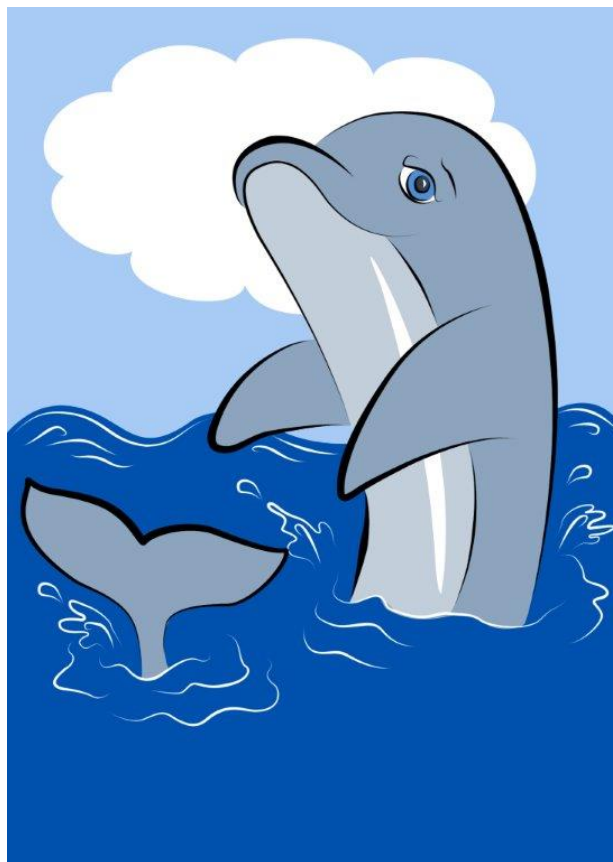


Dunleith Elementary Parent/Student Handbook 2016-2017

*“Where student success is our focus;
All day, Every day, All year!”*



120 Saine Drive
Marietta, Georgia 30008
Phone (770) 429-3190
Fax (770) 429-3193
<http://dunleith.marietta-city.org/>

Principal
Assistant Principal

Dr. Nikea Hurt
Dr. Rachel Brown-Miller

Dear Parents,

On behalf of the staff at Dunleith Elementary School, I am happy to welcome you to the 2016-2017 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as well as our PTA, as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom
- 2) Reading with children who need extra help
- 3) School-wide events
- 4) Student recognition events
- 5) Outreach and recruitment of parent and community volunteers

Within this manual, you will find our school-wide expectations so that you can review them together with your child(ren). If you have any questions about the expectations, please feel free to contact me or discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to also review the MCS Parent Handbook for a more detailed look at district-wide expectations. We will send that information home with each child.

Again, the wonderful Dunleith Elementary staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Educationally your,



School Principal

DUNLEITH ELEMENTARY MISSION STATEMENT

It is the mission of Dunleith Elementary to work collaboratively with colleagues, students, parents, and the community to maximize student achievement. Under this partnership, our children will learn and grow in a rigorous academic atmosphere preparing them for college, career, and beyond. Dunleith Dolphins will develop into respectful, responsible, and productive citizens.

BELIEF STATEMENT

We believe:

- 🐬 All students can master challenging curriculum.
- 🐬 It is our job to present clear and engaging lessons.
- 🐬 High expectations for all students and staff promote high achievement.
- 🐬 All students deserve a safe, caring environment which promotes respect for self and others.

SCHOOL COLORS

- 🐬 Blue, Maroon, and White

SCHOOL MASCOT –

Dolphins are highly intelligent marine mammals and are part of the family of toothed whales that includes orcas and pilot whales. Dolphins are well known for their agility and playful behavior, making them a favorite of wildlife watchers. Dolphins are also known for their sociable nature and high intelligence. We are proud to be the Dunleith Dolphins, as we stand strong in our ability to work collaboratively and strive for academic excellence.

Marietta City Schools



MISSION STATEMENT

To prepare each of our students, through academic achievement, for college, career and life success.

VISION STATEMENT

To be the school system of choice.

MCS is an International Baccalaureate (IB) World School district. On April 23, 2008, the school district became only the second IB World School district in Georgia authorized to offer the IB Middle Years Program (MYP) for grades 6-10. With the addition of the IB Middle Years Program to the IB Primary Years Program (PYP) offering at Sawyer Road Elementary and the long-standing IB Diploma Program (DP) at Marietta High School, **MCS is one of only a few school systems nationwide able to provide the full IB (K-12) continuum.**

MCS Strategic Planning Outcomes: Three Goal Areas

- Academic Excellence
- Culture of Excellence
- Workforce Excellence

Academic Excellence

To prepare all students within a supportive, engaging, student-centered learning environment that ensures continuous academic achievement

Culture of Excellence

To foster a culture of excellence that values learning in a safe environment, engages the community, and incorporates the voices of students and stakeholders

Workforce Excellence

To attract and retain the best teachers, leaders, and support staff

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DUNLEITH ELEMENTARY EXPECTATIONS

