

# Student Handbook



## Dyer School

322 E. College Street

Dyer, TN 38330

Phone: 692-2444

[www.dyerschool.org](http://www.dyerschool.org)

This handbook is prepared to provide information for students and parents/guardians concerning policies, procedures, and activities at Dyer School.

## **Mission Statement**

The mission of Dyer School, through the cooperative effort of parents, students, community, and school personnel, is to provide a safe, nurturing environment where students will have the opportunity to reach their fullest potential.

## **Our Beliefs**

- We believe that education should be a cooperative effort among students, parents, community, and school personnel.
- We believe that our school should maintain an atmosphere that is safe, clean, and nurturing where respect for each other is a priority.
- We believe that each student should have the opportunity to reach his or her maximum potential.
- We believe that students should be encouraged to become responsible, law abiding, and productive members of society.

We want our students to be:

- Effective communicators
- Critical and creative thinkers
- Able to work with others
- Respectful of authority
- Computer literate
- Able to follow directions
- Able to read and apply math skills
- Just, fair, and dependable
- Effective information gatherers
- Able to adapt to change

## Code of Conduct

In order to maintain a positive learning environment, it is necessary to have clear, established rules. These expected behaviors should promote our mission for the students of Dyer School. Violation of school rules will result in disciplinary action. Student misbehaviors disrupt instructional time and infringe upon the rights of others. Rules will be enforced by all staff in a fair and consistent manner. The school behavior policy applies to all school sponsored activities.

### General School Rules

- **Be Respectful**  
*This includes respecting the rights of others and their property, respecting teachers/staff members, and using appropriate language. **No profanity will be tolerated.** In addition, students will take care of books and equipment. Students will be expected to pay for damages and any vandalism will result in disciplinary action.*
- **Be Prepared**  
*Bring books, paper, pencils, and completed assignments to class daily.*
- **Be on Time**  
*Students should arrive at school prior to 7:50 each day. Teachers will begin instruction on time and students are expected to be in the classroom ready to learn.*
- **Avoid Violence**  
*Fighting will not be tolerated. Students involved in fighting and acts of violence will be punished. Students must resolve conflict in an appropriate manner.*
- **Be Honest**  
*Students should do their own homework and assignments, avoid giving or receiving help during tests, be truthful, and never take items that belong to others.*
- **No Illegal Substances on School Property**  
*This includes drugs, alcohol, tobacco, or weapons.*

**Note: All school rules apply when riding the school bus and during all school-related activities.**

## **Classroom Rules**

Each teacher will have classroom rules that apply to behavior while students are in their classrooms. The rules will be posted and students will be given a clear explanation of behavior expectations and the results of misbehavior. These classroom rules will conform to the general school rules and discipline code.

## **Disciplinary Procedures**

When a violation of a school rule occurs, punishment is expected and will be administered according to the discipline code. See examples below of possible infractions and consequences.

## **Checkmark System (Grades 5-8)**

1. Warning
2. Isolated Lunch and meeting with teachers.
3. Two isolated lunches and loss of Good Behavior Party
4. Phone call to parent and special assignment during activity period
5. ISS

**Severe Clause:** For immediate/severe discipline issues, the student will be referred to the office. That student will immediately lose the privilege of going to the Good Behavior Party, regardless of number of checkmarks.

## **Good Behavior Party**

There will be a Good Behavior Party each six weeks to reward outstanding behavior. Once a student has reached three checkmarks, they will not be permitted to attend the Good Behavior Party for that six weeks. The checkmarks will start over when a new marking period begins. Students not attending the Good Behavior Party are still expected to be present on these days and will be given extra assignments to complete.

