

# **Dunleith Elementary Parent/Student Handbook & Calendar 2015-2016**



**Dr. Nikea Hurt, Principal  
Dean Yoder, Assistant Principal  
Dana Mosley, Assistant Principal**

120 Saine Drive  
Marietta, Georgia 30008  
(770) 429-3190  
[www.marietta-city.k12.ga.us](http://www.marietta-city.k12.ga.us)

**The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.**

## **Notice of Non-Discrimination**

The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.

Below is a list of individuals designated to handle inquiries regarding the District's non-discrimination policies:

### **Title VI Compliance Officer/Alternate Title II of the Americans with Disabilities Act and Title IX Compliance Officer Section 504 Compliance Officer**

(Issues of discrimination on basis of race, color, (Issues of discrimination on the basis of disability)

or national origin, gender, sexual harassment)

Director of Federal Programs Assistant Superintendent, Special Services  
Central Administrative Offices Central Administrative Offices  
250 Howard Street, Marietta, GA 30060 250 Howard Street, Marietta, GA 30060  
770-422-3500 770-422-3500

### **Title IX Compliance Officer Employment Issues**

(Issues of discrimination on the basis of gender or (Issues of discrimination on the basis of any category sexual harassment) listed in policy GAAA)

Director of Athletics Director of Human Resources  
Marietta High School Central Administrative Offices  
1171 Whitlock Avenue, Marietta, GA 30064 250 Howard Street, Marietta, GA 30060  
770-429-3154 770-422-3500

Complaints may also be filed directly with the Office of Civil Rights at the address below:

The U.S. Department of Education  
Atlanta Office for Civil Rights  
61 Forsyth St. S.W., Suite 19T70  
Atlanta, GA 30303-3104  
(404) 562-6350

## **Sexual Harassment**

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.

Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at [www.marietta-city.org](http://www.marietta-city.org) or by contacting the school.

## **Welcome to Dunleith Elementary – Home of the Dunleith Dolphins!**

### **Dunleith Mission:**

We will work collaboratively with colleagues, students, parents, and the community to maximize student achievement.

**Dunleith Mascot** – The Dolphins

**Dunleith Motto** – “Successfully Educating All Students”

**Dunleith School Colors** – Blue and White

### **A Note from the Principal:**

Dunleith Elementary is the Literacy Academy of Marietta City Schools. Our focus on literacy involves a continuum of learning enabling all of our students to achieve their individual goals. Our dynamic teachers help develop students’ knowledge and potential in every academic area so that they are prepared to contribute to an ever changing global society.

Parents, community partners, teachers, and staff all work together to ensure that Dunleith’s students have rich academic experiences. Please come and visit and share in our academic journey to continued excellence!

Sincerely,

Dr. Nikea Hurt  
Principal  
Dunleith Elementary School



**ACCREDITATION:** Dunleith is accredited by the Southern Association of Colleges and Schools.

**ATTENDANCE/ABSENCES:** Regular school attendance is required by law for all children between the ages of six and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school. Although circumstances may necessitate that a student be absent from school, Marietta City Schools recognizes that optimal learning takes place when the student is present and involved in classroom activities. **It is critically important that parents make every effort to have their children attend school and avoid all absences, except those that are absolutely necessary and reported as such.** An excused absence means that your child is absent for a legitimate and acceptable reason. The lawful reasons for an excused absence are personal illness, illness or death in the family, religious holiday, court appointment, quarantine or conditions rendering school attendance hazardous to health and safety. ***On the first day back in school after an absence, the parent should send a note to the teacher giving a reason for the absence.*** The school must receive a written excuse for absences within two days of the child's return to school, from parents/guardians or a doctor, in order to be considered an excused absence. **The school may require a doctor's note to excuse absences if a child misses school frequently.** E-mails are not considered a valid form of written notification. All other absences will be considered unexcused. Excessive unexcused absences will be reported to the school social worker. It is important for the school to know why your child is absent. You can call the school office to report your child's absence, but you must also send a note when your child returns to school. Students should be in their room by 8:10 a.m. Students are tardy after 8:15 a.m. and a parent must come to the office and sign the student in at the office. A student is counted present for the day if they arrive before 11:45 a.m. or leave after 11:45 a.m. At the end of the year, awards are presented for Perfect and Excellent Attendance. **Perfect Attendance is defined as being present for each day of school with no more than 10 tardies. Excellent Attendance is defined as up to 3 absences and no more than 12 tardies from school.**