SCHOOL SCHEDULE

Morning

6:30 – 8:00 – Before School Program
8:00 - Doors open for students
8:00 - 8:20 - Breakfast free for all students
8:15 – Students should be in classroom
8:30 – Instruction Begins, Students are marked tardy

***Please do not drop students outside of the building before 8:00am. There is no supervision available for those students. Continue drop-off will result in a Social Worker referral.**

Afternoon

3:15 – 3:25 – Dismissal
3:25 – 6:30 – After School Program (21st Century-Academic)

After School Program and Before School Program

Before school program, supervised by Marietta Community Schools, operates each school day. The program is supervised by certified teachers and paraprofessionals. A registration form and application fee is required before a student attends the program. Information and registration information for this program may be obtained online @ mariettacommunityschool.com. The before school program begins at 6:30 am and ends at 8:00am. For additional information you can call 770-429-3190.

Afterschool program is an academic-based, as needed program. This program is federally funded and students are selected based on MAP scores and teacher recommendations. For additional information you can call 770-429-3190 or email mbutler@marietta-city.k12.ga.us or talxander@marietta-city.k12.ga.us.

ABSENCES, TARDY AND STUDENT ATTENDANCE

Students may enter the building at 8:00 AM. Please do not drop children off prior to 8:00am. Students will not be supervised until 8:00 AM.

Elementary school hours are: **8:30 AM- 3:15 PM**. To ensure students do not miss valuable instruction, they should be **in class and ready to receive instruction by 8:15**. Parents must sign in tardy students at the front office after 8:30 AM. Students who are checked out of school early will also be considered tardy for the day.

A letter written by a parent or guardian explaining reasons for absence must be presented to the teacher within three days by all students after an absence from school. A student must be in attendance 3 or more hours to be counted present. **The cut off time for attendance is 11:30AM.**

According to Georgia law, parents must ensure that their children are in attendance each day of school. Students with more than five days of unexcused absences are considered truant. An unexcused absence is an absence that is not accompanied by a valid written excuse provided within three days of a student's absence and signed by the student's parent or guardian. Excused absences include:

- 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 service in the armed forces
- Observing religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Serving as page of the Georgia General Assembly

At the end of the year, Dunleith students with perfect attendance are recognized during our Awards Program. Perfect Attendance is defined as being present each day of school with no more than 5 "tardies", including early dismissals.

AFTERNOON DISMISSAL

Student dismissal begins at 3:15 PM

Please be reminded that early dismissals cannot be granted after 2:30 PM, no phone calls for changes in how a student is to go home will be accepted. All changes must be in writing.

Dunleith Elementary will dismiss students enrolled in the 21st Century Program, car riders and day care van riders at 3:15 PM. Car riders will exit the building through the front doors. Day care van dismissal will be from the front doors on 5th grade hall wing. 21st Century children will report to the cafeteria for roll call and snacks. Bus dismissal will be called from the office once the majority of buses arrive. During the first few days of school, this process will take a little longer as students are learning the procedures.

Parents will be assigned a car pool identification tag to display on their rear view mirror. Students riding in vehicles may only be dropped off or picked up at the main entrance to the school on Saine Drive. Single lane traffic only is permitted. During drop off/pickup times, drivers are asked to pull up to the first drop off sign. All students will physically be placed in a car that contains their corresponding tag. No parents will be allowed in the front hallway during dismissal for the safety of our students and staff.

For safety reasons, children are to exit or enter vehicles only on the sidewalk side. Cars are not to be driven onto the bus ramp on the East Side of the building. If you choose not to wait in the car line, you should park on the lower campus parking lot.

Vehicles may not be parked unattended in the fire lane marked by the yellow curb. Violators are subject to being ticketed by the police department.

During dismissal no child will be permitted to cross the drive in either direction, even when accompanied by an adult. If you want to park in the lower parking lot and meet your child you will be asked to provide identification before we release your child. If you park in the front parking lot, you must wait until all cars in the pickup line have been loaded before crossing to get into your vehicle. This measure is most important for the safety of the children during a hectic time. This procedure may cause some inconveniences at times, but we know that you will agree that nothing is more important than the life of a child.

DIFFERENT ARRANGEMENTS FOR TRANSPORTATION HOME:

To ensure the safety of our students at all times, we request that you notify the teacher at the beginning of the school year of the usual arrangement for your child's way home. A dated and signed note will be required any time a student plans to ride a different bus, go home with a friend, or change his/ her normal routine for getting home from school. We will not accept a change from the usual plan verbally from the student. Please have afternoon arrangements made before your child comes to school. Young students in particular, become very upset when they are notified of changes while at school.

CAFETERIA INFORMATION

Breakfast is served free to students each morning from 8:00 am until 8:20 am. Children may bring their own lunch or purchase one from the cafeteria. Menus are sent home at the beginning of each month.

If your child is bringing their lunch they may purchase a drink (assorted milk and juices are available) from the cafeteria.