## Discipline Examples

<b>Offense</b>	<b>1<sup>st</sup> Violation Consequences</b>	<b>2<sup>nd</sup> Violation Consequences</b>	<b>3<sup>rd</sup> Violation Consequences</b>
<b>Cutting class/Leaving campus without permission</b>	<b>1 day ISS Parent Contact</b>	<b>2 days ISS Parent Contact</b>	<b>1 day OSS Parent Contact</b>
<b>Violation of Dress Code</b>	<b>Change of Clothing Parent Contact</b>	<b>Change of Clothing Parent Contact</b>	<b>Change of Clothing 1 day ISS Parent Contact</b>
<b>Violation of Cell Phone Policy</b>	<b>Phone held in office for 1 day</b>	<b>Phone held in office for 1 week</b>	<b>Phone held in office for 1 month</b>
<b>Disrespect or profanity directed at administration/faculty/staff</b>	<b>1 day ISS Parent Contact</b>	<b>2 days ISS Parent Contact</b>	<b>1 day OSS Parent Contact</b>
<b>Fighting</b>	<b>ISS/OSS (Depending on severity of the action) Parent Contact</b>	<b>ISS/OSS (Depending on severity of the action) Parent Contact</b>	<b>ISS/OSS (Depending on severity of the action) DHA Hearing for unruly behavior; Parent Contact and meeting</b>
<b>Sexual Harassment</b>	<b>ISS/OSS depending on severity of the action; Parent contact</b>		
<b>Damage of Property</b>	<b>Student held financially responsible for repair or replacement; ISS/OSS depending on severity or theft; parent contact</b>		
<b>Bus Behavior</b>	<b>Report from bus driver will be reviewed; consequences could include assigned seating on bus or loss of riding privileges based on severity of actions.</b>		

## Attendance

Students are expected to be in school each day. Absences will be excused for these reasons:

- 1) Illness of the student
- 2) Serious illness or death in the immediate family
- 3) Emergency medical or dental attention
- 4) Special religious observances

Parents are asked to notify the school when a child is going to be absent. This should be done as early as possible in the mornings. If not, parents will receive a call to verify that the student is absent. Students should bring a note upon returning to school describing the reason for the absence. **It is the student's responsibility to obtain make-up work from teachers.** Students will have one day for each day missed to complete make-up assignments. Parents are requested to make routine dental and medical appointments after school hours. *A dentist note will not be accepted for an entire day unless there was extensive work done and the note states the extent of the work.*

Per school board policy, each student will be allowed to submit a maximum of **five** parent notes throughout the course of the school year for excused absences. After these five parent notes, only a doctor, dentist, or funeral note will be accepted for an excused absence. Every three unexcused tardies will count as an unexcused absence. After the 8<sup>th</sup> unexcused absence, a phone call to the parent or certified letter through the mail will indicate a warning of truancy danger. Upon the 10<sup>th</sup> unexcused absence, a child will be reported to the Gibson County Truancy Board. Please note that students can be retained for absenteeism. The principal has the authority to waive any case that violates this policy due to unusual or exceptional circumstances.

*\*Students arriving late or leaving early must be signed in/out in the office.*

## Attendance Recognition

Students will be recognized and rewarded monthly for perfect attendance. All students with perfect attendance will also be entered into a monthly drawing. Perfect attendance certificates are rewarded at the end of the school year. Tardies (coming in late or leaving early) will prevent a student from being eligible for perfect attendance.

## **Student Dress Code**

Students are asked to dress in an appropriate manner. Clothing that attracts unnecessary attention, poses health or safety problems, or creates an embarrassment for others is unacceptable.

- 1) Shorts can be worn anytime. Shorts must be worn to mid-thigh (in most cases we use the finger tips measurement). Skirts must be no more than 3 inches above the knee.
- 2) Hats or caps not allowed to be worn in the buildings and should not be brought to school except on designated days.
- 3) Trench coats or large bulky clothing should not be worn at any time.
- 4) Only girls may wear earrings. Tongue, eyebrow, or other visible piercings are not permitted.
- 5) Spaghetti strap tank tops are not permitted unless covered by a sweater or jacket at all times.
- 6) Midriff will not be exposed at any time. If a student raises his/her hands above the head and stomach shows, the shirt is inappropriate.
- 7) Pants will be worn around the waist. They may not hang below the waist. Pants should be free of rips or holes.
- 8) Clothing that is, in the opinion of the principal, to be suggestive or offensive will not be allowed. This includes any clothing that is gang related or depicts any form of violence, sexually explicit messages, or crude humor.
- 9) Leggings must be worn with shirts or dresses that are no more than 3 inches above the knee.

Students that violate dress code will be required to contact parents for a change of clothing. Students will not be permitted to attend classes until clothing complies with dress code.

## **Cafeteria**

Students are expected to be orderly and follow procedures while in the cafeteria. Breakfast is served daily beginning at 7:25 and ending promptly at 7:50. All Dyer School students receive free breakfast and lunch.