*For the purpose of record keeping and the inclusion on report cards, Marietta City Schools has determined that the term "tardy" will indicate a late arrival. The term "early dismissal" as noted in ASPEN indicates any time when a student is checked out early that does not result in a student being marked absent. This includes leaving and returning during the day, or leaving prior to afternoon dismissal. Early dismissals count as tardies as per the Marietta City Schools attendance policy. If the time missed accounts for over one half of the school day, the student will be marked absent. Valid written excuses must be submitted to the school within two days of the student's return to school for tardies to be considered excused.*

**The following are valid excuses:**

- Personal illness or attendance in school endangers a student's health or the health of others.
- Serious illness or death in a student's immediate family necessitating absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examination for services in the armed forces.
- Observing religious holidays, necessitating absence from schools.
- Conditions rendering attendance impossible or hazardous to student health and safety.
- Serving as page of the Georgia General Assembly.

*There is no conversion of multiple tardies to absences in the law, State Rule, or Marietta Board policy.*

**BEFORE SCHOOL/AFTER SCHOOL/HOLIDAY CARE PROGRAMS:** Before School and After School Programs are coordinated by Marietta Community School and supervised by certified teachers and paraprofessionals. Before School hours are from 6:30 a.m. until the start of school and After School hours are from the end of school day until 6:30 p.m. There is a non-refundable registration fee for each program of \$10.00. The daily fee for the Before School Program is \$5.00 per day or \$25.00 weekly and the fee for the After School Program is \$7.00 per day or \$35.00 weekly. **A new registration form must be completed every year before the child can attend either program.** For additional information you can contact Kristen Felix @ [kfelix@marietta-city.k12.ga.us](mailto:kfelix@marietta-city.k12.ga.us) or 770-429-3170 Ext. 3305 or visit our web site at [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com)

Holiday Camps - Marietta Community School offers child care during school holidays throughout the school year. These camps will be held at West Side School. A \$10.00 registration fee holds your child's place for the following dates but you will need to reserve the days your child will be attending before each camp. The cost is \$35.00 per day, multiple sibling and employee discounts are available upon request. Camp is open from 7:00 a.m. till 6:00 p.m. For more information contact Kristen Felix @ [kfelix@marietta-city.k12.ga.us](mailto:kfelix@marietta-city.k12.ga.us) or 770-429-3170 Ext. 3305 or visit our web site at [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com)

#### 2015-2016 Holiday Camp Schedule

- September 24, 25
- November 23, 24, 25
- December 21, 22, 23, 28, 29, 30
- January 4, 5
- February 15, 16, 17, 18, 19
- March 1
- April 4, 5, 6, 7, 8

**BIRTHDAY TREATS:** Please contact the classroom teacher if you would like to send a special snack that has been commercially prepared with nutritional label included for safety reasons as well as possible allergy concerns. Only clear beverages will be permitted in carpeted areas of the building. In an effort to be sensitive to all children, please refrain from sending individual party invitations unless the entire class has been invited.

## **CALENDAR for the 2015-2016 School Year:**

September 7 Labor Day Holiday

September 24 & 25 Professional Learning Day – No School for students

September 28-October 2 Conference Week - EARLY RELEASE @ 1:15 p.m.

November 23-27 Thanksgiving Holiday

December 21-January 6 Winter Holiday

January 18 MLK Jr. Holiday – No school

February 15-19 Mid-Winter Break (February 16, 17, 18 & 19 will  
be used to make up any snow days if needed)

March 1 - Professional Learning Day – No School for students

March 7-11 Conference Week - EARLY RELEASE @ 1:15 p.m.

April 4-8 Spring Break

April 20-29 Georgia Milestones (grades 3-5)

May 25 Last Day of School

**A full calendar of school and PTA events is included at the back of this handbook. Please note that all events are subject to change.** As events are added or in the event of changes, we will notify you through Blackboard Connect, Dolphin Delivery, and/or email.

**CAFETERIA:** Our lunchroom payment process is computerized to make paying for your child's meals more convenient. We strongly encourage parents to utilize the My Payments Plus Program to prepay for meals online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) as well as check account balance information and receive email reminders regarding your child's account. To sign up for My Payments Plus you need to have your child's lunch ID number. If you need assistance signing up for My Payments Plus, please contact the cafeteria (770-429-3172). You can pay for lunch by the week, month, or any amount you choose to send. If there is a credit in your child's account at the end of the year, you will receive a refund if requested. To avoid confusion, if you have more than one child at Dunleith, please see that each child brings his/her own lunch money. A student lunch or salad is \$2.10 per day. Adult lunches are \$3.50. Student breakfast is no charge. Adult breakfast is \$1.50. If a student wants only milk or extra milk, the cost is \$.50 per carton. Juice is \$.50. Free lunch and reduced price lunches are available to qualifying families. Only one form is required per family. Please do NOT include payment for the student lunch/breakfast in the same check that pays for fieldtrips or other classroom items. The cafeteria and school accounting systems are not connected and we cannot accept one check paying for all different items. **We encourage you to pay by the week or month so your child does not have to keep up with lunch money each day.**

**The following guidelines should be followed in the lunchroom:**

- Parents/visitors may sit with their child(ren).
- Only 5th graders are allowed to invite one friend to eat with them and their guest.
- Children are not allowed to save seats.
- Trading/sharing food is not permitted among children.
- Children are to remain seated during lunch.