You are always welcome to join your child for lunch. Check with your child's teacher to find out what time the class goes to lunch each day.

Lunch prices

\$ 2.20 - child
\$ 3.50 – adult
\$ 11.00 - 1 week

Breakfast prices

\$.00, complimentary - child
\$ 1.50 - adult
\$.60 - milk/juice

Free lunch and reduced price lunches are available for qualifying families. Only one form is required per family.

In consideration of other students, please do not bring in fast food lunch for students. Soft drinks are discouraged. Candy and potato chips are not considered lunch and students will not be allowed to consume them as a stand-alone meal.

Please review the cafeteria rules frequently with your child:

- 1) Use restaurant manners.
- 2) Talk softly with the children at your own table.
- 3) Get everything you need before sitting down.
- 4) Restroom breaks are taken before or after lunch.
- 5) Raise your hand in an emergency.

CLASSROOM OBSERVATION POLICY

Parents are welcome to observe in their child's classroom at Dunleith Elementary School! We believe in an open door policy. By following the guidelines listed below, we will be able to provide uninterrupted instruction to your child and the rest of the class as well as maintain the safety of other students. We kindly ask that;

- Notify the teacher that you would like to observe the class.
- Please sign in at the office; get a visitor's badge and an observer card.
- Visitation is observation time only.
- Please sit in an area designated by the teacher.
- Limit your visit to 30-60 minutes unless you plan to stay and do volunteer tasks.
- Siblings or other small children are requested not to visit class with parent(s).
- Return badge and observation card to the office.

If a conference with the teacher is needed let the receptionist know. A conference will be arranged for you to meet with the teacher during non-instructional time.

CHILD ABUSE/NEGLECT

The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling and teaching must report to the proper authorities' cases of suspected abuse. Members 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 & neglect.

CLOTHING

Students are required to dress in proper attire that is not disruptive to the educational process or ongoing mission of the school. The administration reserves the right to interpret the appropriateness of student dress and appearance.

Uniform Policy:

- *Solid white, maroon, or blue collared shirt or Dunleith, MCS logo shirt, or PTA spirit wear.*
- *Navy blue or khaki-colored pants, skirts, jumpers, skorts, shorts (fingertip length or longer).*
- *No jeans or denim are considered school uniform*

All clothing must be in compliance with Marietta City Schools Policy JCDB: Dress and Grooming.

We respect that there may be a desire by parents to not allow their child's participation in this school-wide uniform policy. Parents wishing to use the "opt-out" provision of this policy must notify the principal in writing, **within the first five days of school year**. Students enrolling after this deadline must notify the principal in writing within two weeks of their intent to "opt-out." The "Opt Out" Application Form would then be provided by the principal to the parent for completion. For financial "opt-out" request, students will be provided uniforms free of charge.

Our school community has chosen to have a school uniform policy. Following this policy is an important part of school leadership. Students must follow the uniform policy to participate in leadership opportunities at Dunleith Elementary such as: Student Council, DNN, Safety Patrol, Ladies of Excellence, Distinguished Dolphins, Boys Scouts, Key Club, Student of the Month, Mentor Programs, and other classroom leadership positions.

Boys and girls may wear shorts provided they are appropriate for school. We ask that head coverings, (hats, hoods, and bandannas) and sunglasses not be worn in the building. On days your child will have P.E., please be sure that he/she wears sneakers. Girls should wear "bike shorts" under their dresses. Weather permitting, recess is outdoors each day. All children should have appropriate outdoor wear for each season. Please label all coats, jackets, sweaters, hats, and gloves with your child's name so we may return lost items to their owners.

Please remember;

- Cleanliness of person and clothing required.
- Shoes are to be worn at all times.
- Tank tops, see-through clothing, narrow shoulder straps, low necklines, pajama-like clothes, bare midriffs, spandex, or other immodest dress is prohibited.
- Clothing is to be worn appropriately on the body, including pants worn at the waist.
- Hats, bandanas or non-religious headwear are not allowed to be worn in the school building.

Frequently Asked Questions

1. How and where can uniforms be purchased?

Uniform shirts may be purchased from various store locations, uniform shops, or through a uniform distributor.

2. What and when is "Spirit Day"

Fridays are designated as "Spirit Wear Day." Students may also dress as they like on Fridays as long as they are following the Marietta City Schools (MCS) Dress Code Policy.

3. What does a "complete" school uniform entail?

Dunleith Unified Student Dress Code consists of:

- *White, light blue, navy blue, royal blue, or maroon shirts. Students may also wear Dunleith or Marietta City Schools spirit shirts*
- *Khaki or navy pants, shorts, Capri pants, or skirts*
- *All pants must be belted/affixed at the waist and worn with a tucked in shirt*
- *The length of the khaki shorts and skirts must be no more than five inches above the knees as measured from the inside bend of the knee.*

4. What provisions will be made for those students who cannot afford a uniform?
Scholarship programs are available. Please contact Dr. Nikea Hurt, Principal, for assistance.

