by a photo ID.**

## **CLINIC:**

The school clinic is staffed by a highly qualified clinic worker. The clinic hours are 7:45AM-3:30PM. First aid is administered in the clinic. All medications must be brought to the clinic by the parent. Students are not allowed to transport medication to/from school. Medication must be in the original container and prescriptions must have the prescription label on the medication. Medication must be stored and administered in the clinic only. The teacher will not be held responsible for medication. Should it be necessary for a student to have medication for any duration of time, a parent/guardian must complete the GCPS Medication Permission Form provided to you in the clinic. All medications need to be picked up by the parent at the end of the school year. Any medications left at the end of the school year, after the clinic has given you a courtesy reminder call to pick them up, will be discarded.

When your child is ill and/or running a temperature, please DO NOT send him/her to school and risk the health of others. Parents will be called if students are too sick to remain at school, are injured, if they are running a temperature of 101 degrees or more, or if we believe your child needs further medical attention. Please have your child remain home until fever-free for 24 hours without medication. It is very important that each student's registration information includes an emergency contact person and phone number in the event a parent cannot be reached in an emergency. If your child has a life threatening allergy, (bee stings, ant bites, severe food

allergies, etc.), please notify the clinic and the classroom teacher. You will need to complete an Allergy Health Management Plan and you will need to bring their medication to keep in the clinic during the school year.

**CLOSING OF SCHOOL:** If bad weather causes school to be cancelled or dismissed early, public announcements will be made on GCPS TV, the school system's website ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)), on Twitter and Facebook, and via metro-Atlanta radio and television stations. School closings are determined by the Superintendent, not by the local school. The basic premise is that school is open or will remain open unless it is specifically announced otherwise. Full-day cancellations are usually announced by 6:00AM.

### **COUNSELING:**

Dyer's school counselor is trained in developmental counseling. Developmental counseling is a preventive approach to helping children. Through classroom guidance, small group and individual counseling, counselors can teach life skills. The types of life skills focused on are self-acceptance, conflict management, coping skills, occupational awareness, study skills, personal safety, and personal growth. Teachers, parents, students and administrators may refer to the school counselor at any time. Parents may send a note or contact the counselor by phone at 770-338-4782. Classroom guidance is scheduled monthly and the counselor sees students individually as needed. Small groups are formed in the fall and spring as needed per teacher and parent referrals to discuss topics such as grief, classroom work habits, study skills and changing families. Group counseling requires parental consent. Dyer's counselor is available for consultations with teachers, administrators and parents, coordinates a variety of programs for children and parents, arranges parent previews of materials and conducts parent workshops.

**DISCIPLINE:** Please refer to the GCPS Student-Parent Handbook. This was distributed at orientation and can also be found online at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

**DRESS CODE:** Students are encouraged to dress appropriately, suitable to weather conditions, and in good taste. Tank tops, tube tops, halters, and clothing which advertises drugs, alcoholic beverages, or is suggestive, are not considered appropriate for school. No hats, scarves, or bandannas are to be worn in the building unless it is a planned school activity. The administration has the discretion to make additions or changes to the dress code if or when a student's dress or appearance adversely affects students' learning at Dyer.

**FIELD TRIPS:** Each grade level will participate in field study trips which are linked to classroom learning and the curriculum. Expenses (if applicable) are requested to cover class sponsored field study trips. No child is denied the opportunity to participate for not being able to contribute toward the trip cost, and special scholarships are available for students needing them. However, if sufficient funds are not collected, it may be necessary to cancel a planned event. Parents are often asked to help chaperone these trips. Younger siblings may not accompany parents on the school bus or on the field trip.

**FUNDRAISERS:** We will have fundraisers to support our instructional programs and facility improvements. Dyer's students and staff also support community fundraisers such as United Way, and Relay for Life during the year. Participation is voluntary; we appreciate your support.

**HOMEWORK:** Home study is essential to each student's educational program. Parents are advised to plan and supervise a daily study time at home.

Homework is:

- an extension of the learning process meant to reinforce skills that have been taught in class.
- a way to keep parents informed and involved with the child's school work.
- a method of helping students establish self-discipline and study skills.
- beneficial for parents to help the child establish set times to work.