No carbonated beverage cans or any glass containers are permitted in the lunchroom. Please use plastic containers or juice boxes. No open containers of food or beverage should be taken from the cafeteria. **For student safety, all visitors requesting to eat with students must be listed on your child's registration form or, if a visitor is not listed, you will need to send written permission for the individual to visit with your child at breakfast or lunch.**

**CAR LINE PROCEDURES:**

1. Students are dropped off and picked up in the front entrance
2. Students should exit from the right hand side of car.
3. Staff and student patrols are available to assist students in the morning. Staff members load students in cars in the afternoon.
4. Please remain in your car to keep the car rider line moving efficiently.
5. No student drop-offs before 7:45 a.m.
6. If your child is a car rider, please use the car pool line. Do not park in the teacher lot and walk to the school office to pick up your child.
7. Please refrain from using your cell phone in the car rider line.

**CHANGE OF ADDRESS OR PHONE NUMBER: It is extremely important for the school to have current home, work, and cell phone numbers as well as parent email addresses for each student.** If your home address, any phone numbers, or your email change during the year please notify the school office and classroom teacher. If there is no phone in the home, the number of a phone where the parent can be reached is necessary. It is required the office be notified of a change of address as soon as it occurs.

**CHARACTER EDUCATION PLAN:** Dunleith Elementary implements the state mandated Character Education program. The school counselor, Yvette Simien, is responsible for coordinating this program. The goal of the plan is to teach children the importance of character and give examples of how to use good character in their decisions and actions. Our school teaches acceptance and tolerance of others. Also included in our Character Education program is the teaching of a "zero tolerance for bullying."

**CHECK-IN AND OUT:** Early dismissals are handled by the school office. A note signed by the parent is sent to the school requesting early dismissal, listing reasons for dismissal, and time and person responsible for picking up your child. Children to be dismissed early are sent to the office and are dismissed from the office. Early dismissal will **NOT** be permitted after 3:00 p.m. to avoid interruptions to dismissal procedures. Please be prepared to present photo identification upon request. A record is kept in the school office of early dismissals and tardies. When a student arrives late (after 8:15) an **adult** must sign the student in at the office.

**CHILD ABUSE/NEGLECT:** The laws of the State of Georgia require that members as well as volunteers of such professions as medicine, nursing, counseling, and teaching must report to the proper authorities' cases of suspected abuse. Members and volunteers of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse and neglect immediately to the proper authorities.

**COMMUNICATION:** Positive and effective communication between parents and teachers is vital to the success of each child. For this reason, communication is strongly encouraged between both parties. The proper procedure would be to contact the teacher first to address educational progress or other student concerns as they occur. Information can also be accessed through the homeroom teacher's website.

**CONFERENCE WEEK:** To promote strong home-school communication, Marietta City Schools designates two weeks each year for parent-teacher conferences. First semester conferences will be held the week of September 28th – October 2nd, 2015. Second semester conferences will be held the week of March 7th - 11th, 2016. Students are dismissed at 1:15 during Conference Week.

**DISMISSAL:** Children should be sure of their afternoon ride arrangements when they arrive at school each morning. To insure safety, please send a note to your child's teacher with any changes. **Dismissal changes must be received in writing before 2:15 p.m. Without a note, your child will be required to follow his/her usual routine.** Please be aware that to keep students safe we cannot accept transportation changes made over the telephone, faxes, or via e-mail. **Please do not come to the office to check your child out after 3:00 or during dismissal. For student safety, please do not wait for your child in the hallway and take them out another exit. Students must be picked up by 3:30. If students are not picked up by 3:30, parents will be expected to enroll their children in the after school program.**

**Dolphin Delivery:** Our weekly communication envelope is sent home every Thursday. Please check it carefully, sign, and return on Friday.

**ELECTRONIC DEVICES:** Students are permitted to possess personal communication/electronic devices but are not permitted to use them for personal reasons during school hours (beginning bell to ending bell) unless students have been given special permission by school personnel. All must be powered off during the school day and kept in student book bags.