5. What is the cost of the uniform shirt?
The costs of the polo shirts vary from store to store. The Lockheed T-Shirts are sold by the PTA.

6. Will there be an Opt-out-option
Parents wishing to “Opt-Out” of the unified student dress code can submit their request to the school principal by completing an “Opt-Out” application. (Applications are only provided by request.) Opt-out options include medical, religious and/or philosophical reasons.

7. What happens is my child is not in dress code compliance?
***First Offense:** Notification letter sent home by teacher- Loaner clothes given*
***Second Offense:** Parent is called by teacher- Loaner clothes given*
***Third Offense:** Parent is called by administrator- Loaner clothes given-ISS warning letter sent home*
***Fourth Offense:** Parent conference held with administration, student placed in ISS for the day*

COMMUNICATION

Each Tuesday, your child will bring home a large brown envelope called “The Dolphin Express.” This is the primary mode of communication between the school and parents. It is full of information from your child’s teacher, the PTA and the school. Be sure to read ALL of it. Please check it carefully, sign and return on Friday.

CONTACTING STAFF

School voicemail is checked at least once daily. You may also email staff members. If you do not receive an email response within 24 hours, call the school as a few email addresses differ. *Please do not leave changes in how your child should go home after school on voicemail or in email communications.* Contact the school office if you need help getting a message to a teacher.

Phone Numbers

Please make sure your **child’s teacher and the school office** have a current home and work telephone number. If you change phone numbers during the school year, please let your child’s teacher and the school office know how to reach you. We also need the names and phone numbers

of two other people the school can call in case neither parent can be contacted. If your child is ill or injured during the school day, we need to be able to contact someone.

Telephone Messages for Students

Please give your child his/her after school instructions before leaving home in the morning. Delivering messages to the classroom is disruptive to the entire class. Permission to use the telephone will not be granted. Student may call home through the nurse when appropriate. Forgotten articles and making arrangements for after school social affairs are not considered good reasons to use the phone.

Cell phones and other electronic devices (tablets, gaming devices)

Cell phones and other electronic devices are NOT ALLOWED for use while on the campus of Dunleith Elementary. If a student brings a cell phone to school, it should be turned off and stored in their book bag, out of sight. If a staff member hears or sees a students' device, the student will be given a warning. The second time a staff member hears or sees the device; it will be collected by the student's classroom teacher and returned at the end of the school day. If a student continues to violate the policy, the device will be turned in to an Administrator and a parent or guardian will be notified to pick up from the front office. If a parent or guardian must reach a student, they should call the school directly at 770-429-3190 and leave a message for the child's teacher.

Change of Address or Phone Number

It is extremely important that the school have a home, work, and cell telephone number. If any of these numbers are changed 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. Also, notify the office of any change of address.

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 after school activities are cancelled. Be sure your child knows where to go if school closes early. It is extremely important that parents/guardians keep the school up-to-date with any changes in emergency contacts. School closings are typically announced no later than 4:30 a.m., except in the situations when inclement weather may force school closings during the school day, so that radio and TV stations can be notified. When the decision is made to close school, details will be posted immediately on the school district website and on social media such as Facebook. Additionally, the District will begin notifying parents using the automated calling system. The District also provides closing information to local news media outlets.

RADIO STATIONS	TELEVISION STATIONS
WSB AM/750	WSB-TV (Channel 2)
WABE 90.1 FM	WXIA-TV (Channel 11)

WGST AM/640	WAGA-TV (Channel 5)
Y106 FM/106.7	WGCL-TV (Channel 46)
WYAY All News- 106.7 FM	

EIP – EARLY INTERVENTION PROGRAM

State funded EIP teachers provide reading and math instruction for K-5 students who qualify under the State’s guidelines each year, and qualifying students are served for the entire school year.

FIELD TRIPS

Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. To attend, a student needs written permission from his/her parent or legal guardian. This permission slip is sent home along with all information regarding each field trip. There are transportation and admission costs associated with each field trip. A donation to cover these costs is often requested. Students will not be turned away for not being able to make a donation for each field trip.

FOOD ALLERGIES

All food brought onto campus for birthdays, class parties, or celebrations, must be store bought and be peanut-free. Items should be in the original packaging and should be able to be passed out with ease in the classroom. Please request permission from your child’s teacher if you plan to bring food onto campus for any of the events mentioned above. In classrooms where students have food allergies, the teacher will advise parents of food items they may bring to share. Homemade foods are not allowed.

GRADING POLICY

Report cards are sent home with students at the end of each nine weeks. Progress Reports are sent home midway between each report card period. The grading system used in the Marietta City Schools is:

A	90-100	Excellent
B	80-89	Good
C	73-79	Average
D	70-72	Passing
F	69-0	Failing

Students are graded based on achievement of Georgia Curriculum Standards for their assigned grade level. Modifications are made for ESOL students and special education students with an Individual Education Plan (IEP).