**It is the student's responsibility to remember to take all necessary items home. Students will not be allowed to re-enter the building after school to retrieve materials for homework.**

**ICE CREAM:** Students may purchase ice cream on Fridays for \$1.00 to be eaten during their lunch period after they have eaten their lunch. In addition, Bruster's Blue Pop Ice will be offered for \$2 on several

occasions throughout the year. Please check the school calendar for dates.

**IMPAIRED/HANDICAPPED ACCESS:** Gwinnett County Public Schools wishes to meet the needs of all of its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact Michael DiFilippo, Principal.

**INDIVIDUAL SALES:** The school may not be used as a place for distributing items sold outside the school except through the PTA. Students are not allowed to sell or trade items at school.

**INSURANCE:** Parents are responsible for providing insurance coverage or paying medical expenses in case of an accident or emergency. Information about a student accident insurance policy is available at the school.

**INTERNET:** The Internet is used for academic purposes only. Students must have a signed permission slip, from a parent (Acceptable Use Policy-AUP) in order to use the Internet. Students may go to sites designated by the teacher and are responsible for following the teacher's instructions. Failure to use the Internet properly may result in the loss of Internet privileges.

**LATE ARRIVALS:** Parents support learning by helping students arrive at school on time. Students are tardy if they are not in their classrooms by the 8:15AM bell. Students arriving at school after 8:15AM must be accompanied by a parent or guardian to the front office to check-in. Students will be issued a pass before reporting to class. We ask that parents not walk their child to the classroom. Students must attend at least a half-day (arrive before or leave after 11:30AM) to be counted present for that day.

**LOST AND FOUND:** Dyer Elementary maintains a "Lost & Found". ***Items not claimed at the end of each month will be donated to charity.*** We send clothing worth hundreds of dollars to charities several times each year. **PLEASE, clearly label all items brought to school with the child's full name.** Lost items are stored next to the gym.

**MAKE-UP WORK:** Assignments missed during a short or long term absence should be made up on return. Students have the same number of days to make-up work as days missed. If parents decide that their child is able to work at home, a message requesting make-up work received before 9:30 AM. will be honored for pick up after 3:00 p.m. Requests for make-up work received later in the day (after 9:30 AM.) will be honored the following day.

**MOMENT OF SILENCE:** The General Assembly of Georgia has enacted a law requiring a moment of quiet reflection at the opening of school each day. Dyer students observe a sixty second quiet time in each classroom during the morning announcements.

**PARTIES:** County policy allows for two parties per year on days designated by the individual school. Dyer students have a Winter Party and an End of the Year Party. Check the school calendar on our website for specific dates. ***No other parties, including birthday parties, are allowed.*** However, parents are permitted to bring cupcakes, cookies or a wrapped treat during a student's lunch time to celebrate a birthday. Please be aware that some children may have allergies and may not be able to eat a treat. No balloons, party favors or additional food items (chips, pizza, drinks etc.) are allowed. The school will not accept delivery of celebratory items such as flowers and balloons. Out of school party invitations may only be distributed during non-instructional time and to all class members.

**PERSONAL PROPERTY:** Students should not bring large sums of money, toys, expensive jewelry or expensive articles of clothing to school. **The school will not be responsible for lost or stolen items.**

**PICTURES:** School pictures are taken in the fall. These are offered as an option to students and parents. Specific details will be sent home prior to the week of pictures. Picture dates for the current year can be found on the school calendar.

**PROMOTION / RETENTION:** Promotion /retention is based on the student's mastery of the Academic Knowledge and Skills for the student's current grade level. Specific grade level requirements can be found on the GCPS website.

**PTO:** This is our PTO's founding year, and we looking forward to continuing many of the wonderful programs that our community has enjoyed in the past, as well as bringing new programs to our school. One change that you will notice this year is that every parent/legal guardian is automatically a member of our PTO. While dues are not required for membership, the PTO depends on your annual voluntary donation to keep all sorts of wonderful things happening for the children. (Some examples of programs we plan to include this year are: Muffins with Moms, Donuts with Dads, and cultural arts programs such as a visit from famous Author Carmen Deedy, truly the list goes on and on.) Please consider making a contribution to help support these wonderful programs. An amount of \$10 per family is suggested but any amount is greatly appreciated, and 100% of your donation will stay right here at Dyer. Contributions can be made on MyPaymentsPlus. We would also like to take a moment to invite you to join our meetings to raise your concerns, contribute your ideas and talents to better our school. All of our meeting dates and activities will be posted regularly on the school calendar, and communicated in our school newsletter, The Bear Essentials.