**EMERGENCY CLOSING OF SCHOOL:** For information on school closings or late openings, please listen to radio channel WSB 750 AM. If the school closes early, the After School Program and other after school activities are also cancelled. Be sure your child knows where to go if school closes early. It is extremely important that you keep the school up-to-date with any changes in emergency contacts.

**EMERGENCY PREPAREDNESS PLAN:** A school emergency plan is maintained in the school office and one copy is filed in the system office. This file lists duties and persons responsible should a mass disaster or emergency occur requiring school-wide measures. Various drills (fire, tornado, intruder, and medical emergency) are practiced throughout the school year to make sure staff and students know what to do in the event of an emergency.

**FIELD DAY:** This special day is tentatively scheduled for Friday, May 13, 2016. The rain date is scheduled for May 16, 2016. Parent volunteers are welcome to help supervise activities and help with the class as they participate during the day.

**FIELD TRIPS:** Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. To attend, a student must have written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. A donation for transportation and admissions is often requested. Younger siblings/friends are not permitted to go on the field trip.

**HOMEWORK:** Students are usually assigned homework Monday through Thursday. Nightly homework for the average student should generally fall within the following guidelines:

#### **Grade Time**

K-1 No more than 20 minutes

2-3 No more than 30 minutes

4-5 No more than 50 minutes

Students placed in advanced classes or courses may be assigned homework that exceeds these suggested times. Students involved in making up work due to absences and/or who are involved in short, or long-term projects may experience homework times that exceed recommended limits. If your child is spending an inordinate amount of time on homework, please contact your child's teacher for guidance and support.

**HONORS DAY:** Kindergarten Honors Day will be held Monday, May 23, 2016 at 8:30a.m. First and second grades will be honored on Tuesday, May 24, 2016 at 8:30 a.m. Third and Fourth grade will be honored on Tuesday, May 24, 2016 at 12:30 p.m. The fifth grade honors program will be held on Wednesday, May 25, 2016 at 8:30am. Students will be recognized for academics, conduct, citizenship, attendance, and other awards given from our Partners in Education and Specials departments.

**ILLNESS AT SCHOOL:** There is a full-time licensed, registered nurse on staff for minor ailments. If a

child becomes sick or has an abnormal temperature, the school nurse will call you to pick up your child. We must have current telephone numbers for emergencies. Students should not come to school if:

1. They have a fever. They must be fever free without medication for 24 hours.
2. If they have had vomiting or diarrhea in the last 24 hours.

**LATE PICK UP:** Students waiting to be picked up after 3:30 will be sent to the After School Program if they are pre-registered (\$10.00 fee). **Regular after school charges will apply.** If your child is not registered for the After School Program, then the school staff will try to contact the parent and other people authorized to pick up the child. If a parent or authorized person cannot be contacted or is unable to come to the school during a reasonable period of time, the police department may take the child into protective custody until a parent is located.

**LOST AND FOUND:** Dunleith provides a box in the cafeteria for items left at school. Items not claimed are donated to a local charity quarterly. **Please label all items your child brings to school with your child's name. This is especially important with jackets, coats, sweaters, etc. that are often removed during the day and left behind.**

**MATERIALS AND SUPPLIES:** Materials and supplies vary with each class. Supply lists are posted on the school website. Parents are asked to contribute for classroom supplies. Students will be required to pay for all lost and damaged books and materials. This includes library and textbooks as well as other instructional materials.

**MEDIA CENTER:** Students may check out books for one week at a time and are encouraged to bring them back before the due date. If books are damaged or lost while in a student's possession, the student will be responsible for the damage or replacement fee before any other materials may be checked out.

**MEDICINE FOR STUDENTS:** If prescription medication is required, a parent or guardian must complete an "Assistance with Medication" form in the school clinic. This form is also available on the Marietta City Schools website ([www.marietta-city.k12.ga.us](http://www.marietta-city.k12.ga.us)). Controlled medications, such as those given for ADD or ADHD must be brought to school by an adult and not sent in with the student. The following criteria as outlined in Marietta Board of Education Policy JGCD must be met:

1. The medicine is in a container issued by a pharmacy and the store label is attached.
2. The container label shows a recent date on which the prescription was filled.
3. The container label states the name of the student to whom the medicine is to be administered.
4. A prescription number is on the label.
5. The label contains adequate directions indicating the proper amount and method to administer the medicine.
6. The prescribing physician's name is shown on the label.

No over the counter medications are available in the clinic to be given to a student. These must be supplied by a parent/guardian and accompanied by a completed Assistance with Medication form as described above. No adult medications or herbal medications can be given by the nurse without a note from the student's physician.