HONORS DAY

Twice a year, students are honored in all academic areas as well as Art, Music, and P.E. In addition Citizenship, Perfect Attendance and Outstanding Attendance (including not more than 5 unexcused tardies), and All A and All A/B Awards (including Satisfactory in conduct) are given. The programs take place at the end of the second and fourth semester grading periods.

ILLNESS AT SCHOOL

Our full-time school nurse asks that you provide current phone numbers at all times. If you are called to pick up your ill or injured student, they should be picked up within the hour of the call. Students with fever, vomiting or diarrhea should be free of those symptoms for 24 hours without the need for medication before returning to school. In the occurrence of an infectious or contagious illness, students will need to be released from the doctor's care with proper documentation.

MEDIA CENTER

The media center is open daily for student use, and students may use the media center any time they have their teacher's permission. Students may check out books for one week at a time. Students with overdue books will not be allowed to check-out books. A wide variety of fiction and non-fiction books are available. Students are responsible for books from check out until return to the media center. If books are damaged while in student's possession, the student will be responsible for the damage or replacement fee before other materials may be checked out.

MEDICATION AT SCHOOL

The following regulations for dispensing prescription medications to students will be followed at Dunleith Elementary School.

- I. The child's parent or guardian must provide a written request and permission for the school nurse to administer any prescription medication. This permission should contain the name of medication and the length of time the medicine should be given (1 week, entire school year, etc.) The form can be retrieved from the school nurse.
- II. Prescription drugs may be administered if:
 - The child or parent/guardian brings the medication to school.
 - The medicine is in a container appropriately labeled by the pharmacy or physician and has attached the store label.
 - The label shows a recent date on which the prescription was filled.
 - The label contains the name of the student to whom the medicine is to be administered.
 - The label contains the prescription number.
 - The label contains adequate directions indicating the proper amount and method to administer the medicine.

- The label contains the name of the prescribing physician.
- III. All prescription medications will be administered by the school nurse.
- IV. We will keep a record of when your child's medication is taken.
- V. If your child is running a fever, or is vomiting, please keep him/her at home for the day. If your child becomes ill at school you will be expected to make arrangements to have him/her picked up.

MILE (GIFTED PROGRAM)

The Marietta Independent Learning Environment serves students in grades K-5 who qualify for the State's gifted program. Goals are focused on research and communication, higher-level thinking, creativity, the development of multiple intelligences, and the integration of technology into content. At Dunleith, there are several teachers who are gifted certified. There is also a full-time gifted teacher on staff who only services the needs of gifted students.

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 IX Compliance Officer

(Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

Director of Federal Programs

Central Administrative Offices

250 Howard Street

Marietta, GA 30060

770-422-3500

Title II of the Americans with Disabilities Act and Section 504 Compliance Officer

(Issues of discrimination on the basis of disability)

Assistant Superintendent, Special Services

Central Administrative Offices

250 Howard Street

Marietta, GA 30060

770-422-3500

Title IX Compliance Officer

(Issues of discrimination on the basis of gender or listed in policy GAAA)

Director of Athletics

Marietta High School

1171 Whitlock Avenue
Marietta, GA 30064
770-429-3154

Employment Issues

(Issues of discrimination on the basis of any category sexual harassment)

Director of Human Resources
Central Administrative Offices
250 Howard Street
Marietta, GA 30060
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 30303-8927
Phone 404 974-9406, Fax 404-974-9471

PARTIES/BIRTHDAYS

Marietta Board of Education policy allows two parties per year. These traditionally are held before Winter Holidays and in observance of Valentine's Day. Please contact the home-room mother if you wish to contribute snacks, favors, or your time. **Birthday parties are not permitted.** Occasional refreshments do not constitute a party. Only clear beverages will be permitted in carpeted areas. Snacks intended for students other than your own may not be served if they contain nuts, nut oils or have been processed on equipment that comes into contact with nuts, as we have several students in the building with life-threatening nut allergies.

MARIETTA CITY SCHOOLS PROMOTION RETENTION POLICY

For the full text of the Marietta City Schools Promotion Retention policy, see www.marietta-city.k12.ga.us.

A student shall be promoted when in the professional judgment of the teacher, the principal and other school staff the student has successfully met instructional level standards for the grade level in which he/she is currently placed based on the following criteria:

- Mastery of state adopted grade level curriculum
- Overall classroom performance and participation
- Performance on state mandated curriculum tests and other standardized test data, as appropriate

Students in grades 3, 5 and 8 must pass the state adopted reading criterion referenced test for promotion to the next grade level. Students in grades 5 and 8 must also pass the state adopted math criterion referenced test for promotion to the next grade level.

ADDITIONAL PROMOTION CRITERIA

Students with Disabilities

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The school principal or designee must be present at the IEP placement committee meeting in which promotion retention decisions are made (State Board Rule 160-4-2.11)

English Language Learners (ELL) – Grades K-8

After three years of service through the system's ESOL program, ELL students will be subject to all provisions of the Marietta City Schools Promotion Policy. ELL students, in their first three years, will be promoted/ retained based on a recommendation from the state required Language Assessment Conference (LAC) Committee to the principal. The LAC recommendation is not a replacement for the promotion retention committee meeting. Consideration for the level of student language acquisition or years of participation in the system's ESOL program does not apply to students affected by the state promotion, placement and retention rules for grades 3, 5, and 8. Factors considered for promotion and retention of ELL students, excluding those in grades 3, 5, and 8 include the following: academic performance, ACCESS scores, CRCT performance, formative assessments, attendance, age, and previous schooling.