**REPORT CARDS:** Student progress reports are issued on a nine-week basis at all elementary schools. Please check the school calendar for issue dates. The grading scales are as follows:

**Kindergarten and First Grade:** Students are assessed on progress toward the AKS using the following scale:

- E- Excellent
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

**Grades 2-5:** The following scale is used to assess student acquisition of grade level AKS:

- A= 90 and above Excellent Progress
- B= 80-89 Above Average Progress
- C= 74-79 Average Progress
- D= 70-73 Below Average Progress
- U= Below 70 Unsatisfactory Progress

When reporting progress (effort, participation, skill acquisition and completion of tasks) for special areas such as art, music, math enrichment, and physical education the following scale is used:

- E= Excellent
- S= Satisfactory
- N= Needs Improvement
- U= Unsatisfactory

**SCHOOL COUNCIL:** School Councils were established in all Georgia Schools as part of THE A+REFORM ACT of 2000. The intent of school councils "is to bring communities and schools closer together in a spirit of cooperation,...and bring parents into the school-based decision-making process." The role of school councils will be to provide "advice, recommendations, assistance, and represent the community of parents and business." Councils will have the opportunity to influence not only the instructional process in the school but also the perceptions of and support for public education in the community. Monthly meeting dates and times will be posted and open to the public.

**SCHOOL STORE:** Dyer's school store is open each morning from 7:45-8:05. Students may purchase school supplies and snacks at competitive prices.

**SECURITY PLAN:** Our school has a security plan to provide a safe environment for our students. Our plan **requires that all visitors check in at the office, show picture identification, and obtain a visitor badge before initiating any school business and checking out through the office upon exiting the school.** We also request that parents refrain from walking his/her children to their classrooms. If this is necessary on a given day, a parent would need to come directly to the front office and check in to get a visitor badge. Your

support of this procedure is very important to our safety and security.

**SPIRIT WEAR:** Dyer school spirit wear will be available for purchase at the beginning of the school year, and will serve as a fundraiser for the school. Each Friday is spirit wear day at Dyer.

**STUDENT PLACEMENT IN CLASSES:** Please be reminded that all students are temporarily placed in classes until the end of the first few weeks of school. At that time, significant changes in enrollment within any grade level may require the redistribution of students. In such cases, the final determination about which students are to be changed will be made by the principal. Every effort will be made to be as fair and impartial as possible with a request for volunteers being made first. Our goal will be to keep disruptions to a minimum. We ask for your patience and understanding in the event that changes need to be made.

**TARDIES:** Prompt arrival to school is expected and appreciated. ***If your arrival time prevents your child from being in class at 8:15, then you must accompany the student to the office and sign the student into school.*** Students who accumulate excessive tardies may not be eligible to participate in clubs or activities.

### **TRANSPORTATION:**

**Buses:** The safety of a child while walking to, from, and waiting at the bus stop is the parent's responsibility. Students are assigned to the bus stop closest to their home address. All students will be issued a transportation tag, and this tag must be on the child's book-bag at all times. The school must be notified in writing to request a transportation change different from the original agreement made at Orientation. **Bus Passes can NOT be issued for play dates, birthdays, Girl/Boy Scouts meetings, weekend sleepovers, or any other reason except for an emergency as determined by a school official.** To obtain a temporary bus pass, parents must notify the school in person and/or in writing with the following information:

1. Names of parent and student, contact phone number, and address of the student your child is going home with on the bus.
2. Name of parent (requesting emergency transportation), contact phone number for verification, day of week and date(s) that you are requesting a bus pass (not to exceed 10 consecutive school days), parent signature and date.

If you have any questions, please call Brenda Frachiseur, Bus Transportation Supervisor at 770-513-6881.