**\*\* Medications sent in without a completed "Assistance with Medication" form or those which are not in the original containers will be sent home and cannot be given to the student by the nurse.**

**PARENTAL INVOLVEMENT IN THE SCHOOL PROGRAM:** Parents provide a tremendous service to children and the school by volunteering. Volunteers are needed in various areas. Let us know how you would like to help. All visitors are required to sign-in to obtain and are required to wear a visitor's badge while in the building.

**PARTIES:** Marietta Board of Education policy allows two parties per year. They will be held the last day before the winter holiday, December 18, and near Valentine's Day, February 12. Teachers will select the most appropriate 30 minutes between 12:30 and 3:00 for the grade level party. These times will be sent to you in advance. **Birthday parties are not permitted.** Please contact the classroom teacher if you would like to send a special snack that has been commercially prepared with nutritional label included for safety reasons as well as possible allergy concerns. Only clear beverages will be permitted in carpeted areas of the building.

**PARTNERS IN EDUCATION:** Partners in Education is a collaborative effort of school and business in support of education. Current Dunleith Partners in Education include:

Novelis Zaxby's Kennesaw State University

Chick-Fil-A West Cobb Dirt Cheap Music Dave and Busters

**PHYSICAL EDUCATION:** P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A written statement from a physician is required if a chronic problem exists. Tennis shoes are required for participation in P.E.

**PICTURE DAY:** School pictures are taken twice a year. Fall individual pictures will be taken on Wednesday, September 16th, 2015 with retakes scheduled for a date a time to be announced. These photos will be used for the yearbook, unless the parent/guardian has informed the school principal in writing that photos and other directory information may not be shared. Class pictures and Spring individual photos will be taken on Tuesday, February 23, 2016. Photos may be purchased using the order forms that come home in your Dolphin Delivery.

**PTA:** We have an active PTA with an excellent staff of officers. We encourage you to become a member of our PTA. Our goal is to have 100% of parents and staff members as active members of the Dunleith PTA. The cost of PTA membership is \$6.00.

Your PTA officers for this year are:

Co-Presidents: Rachel Louie & Cynthia Tapia

Co-Vice-Presidents: TBD

Secretary: TBD

Treasurer: TBD

Teacher Liaison: TBD

The Dunleith PTA meetings will be held three times during the year at 6:00 p.m. on August 20, 2015 (Open House), February 12, 2016 (Valentine's Day Dance) and April 28, 2016 (5th grade talent showcase). The annual Fall Festival will be held October 16 from 5:00-7:00.

**RECESS:** Teachers are not required to take students out for recess; however, those teachers who do, will make every attempt to take students outside for a 15 minute recess, except when inclement weather does not allow. Please dress your child for the weather. All students go outside with the class unless a doctor's note is sent to the teacher. Children cannot be left unsupervised in the classroom during recess and will have to stay in the office or with another class. No siblings or visitors are allowed on the playground during recess or during the school day.

**REPORT CARDS:** Report cards are issued every nine weeks. Progress reports are issued at the midpoint of each nine-week period. Students and parents are provided with continuous information regarding academic progress through a web-based program called Aspen. This resource can be accessed via any computer connected to the Internet. Log-in information is distributed at the beginning of the school year or during the registration process.

**SCHOOL GOVERNANCE TEAM:** Your Dunleith School Governance Team is composed of four teachers, four parent representatives, one community representative, the principal, and a certified employee designated by the principal. All School Governance Team meetings are open meetings. The team will meet monthly starting at 7:45am in the Front Office Conference Room. Please visit our school website for dates of meetings and individuals serving on the School Governance Team.

**SCHOOL DAY:** The school day begins at 8:15 a.m. Dismissal time is as follows: **Car riders,**

**After School,** and **Walkers** at 3:10 p.m.; **Bus students** at 3:12 p.m. Children should be sure of their afternoon ride arrangements when they arrive at school each morning. **To insure safety, please send a note to your child's teacher with any changes. Dismissal changes must be received in writing before 2:30 p.m. \*\*Without a note, your child will be required to follow his/her usual routine. Please be aware that we cannot accept transportation changes made over the telephone, faxes, or via e-mail.**

**SEXUAL HARASSMENT:** Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends. Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at [www.marietta-city.org](http://www.marietta-city.org) or by contacting the school.

**SPECIAL EDUCATION SERVICES:** Special Education services are available. Teachers of learning disabilities, visually impaired, hearing impaired, speech, and behavior disorders work directly with students. Please contact your child's teacher about concerns that might require Special Education services.