PUBLIC RELATIONS

From time to time pictures are taken of Dunleith students for positive public relations use in the local newspaper or school system publications. If you object to your child's photograph being used for such purposes, please complete the FERPA form in the Discipline Handbook and return to your child's teacher by September 11th. Parents of students who enroll after September 11th have one week following the date of their children's enrollment date to complete the form.

RECESS

Students go outside every day with the exception of rainy days. Please dress your child for the weather. All students go outside with the class unless a doctor's note is provided.

REPORT CARDS

Grade reports are issued every nine weeks. Midway through the nine weeks, a progress report is sent home advising parents of progress. Students and parents are provided 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 for Aspen is distributed at the beginning of the school year or during the registration process.

RESIDENCY

Two current proofs of residence must be maintained in school records. If you renew a lease, send a copy of your new lease to the office. If a student moves, please call the office.

SAFETY PATROL

4th and 5th grade students are recommended to be Safety Patrols by faculty and staff of Dunleith Elementary. Students are recommended based on attendance, punctuality, appearance (support of dress code), leadership, maturity, reliability, ability to follow expectations, interest in safety, courteous and respect for classmates and others and a desire to help others. Selection takes place at the end of the school year for the upcoming year.

Student who are selected to be patrols, are expected to be leaders at all times and follow the Safety Patrol Code of Conduct.

- Report for duty on time.
- Perform my duties faithfully.
- Strive to prevent traffic crashes, always setting a good example myself.
- Obey my teachers and officers of the patrol.
- Report dangerous student practices.
- Strive to earn the respect of fellow students.

Students not able to perform/maintain these expectations will be replaced with alternates.

SCHOOL GOVERNANCE TEAM

School Governance Team meets once a month at Dunleith and abides by open meeting rules. Parents are welcome to attend, and each month's agenda and meeting notes are posted on the school website.

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 or by contacting the school.

SPECIAL EDUCATION SERVICES

Special Education services are available. Teachers highly qualified to teach academically gifted students or students with learning disabilities; visual, hearing, or speech impairment; behavior

disorders, or students with other special learning needs work directly with students. Please contact your child's teacher or an administrator about concerns that might require Special Education services.

SPIRIT ITEMS

Spirit items are sold by our Dunleith PTA at many school functions including each PTA meeting and Fall Festival.

STANDARDIZED TESTING

Standardized test results are used to help track of student progress and to guide instruction. Kindergarteners participate in the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS provides information regarding readiness for first grade. First through Fifth graders take the norm referenced MAP achievement test that provides comparisons to national norms. Third through Fifth graders take the Georgia Milestones in April. Milestones give information about how well students are learning the Georgia Quality Core Curriculum. Parents receive copies of test results.

STUDENT CODE OF CONDUCT

The Marietta Board of Education expects the highest standard of conduct and decorum of all students attending Marietta City Schools. Students are expected to: demonstrate respect for self and others; demonstrate courtesy to others; behave in a responsible manner, attend class regularly; be prepared for class; take seriously the course of study; dress appropriately; cooperate with school officials; respect other's property; and avoid violation of the student code of conduct. Students are expected to be ambassadors for our school system and must conduct themselves in a respectful and considerate way at all times whether at school, on school grounds, en route to and from school, in the community or attending school related activities outside our community. Students who misbehave, show disrespect to school employees or school property, or disrupt school activities shall be subject to appropriate disciplinary action. A complete copy of the Marietta Board of Education policy concerning conduct and behavior codes is available in the office. All students are provided a Marietta City Schools' Parent Information Guide.

STUDENT COUNCIL

Students in grades 3-5 elect class representatives to the Student Council. Those elected represent their own class and their Partner Class in grades K-2.

STUDENT RECORDS

It is the school's policy to send educational records without parental permission upon request from another school. Student records may be made available to either natural parent unless a legal document instructs the school otherwise.

STUDENT SUPPORT TEAM

In Georgia, all school systems are required to provide a functioning Student Support Team (SST). This professional group is charged with the responsibility of addressing educational problem areas in the regular class by suggesting and assisting in the implementation of interventions. These interventions may include academic and behavioral modifications; alterations in physical facilities, schedules and routines; and other adaptations which may allow students to achieve success in school.

The SST is the vehicle to initiate action for referral to the Department of Special Services in those instances where classroom intervention has not been successful. The SST plays a significant role in establishing required documentation of alternative methods used in the regular class setting and establishing the present levels of academic and behavioral functioning.