## **Majority to Minority Transfer Policy**

The GCSSD shall permit students from other school districts to transfer to the GCSSD if race of the student who plans to transfer in is in the minority at the GCSSD school to which he/she applies to transfer. These requests will be considered only if there is space available.

## **Mobile Electronic Devices**

All students have the right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the instructional process. We acknowledge the importance of electronic communication between students and parents. In addition, we acknowledge the potential of devices to achieve large-scale impact on learning. Therefore, students are permitted to have mobile devices in school, but only allowed to use at the discretion of their teacher and/or the administrator for instructional purposes. **Devices should be turned off unless instructed otherwise by the teacher and/or administrator.**

In permitting the possession of such devices, the district, the school site, its administration and employees assume no liability for the loss or damage of the device.

During times of testing, teachers may request that students place phones in a secure location in order to reduce the possibility of compromised test security.

Students in violation of the policy will have their devices confiscated and held by the administrator. Parents will be contacted and asked to pick up the device.

Mobile devices are not to be used for unethical or unlawful purposes. A student who violates this policy may be prohibited from ringing a device to school or school-related activities and/or may be subject to discipline.

## **Athletics**

Dyer Junior High School participates in boys and girls basketball, boys and girls cross country, and cheerleading. We combine with other district schools to participate in football, baseball, softball, soccer, golf, and volleyball.

Performance in athletics is extracurricular and therefore secondary to academic performance. Student athletes must maintain passing grades, obey school rules, and maintain appropriate behavior. Players are expected to attend practice sessions. Coaches and players will work together in an atmosphere of mutual respect. Violation of rules and team policies may result in removal from the team.

## **Band**

Band is available for students in grades 6-8. In this program, students receive musical instruction and given opportunities to participate in a variety of concert and marching activities.

**Grading System**  
(Grades 2-8)

A.....	93 – 100
B.....	85 – 92
C.....	75 – 84
D.....	70 – 74
F.....	Below 70

**Honor Roll**

Students in grades 5 – 8 with an average of 92 or higher and no grade below and 85 for the six week marking period will be on the honor roll.

**A Honor Roll**

Student must have all As for the marking period.

**A/B Honor Roll**

Student must have all As and Bs or all Bs (no grade below and 85) for the marking period.

**Beta Club**

Membership is based on scholastic achievement and character. Students completing the first semester of 6<sup>th</sup> grade are eligible for consideration.

**Honor's Trip**

Students making the honor roll four times out of the first five six weeks, with an average of 92 or above and no grade below an 87 will be eligible to attend the Honor's Trip at the end of the school year.

## **First Aid Policy/Medication**

If under exceptional circumstances a student is required to take prescription or non-prescription medication during school hours and the parent cannot be at school to administer the medication, only the Principal or principal's designee (the school nurse if available) will assist in self administration of the medication. Students are not allowed to self-carry medication unless special circumstances exist such as medication needed for emergency treatments (epi-pen and inhalers) or chronic conditions (diabetes and cystic fibrosis). Please speak with the school nurse to discuss procedure and documentation in these circumstances. **ALL MEDICATIONS that are administered or self-administered at school require proper documentation be in place in the principals or nurses office.**

*The following rules apply to medication at school:*

Prescription and non-prescription medications must be brought to school and removed from the school by the parent.

**Documentation must be in place for a student to receive medication at school.**

- **Prescription medications-must be in a properly labeled bottle with the student's name, name of medication, name of physician, time to be administered dosage and directions, possible side effects if known and termination date of medication. This medication must be up to date. If your child will be taking the medication at school and at home you will have to ask your pharmacist to split it in two bottles. Only a pharmacy labeled bottle will be accepted at school.**
- **Prescription medication must have a signed medication form at school that has both parent and doctor signature. These forms are available online at the GCSSD web page or from your school nurse/office.**
- **Non-prescription medication must be brought to school by the parent/guardian in an unopened, labeled bottle and must be the right dose for the students age/size. We will only administer this medication based on the label recommendations.**
- **Non-prescription medication must have a signed medication form at school with the parent signature.**

We will not administer medications on an as needed basis for those students who do not have the medication and documentation at school.

Please help us keep your child safe by notifying us of, and supplying us with any emergency medications your child may need.

## Parents/Guardians

Please sign the statement below verifying that you and your child have received a copy of the handbook and reviewed the content together. Return this signature page to your child's homeroom teacher within one week.

- I have read and understand all of the rules set forth in this handbook.

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**