**STANDARDIZED TESTING:** Standardized test results are used to help track student progress and to guide instruction. Students in grades K-5 will participate in Measures of Academic Progress (MAP) testing in August, December, and May. This is a norm referenced achievement test and provides comparisons to national norms. Students in grades 3-5 will participate in the Georgia Milestones assessment, a state test based on the grade level curriculum, April 20th-May 3rd. The Georgia Milestones assessment gives information about how well students are learning the state standards. Parents will receive copies of test results. These are tentative dates. More information will be sent home as the dates approach.

**STUDENT CONDUCT:** Student conduct is expected to conform to a high standard at all times. Unacceptable conduct which prohibits learning and which disrupts other students will not be tolerated. Students who misbehave at school will be disciplined. The cooperation of parents is an important element in modifying behavior that is unsatisfactory. Student behavior will be reflected in the conduct grade on each report card. Please refer to the Discipline Handbook for further guidelines.

Dunleith students are expected to:

1. Be respectful to all adults.
2. Show self-control in relationships with other students and use peaceful conflict resolution skills.
3. Show consideration for the property of others as well as their own.
4. Make the best use of time at school.
5. Walk quietly through the halls and keep to the right.
6. Talk softly and use good manners at all times.
7. Do their share to keep the school building and grounds attractive.
8. Use acceptable language in speaking and writing.
9. Follow standards for student conduct as listed in the Marietta Board of Education Discipline Handbook (distributed at the beginning of school year or upon enrollment).

**STUDENT COUNCIL:** Students in grades 3-5 will have the opportunity to serve on the Dunleith Student Council. One council member will be selected by the class for each third and fourth grade homeroom class and two representatives (one boy and one girl) will be selected to represent each fifth grade homeroom class. Student council members will meet with buddy classes in grades K-2 once a month and will meet as a council once a month during the school day. The purpose of the Dunleith School Council is:

- To involve all students in sharing ideas to make Dunleith the best school it can be;
- To promote student leadership opportunities;
- To promote school spirit;
- To provide community service opportunities to groups in the school and the community.

**STUDENT RECOGNITION:** In grades kindergarten through fourth, one student from each homeroom class will be recognized each week for demonstrating good character. In fifth grade, one student from each homeroom class will be recognized each month. Selection will be made by the homeroom teacher and will be based on the monthly character education trait. These are as follows:

- September – Responsibility
- October – Respect
- November – Citizenship
- December – Compassion
- January – Resilience
- February – Tolerance
- March – Commitment
- April – Accomplishment
- May – Integrity

Students will be recognized at monthly student assemblies.

**STUDENT RECORDS:** It is the school's policy to send educational records upon request from another school. Student records may be made available to either natural parent by written request unless a legal document instructs the school otherwise.

### **TRANSPORTATION/BUS CONDUCT: BUS SAFETY PARTNERSHIP CODE OF CONDUCT**

The safety of your children is our number one concern and “The Safe Rider Program” is a student management program which promotes and teaches proper school bus safety. The core of the program promotes personal accountability as it relates to bus safety because unsafe choices endanger the safety of all passengers.

#### **How the Program Works**

The program promotes instant accountability for unsafe behavior as shown below. The program also includes a defined and graduated discipline plan. The concept does not stop here. We have also developed a Safe Rider Class that employs several different ways of empowering the student to correct unsafe behavior. Some of those techniques include role play, videos and class work which will be scheduled to not interfere with the student's academic work.

#### **Unsafe Behavior on the Ride Home**

If unsafe behavior occurs before the bus leaves the school; the student will be provided with two options: (1) Correct the behavior and continue home (behavior documented) or (2) be removed from the bus and taken to Park Street Elementary with staff supervision until a parent or guardian can pick up the student (behavior documented.) If unsafe behavior occurs after the bus leaves

the school the driver will contact their Dispatch. Transportation staff will assess the situation and if necessary, a staff member will remove the student from the bus to return the student to Park Street Elementary to remain under staff supervision until a parent or guardian can pick the student up. If either of the above instances occurs, the graduated discipline plan will be in effect.

***MCS Policies for students supersede the Safe Rider Program.***

We need your partnership as we move forward in making Marietta City School buses safer and more enjoyable part of the student's day. Please review the ***Safe Rider Policies and Regulations*** with your student. Please complete and sign the ***Safe Rider Contract / Emergency Form*** with your child and return to your bus driver within 5 days to continue bus rider privileges and to insure your child's assigned seat.

**GRADUATED BUS DISCIPLINE PLAN**

**1st Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice) Student on probation and re-assigned to the front of Bus for 1 week.

**2nd Offense** – Driver Student Conference & Parent Contacted. (Courtesy Notice) Student on probation and re-assigned to the front of Bus for 2 weeks.