SUPPLIES AND PERFORMING ARTS

Materials and supplies vary with each class. The recommended materials are listed on the Dunleith webpage. Your child's teacher may request materials not listed on the site. **A \$5.00 per student donation is requested to purchase art, music, and computer instructional materials** which are consumed in the classroom during the year. Please see Mrs. Louie (school secretary) to make this donation.

TITLE 1 PROGRAM

Dunleith Elementary is a Title I school. The purpose of school-wide Title I programs is to improve the entire educational program in a school which should result in improving the academic achievement of all students, particularly the lowest achieving students. The goal of such a program is to assist those students to demonstrate proficiency on academic standards.

VISION/HEARING SCREENINGS

Mass hearing and vision screening of 3rd and 5th graders are conducted during the first weeks of school. Teachers and parents are notified of children who do not pass screenings. Hearing failures are rescreened one time. All students new to our school system must submit a Georgia #3300 form completed within 12 months prior to their entrance day.

VISITORS

We welcome visitors and volunteers here at Dunleith. Many of our parents eat lunch with their children regularly. According to Georgia State law, all visitors, including parents and volunteers,

are to go to the school office first. In the office, present your driver's license at the front desk and you will be issued a visitor's badge.

If you need to bring anything to your child during the day, bring it to the office and the office staff will make sure your child receives the item. To maximize classroom instruction and minimize daily interruptions, all classroom visitations should be scheduled with the classroom teacher. A visit should be limited to an hour.

Though parents may desire a series of visits or longer time, we must be mindful of the confidentiality of classmates and we must avoid distractions from instruction. Please talk with your child's teacher to determine the best times to observe to minimize disruptions to instruction.

VOLUNTARY CONTRIBUTIONS

From time to time our school may request a voluntary donation from parents to help pay for some of those extras 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 PROCEDURE

If your family is moving out of our school district, please send a note to your child's teacher several days before the final day and include the area where you will be moving. Dunleith Elementary School needs at least 24 hours notification to complete the withdrawal process. The student must return all textbooks, library books, and pay all charges such as lunch or fund raisers. The withdrawal paper will be sent home with your child on his/her final day providing the account is settled. If you are moving to another Georgia school, this, and proof of residency, should be all you will need to get your child enrolled in another school. If you are moving to another state, check with the new school about registration requirements. Student records will be forwarded to a new school upon their written request.

DUNLEITH ELEMENTARY PBIS

(Positive Behavior Interventions and Support)

What is PBIS?

PBIS is a school-wide design for discipline. It is a process for creating safer and more effective schools. This program is team-based methodical planning. It is for (and by) all students, all staff, and in all settings. PBIS is a 3 – 5 year process, with over 2,000 schools across the country implementing this program successfully in their schools. The focus of PBIS is on improving a school's ability to teach and support positive behavior for all students. This program is a data driven. Each month the discipline data is analyzed by a team based on the successful implementation of PBIS. It has been found that over 50% of schools using PBIS reduce their office referrals by 50% the first year.

The three major components of the successful implementation of PBIS are teaching, interventions and recognition. To make PBIS successful it is important **all** adults teach and model appropriate behavior in all settings. Interventions are used when behavior expectations are not met. And students receive a form of recognition when behaviors are met.

Each student receives a dolphin punch card. Students will use this card to purchase items off of the PBIS cart weekly. Students should receive a sticker for modeling PBIS behavior. Punch cards are not based on academics.

Ways to earn stickers

- ✓ Going out of your way to help another.
- ✓ Doing the right thing when others aren't.
- ✓ Doing the right thing when you think no one is looking.
- ✓ Following a direction for an extended period of time.
- ✓ Setting a good example/being a positive leader.
- ✓ Working cooperatively together for an extended period of time.
- ✓ Showing persistence and success in a challenging situation.
- ✓ Extreme respect for school guest speaker/presenter.
- ✓ Turning in valuable items/money.
- ✓ Standing up for others.

Students unable to demonstrate PBIS behavior will be given interventions from their classroom teacher. These interventions include one or some of the following: non-verbal redirection; verbal redirection or praise; reteach the expected behavior and a reflection period on inappropriate behavior.

Should the unwanted behavior continue the following interventions could be used: parents receiving a phone call; teacher/student conference; teacher consequences; time in the **Learning Lab**; parent conference/intervention meeting and should all of these steps be unsuccessful, the student would be referred to administration. The use of the **Learning Lab** provides a place for students to reflect and discuss undesired

behavior with Dunleith’s Behavior Specialist. The *Learning Lab* will provide both student and teacher additional interventions to assist the student successfully transition back into the learning environment.