**Car Riders:** Registration for Dyer's Car Rider Program is accomplished at Orientation with your child's teacher. All students will be issued a car rider tag & number, regardless of their regular method of transportation. We do this because a car rider tag is required when a student stays after school for a club; in addition, it makes it easier for parents to pick up in car riders on occasion when necessary, (transportation change note still required.) Please keep your car rider tag in your glove box at all times. **All car riders must have a car rider tag number.** Please read carefully the following car rider expectations and procedures:

**Car Rider Arrival (7:45AM-8:15AM)**-No Left turn out of the parking lot permitted at this time:

- Please have your child prepared to exit your car once you enter the unloading area. This means that book bags, lunchboxes, and other items need to be in your child's hands or secured on his/her back in order to make an immediate exit from your vehicle once stopped and inside the unloading zone.
- Goodbye hugs and kisses need to take place BEFORE entering the unloading zone! This will help keep our arrival process running safely and smoothly.
- **Once inside the unloading zone and after coming to a complete stop, (please put cars in park to avoid accidental rolling) your child is to exit your vehicle on the right hand side on his/her own and then shut the door to your vehicle.**
- Please do not use cell phones during this process.

- Duty personnel will be standing at the beginning, middle, and ending points of the unloading zone should an emergency arise. However, it will be up to your child to open and close your vehicle door.
- After the 8:15 AM bell, you must park and walk your child to the front office for late check-in.
- No left turn when exiting between 7:45 – 8:25

**Car Rider Dismissal (2:45PM-3:10 PM)**-No left turn out of the parking lot permitted at this time:

- Please have hanging from your rearview mirror the purchased vehicle/student identification number to which your child/children are assigned.
- Car Rider tags will be issued as a set of two so that more than one member of your family may use this system or enable you to have a spare.
- Each number will be radioed into the building where the car rider students will be seated awaiting their number to be announced.
- Please discuss with your child the number assigned to you and have your child ready to “respond” and move to the loading zone when his/her number is called!
- Once your vehicle is in the loading zone and is stopped, **(please put cars in park to avoid accidental rolling)** your student(s) will be directed to proceed to your vehicle and open the door.
- Just as in the morning, it will be your child's responsibility to open and close your vehicle door.
- Please do not use cell phones during this process.
- Duty personnel will be standing in the beginning, middle, and end of the loading zone should an emergency arise.
- **NEVER allow your student to enter /exit your car outside the designated loading/unloading zone.**

**Day Care Transportation:** Parents must complete a Transportation Parent Authorization form in order for their child to be allowed to ride a GCPS bus or day care bus. These forms will be available for parents at Open House. Any parent not attending Open House will have a form sent home with their child which must be completed and returned to the school as soon as possible. Parents of students being transported to a day care facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter to include the start date and day care director's signature. An official bus pass must be obtained each day the student will not attend day care (listed on the transportation tag) to ride the GCPS bus to his/her home address.

**Temporary Transportation Changes:** The school must be notified in writing to request a transportation change different from the original agreement made at registration. **For your child's safety, no changes will be accepted via telephone or email.** A written request must be signed, dated, and include your child's name, teacher's name, and a telephone number where you can be reached that morning. Notes must be submitted to your child's teacher when they arrive at school for the day. If your child is going home with another student, the note must also include the names of that student and their parent, that parent's phone number, and their address if riding the bus. **Bus Passes can NOT be issued for play dates, birthdays, Girl/Boy Scouts meetings, weekend sleepovers or any other reason except for an emergency as determined by a school official. Transportation changes will not be accepted after 12:30PM.**

**VISITORS:** You are always welcome at Dyer Elementary. For you, and your child's protection, all visitors must check in through the front office, **show photo-id**, and obtain a visitor's pass. Visitors must be listed on the student's authorized pick-up list or parents/guardians may send a note to their child's teacher that morning granting permission for a designated guest to visit their child. A visitor's badge must be worn at all times while in the building. Our staff has been instructed to stop any visitor without a visitor's badge, and re-direct them to the office to check-in. Classroom visits & teacher conferences are by appointment only. Please contact your child's teacher directly to set up appointments. Before leaving school, visitors need to return to the front office to sign-out, and return their visitor's badge.