**3rd Offense\*** – Referral submitted, **3 Days Bus Suspension**. Upon return student placed on probation and re-assigned to the front of Bus for 1 week. \*Safe Rider Class and Behavior Contract Required.

**4th Offense\*** – Referral submitted, **5 Days Bus Suspension**. \*Conference required before returning to the school bus.

**5th Offense** – Referral submitted, **Transportation Director recommends Bus suspension for the remainder of the year.**

**Safe Rider Behavior Policies and Regulations**

1. Students must show respect for school bus drivers at all times and follow the “**The Safe Rider Program.**”
2. All students shall comply with reasonable directives of a Marietta City Schools Employee. Failure to do so is considered an act of insubordination.
3. **NO** student shall refuse to identify one's self upon request of any Marietta City Schools Employee.
4. Students must be standing at the bus stop **AT LEAST FIVE (5) MINUTES** prior to the scheduled pick-up time. Students are to wait at the school bus stop in an orderly manner.
5. Students must **WAIT** for instructions (hand signals or otherwise) from the school bus driver **EVERY TIME** when crossing the street to board the bus or when exiting the bus. Students must be able to maintain eye contact with the school bus driver and cross in full view of the school bus driver.
6. Students must board the bus as soon as school is dismissed and not loiter in the courtyard and sidewalk. Once on the bus at dismissal time, the student will need the approval of an administrator to depart the bus, while at school.
7. Students **MUST** remain **SILENT** and **STILL** at **ALL** railroad crossings until the school bus crosses railroad tracks completely.
8. Elementary and Middle school students will be assigned a seat assignment on the school bus. (*High School at driver's discretion*)
9. Students **MUST** remain seated properly in the seat at all times unless otherwise directed by the school bus driver. (**BACK to BACK – BOTTOM to BOTTOM**)
10. Unnecessary noise is prohibited. Students must talk at a low volume level - **NO** loud voices.

11. Student shall not talk on a cell phone. No other electronic devices can be used without use of headphones and must not be heard by others. **Students may not have any type of head phones or ear buds on their ears when boarding or exiting the school bus.** Students must be able to hear bus driver at all times. **Students may not use any electronic device to video or audio record while on the school bus.**
12. Due to allergic reactions and the possibility of choking - food, gum, and/or drinks are not to be consumed or opened on the school bus.
13. Name calling, harassment, intimidation, threats and bullying is prohibited on the school bus
14. Obscene language and gestures are prohibited.
15. Fighting, pretend fighting, roughhousing or horseplay is **NOT** permitted.
16. **NO** objects are to be thrown on, in, out or at the school bus.
17. Destruction or defacing any part of the school bus is prohibited. Replacement cost at parent's expense.
18. Emergency doors, windows, and hatches are to be opened **ONLY** at the direction of the school bus driver.
19. Students must keep all body parts inside the school bus at all times.
20. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces as it may interfere with the operation of the school bus.
21. Weapons (*or objects that look like and/or could be used as weapons*) are **NOT** permitted at bus stop, on the school buses or school grounds.
22. Tobacco, illegal drugs and/or alcohol is **NOT** permitted at bus stop, on the school buses or school grounds.
23. Objectionable and/or dangerous items are **NOT** allowed on the school bus. Such as; glass items, lighters/matches, animals, balloons, flowers/plants, skateboards, perfume/cologne, aerosol cans, plastic bags, insects, straight or safety pins, sharp objects, large toys or objects that cannot easily fit on the student's lap or any other item of a questionable nature that might present a safety hazard.
24. Band instruments, sporting equipment and school projects can be transported **ONLY** if there is enough space for all students' seating requirements. Items may be placed in the seat or lap to whom they belong. This is left to the bus driver's discretion.
25. Students must board and exit the school bus at their designated bus stop **ONLY**. Alternate arrangements must be pre-approved using a MCS Bus Pass which has been completely filled out by Parents/Guardian and with a school administrator approval (in writing). This written permission must be given to the school bus driver when boarding the school bus. **(Bus Pass can be denied if school bus is at capacity or if the student has a history of bus behavior offenses or becomes an offender) Any Behavior that is considered disruptive or unsafe by the school bus driver will be handled through the use of the Safe Rider Program.**