Dazzling Dolphin Expectations



We are:	All Settings	Hallway	Restroom	Cafeteria	Recess	Bus
Respectful 	<ul style="list-style-type: none"> ✓ Listen effectively ✓ Value personal space ✓ Use kind words 	<ul style="list-style-type: none"> ✓ Voice Level “0” ✓ Remain in line ✓ Value personal property 	<ul style="list-style-type: none"> ✓ Voice Level “0” ✓ Flush when finished ✓ Value the privacy of others 	<ul style="list-style-type: none"> ✓ Use posted Voice Level ✓ Raise hand for help ✓ Eat only your food 	<ul style="list-style-type: none"> ✓ Use equipment properly ✓ Share ✓ Play fair 	<ul style="list-style-type: none"> ✓ Voice Level “1” ✓ Remain in your assigned seat
Responsible 	<ul style="list-style-type: none"> ✓ Remain on task ✓ Make good choices ✓ Accept consequences ✓ Report problems to teacher 	<ul style="list-style-type: none"> ✓ Keep it clean ✓ Demonstrate self-control ✓ Walk with purpose 	<ul style="list-style-type: none"> ✓ Keep it clean ✓ Use water wisely ✓ Use one paper towel ✓ Use one pump of soap 	<ul style="list-style-type: none"> ✓ Get utensils, napkins and milk ✓ Keep tables and floor clean ✓ Report problems to cafeteria monitors ✓ Eat promptly 	<ul style="list-style-type: none"> ✓ Follow directions ✓ Return equipment when done 	<ul style="list-style-type: none"> ✓ Follow driver’s directions ✓ Sit facing forward ✓ Report problems to the driver
Safe 	<ul style="list-style-type: none"> ✓ Come prepared ✓ Use materials appropriately ✓ Do your best ✓ Follow directions 	<ul style="list-style-type: none"> ✓ Face forward in line ✓ Walk at all times ✓ Stay off the walls 	<ul style="list-style-type: none"> ✓ Quietly return to class ✓ Wash hands 	<ul style="list-style-type: none"> ✓ Walk quietly in line ✓ Remain in seat ✓ Follow monitor’s directions ✓ Return to class with teacher 	<ul style="list-style-type: none"> ✓ Line up when called ✓ Be alert ✓ Follow game rules 	<ul style="list-style-type: none"> ✓ Take all belongings ✓ Seat to seat, back to back ✓ Obey bus safety rules at all times

DUNLEITH ELEMENTARY STAFF

ADMINISTRATION	FRONT OFFICE	INSTRUCTIONAL SPECIALIST	INSTRUCTIONAL SUPPORT
Dr. Nikea Hurt, (Principal)	Rachel Louie, (Principal Secretary)	Dana Blair (School Improvement)	Dr. Kara Johnson (Instructional Coach, K-2)
Dr. Rachel Brown-Miller, (Assistant Principal)	Cynthia Tapia, (Clerk)	Brian Evans (Behavior Specialist)	Dr. Tamara Alexander (Instructional Coach, 3-5)
	Davita Miller (Clerk)	Dr. Selina Hutto (Special Education Lead)	Jennifer Jordan, (K-1 EIP Liaison)
	Raquel Galvan, (Parent Liaison)		Marchketa Smallwood, (2-3 EIP Liaison)
			Quinisha Saunders, (4-5 EIP Liaison)
			Brandey Conn (Gifted)
KINDERGARTEN	FIRST	SECOND	THIRD
Shannon Bourne	Michelle Butler	Giles Hill	Carine Venzen
Teresa Mills	Maria Bowles	Ruth JeanBaptist	Jason Whitaker
Star Langford	Lacy Storie	Melanie Jackson	Tiffany Moody
Kymerli Williams	Savanah Hokanson	Aimee Webb	Madison Hendricks
Autumn Martin	Kali Ramsey	Ana Hogan	Stephanie Wrobel
		Sharon Kleckley	Morgan Ryan
			Leslie McAlphin
FOURTH	FIFTH	EXTRA-CURRICULAR	STUDENT INSTRUCTIONAL SUPPORT
Alicia Freeman	Quiana Bryant	Elizabeth Bedell (PE)	Dr. Quintella Ezekiel (EIP)
Amanda McClain		Zach Shelton (PE)	(EIP)
Rosangela McDowell	Daniel Wilson	Margaret Scally (Art)	Adrienne Lemoine (ESOL)
Mary Lemon	Ashlee Waters	Joyce Ellsworth (Spanish)	Erika Blackstock (ESOL)
Haley Milling	Hope Walker	Veena Ly (Computer)	Wendi Flores (ESOL)
		Abbie Stevenson (Media Center)	Ezenwanyi Onwuzuruoha (Speech)
		Daniel Frisbie (Music)	Linda Gero (Special Ed.)
		Paula Gundlach (Computer Tech)	Dr. Evelyn Chivers (Special Ed.)
STUDENT SUPPORT SERVICES	PARA-PROFESSIONALS		
Shronna Latimore(Counselor)	Dana Parker (Kindergarten)		
Dr. Arlene Barrow (School Psychologist)	Roslyn James (Kindergarten)		
	Sandra Roth (Kindergarten)		
	Naomi Jaquez (Kindergarten)		
	Mary Williams (Kindergarten)		
	Lavonna Hyde (PE)		
	Marilee Knox (Media center)		
	Freddie Early (Special Ed)		
	Corrine Smith (Special Ed)		