**UNIFIED DRESS CODE:** The Marietta Board of Education and Dunleith Elementary recognize that the dress and grooming of students are significant factors in the successful operation of the educational program. It is recognized as an educational responsibility of the school to make students aware that appropriate dress, appearance and hygiene are conducive to their personal well-being. In keeping with this understanding, each student at Dunleith shall be responsible for maintaining a dignified and well groomed appearance while attending school. To this end, each student will be required to dress in compliance with our unified dress code policy. This policy includes the wearing of school uniforms. School principal may accordingly regulate the dress and grooming of students. Dunleith Elementary believes the wearing of clothing that is



uniform in appearance, promotes a positive and safe school atmosphere and diminishes numerous difficulties with purchasing, selection and acceptance of clothing options. We respect that there may be a desire by a small number of parents to not allow their child's participation in this school-wide policy. Parents wishing to request their child "opt out" of the uniform dress code may find the appropriate form on the school website or contact the school directly. Your request must be submitted to the school principal **no later than 5 days** after your child has been enrolled in school. Failure to do so will constitute an understanding and agreement by student and parent of full compliance to the Dunleith Uniform Dress Code Policy for the school year. Parents will be contacted to provide appropriate clothing when in violation of dress code. Fridays are considered spirit days/non-uniform days. Exceptions are made to the dress code for Field Day and Honors Day.

### **The Dunleith unified dress code is as follows:**

- Uniform **polo-style embroidered shirts** (Peter Pan collared shirts are allowed).
- **Non-embroidered polo-style shirts in white, light or navy blue**, from any store you choose.
- Button down shirts and blouses in white, light or navy blue.
- **Uniform screen-print Dunleith logo t-shirts** can be purchased through the PTA or Uniform Source.
- The bottoms (solid **navy** and **khaki** only –no designs/patterns-**no jeans**) may be purchased on your own as well. Jumper dresses are allowed as long as they are within the color specifications.
- There are no specific shoe requirements, but we do require tennis shoes on P.E. days; however, students are not permitted to wear sandals, flip-flops, or any shoe that leaves the student's toes exposed.

### **Winter / Outwear options:**

- Long sleeve **white, light or navy blue** t-shirt or turtle neck **under** short sleeve polo or t-shirt with Dunleith Logo.
- Long sleeve **polo-style shirt** (same colors as above without logo).
- Long sleeve **polo-style shirt with logo**.
- Long sleeve **Dunleith Logo t-shirt**.
- **Sweatshirts, jackets, and hooded sweatshirts with Dunleith logo**
- **Navy, light blue** or **white Cardigan** sweaters only.
- **Solid navy, light blue** or **white** sweatshirts.

**\*\* Students will be asked to remove all other outwear (coats, jackets, sweatshirts) during school hours that do not follow the "unified dress code". They can wear these jackets to and from school and at recess.**

**VISION/HEARING SCREENINGS:** Mass hearing and vision screening of third and fifth grades will be conducted. The school nurse screens students who are new to West Side. Teachers and parents will be notified of children who do not pass screenings. Hearing failures will be rescreened. A completed DHR Form 3300 – Eyes, Ears, and Dental Certification form is required for all new students during registration.

**VISITORS TO THE SCHOOL:** We welcome visitors to our school. According to Georgia State law, all visitors must go to the school office first. If you need to bring anything to your child during the day, please bring it to the office. To maximize classroom instruction and minimize daily interruptions parents and guardians who wish to speak to their child's teacher should contact the teacher to set-up an appointment. Parents and guardians who come to school to speak to a teacher without an appointment may not be permitted to go to the teacher's room without checking in with the school office. All visitors must enter through the main doors of the building. All other doors remain locked during the day and we ask that you not knock on locked doors to gain access to the building.

**VOLUNTARY CONTRIBUTIONS:** From time to time our school may request a voluntary donation from parents to help defer the cost of some of those additional opportunities and/or experiences which state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary and no student will be penalized if he/she does not contribute.

**WITHDRAWAL/TRANSFER:** Parents should notify the Main Office immediately when a student is to be withdrawn from school. Textbooks and library books need to be returned to school prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his/her school records and provide you with necessary documentation for entry into his/her next school. Withdrawal paperwork requires 48 hours to be completed.

**DUNLEITH STAFF E-MAIL ADDRESSES:** In most cases, school staff members can be contacted through e-mail by using their first initial and last name along with @marietta-city.k12.ga.us (example: [nhurt@marietta-city.k12.ga.us](mailto:nhurt@marietta-city.k12.ga.us) OR [dyoder@marietta-city.k12.ga.us](mailto:dyoder@marietta-city.k12.ga.us)). Our school email is filtered by a SPAM account to prevent e-mails containing viruses or inappropriate material from entering our network. If your email address is unfamiliar, it may be identified as SPAM. If you have not received a response to your email after 24 hours, please call the office to make sure your email was received. If you have problems or questions please call the **Dunleith office at 770-429-3190**.