

# Dyer Elementary

## 2025-2026

### Supplemental Student/Parent Handbook

For use with the Gwinnett County Public Schools 2024-2025 Student/Parent Handbook

1707 Hurricane Shoals Road

Dacula, GA 30019

[www.gcpsk12.org/dyeres](http://www.gcpsk12.org/dyeres)

School Hours: 8:15am-2:45pm

Office: 770-963-6214

Fax: 770-338-4775

Clinic: 770-338-4774

Cafeteria: 770-338-4783

Counselor Grades (K,2 &4) - Brooke Young: 770-338-4782

Counselor Grades (PK,1,3 & 5)- Melody Ellis: 678-407-8829

Parent Liaison - 770-639-3419

Student Data/Records - 770-338-4771

Transportation: 770-513-6881.

#### Administrators:

Michael DiFilippo - Principal

Kelly Nix - Assistant Principal (Grades K & 1)

Jewel Anderson - Assistant Principal (Grades 2 & 3)

John Hunsinger - Assistant Principal (Grades 4 &, 5)

Sally Armstrong - Assistant Principal (Special Education)

Building Opens to Students: 7:45AM

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

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

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

**No Check-Outs After 2:15PM**

## **Absence/Illness:**

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

## **Arrival:**

The instructional day officially begins at 8:15AM. Students may not enter the building until 7:45AM. If a parent/guardian has a scheduled conference with a teacher prior to 7:45AM, the teacher will meet the parent/guardian in the lobby. Parents/guardians should **ALWAYS** be prepared with ID and must have a visitor's badge to move about the building. Students who are not in their classrooms by the 8:15 bell will be marked tardy by their teachers. Students purchasing breakfast should report directly to the cafeteria. All other students should go directly to their classroom. (In the event that a bus should arrive late to school, its passengers will not be counted as tardy.) Please arrive early enough to allow your child to be on time. Our morning news program, WDBN, airs daily at 8:05AM.

## **Birthday Celebrations:**

Student birthday celebrations will be conducted with the student's homeroom class during lunch. Only ONE birthday treat is permitted due to time constraints. Please be sure to let the teacher know in advance so that she may alert the cafeteria monitors of any allergies. No balloons, party favors or additional food items (chips, pizza, drinks etc.) are allowed.

If you would like to purchase ICEES for your child's class in lieu of cupcakes, etc., you may do so via MyPaymentsPlus. The cost is \$30 per class, you must give a minimum of 48 hours notice in order to allow time for processing.

Please note that students may only choose one treat on days that ice cream/Blue Ice are offered.

The school will not accept delivery of celebratory items such as flowers and balloons.

Out of school party invitations may only be distributed during non-instructional time and to ALL class members.

## **Cafeteria:**

A well-balanced, hot lunch is offered for \$2.50 daily (12.50/week). Reduced lunch is \$0.40. Extra milk can be purchased for an additional \$0.40 and an additional entree can be purchased for \$2.25. Breakfast is available between 7:45-8:15 a.m. at a cost of \$1.75 daily. Reduced Price student breakfast is \$.30. If your child wishes to purchase milk only, the cost is \$.40. Your child may pay cash daily or payment can be made online at MyPaymentsPlus.com. Carbonated beverages and/or beverages in glass containers are not permitted in the cafeteria.

### **Prepaying:**

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

### **Online Prepaying:**

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

### **Charging Meals:**

If a child forgets his lunch money, he/she may charge a regular lunch. Charges are not allowed for supplemental or ala carte items. Once the charge limit has been met (\$11.25) the student may receive a designated alternate meal at no charge as defined by the School Nutrition Program. A charge notice will be completed for each occurrence and notification will be sent home to the parent/guardian through the student. Additionally, once the charge limit has been met the parent/guardian will be notified by the local school via phone call, letter, or email. A charge list will be provided to the Principal at the end of every month and upon request. Charging for meals will not be allowed after April 30th. Thank you for making sure your child has money in his/her meal account. **Please help us keep down the cost of school lunches by paying charges promptly.**

### **Free and Reduced Meal Applications:**

Free or reduced lunches are available to children of parents whose income is within certain ranges. Forms are available on the Dyer website ([GCPSK12.or/DyerES](http://GCPSK12.or/DyerES)) or at: <https://www.nlappscloud.com/>

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

## Cell Phones & Electronic Devices:

To align with **Georgia House Bill 340 (2025 Legislative Session)**, Dyer Elementary prohibits student use of **cell phones and personal electronic devices** (including smartwatches and similar devices) during the school day—from the first bell to the last.

All such devices **must be powered off and stored in students' backpacks** while on campus during school hours. Please note that Dyer ES and GCPS are not responsible for any damage, theft, usage, usage charges, or loss of this non-school-district equipment.

For emergencies, students should use the front office phone with teacher permission to call home. If a student is not feeling well, they should report to the clinic, and staff will notify parents/guardians. Parents should not expect students to check cell phones for messages during the school day.

If a student is found in possession of a device during the school day, it will be collected by an administrator and returned to a parent. While no disciplinary action will be taken for a first offense, any additional violations will be addressed in accordance with GCPS discipline guidelines.

## Change of Address or Phone:

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

## Check-Outs:

Students will be released from the front office only. Teachers do not release students without notification from the office. For the safety of students, **you must present a photo I.D. at the time of check-out**. Additionally, we ask that you let the teacher know if you plan to check a student out early, that way they will have their belongings with them as they travel throughout the building. **NO** students will be allowed to go back to their class to retrieve such items if they are at lunch, specials, or recess, because the classrooms are locked at those times. Relatives, neighbors or others will only be allowed to check out students if written parent/guardian authorization is on file and has been verified. **There will be no check-outs after 2:15 PM.**

## Classroom Snacks:

Please check with your child's teacher regarding their policy on snacks in the classroom. However, we ask that you refrain from sending in any red-colored drinks.

## **Communication:**

### **Bear Essentials (weekly school newsletter):**

Each Friday, the school publishes its weekly newsletter, The Bear Essentials. This is the best place to obtain information on the current events happening within the school and our community. The newsletter is emailed directly to parents via Parent Square using the email address(es) and user preferences on file. In addition it is posted on our school website and the Dyer Facebook page.

### **Friday Folder:**

Each student is provided with a weekly communication folder that will be sent home each Friday. One side of the folder holds student work to be reviewed and kept at home. The other side contains paperwork that needs to be reviewed/completed and returned to school.

### **Messages to Students:**

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

### **Messages to Teachers:**

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

Teacher's first name.Teacher's last name@gcpsk12.org

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

### **Parent Conferences:**

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

### **Parent Portal:**

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

## **Clinic:**

The school clinic is staffed by a highly qualified clinic worker. The clinic hours are 7:45AM-3:30PM. First aid is administered in the clinic. All medications must be brought to the clinic by the parent. Students are not allowed to transport medication to/from school.

Medication must be in the original container and prescriptions must have the prescription label on the medication. Medication must be stored and administered in the clinic only. The teacher will not be held responsible for medication. Should it be necessary for a student to have medication for any duration of time, a parent/guardian must complete the GCPS Medication Permission Form provided to you in the clinic. All medications need to be picked up by the parent at the end of the school year. Any medications left at the end of the school year, after the clinic has given you a courtesy reminder call to pick them up, will be discarded.

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

## **Closing of School:**

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

## **Counseling:**

Dyer's school counselors are trained in developmental counseling. Developmental counseling is a preventive approach to helping children. Through classroom guidance, small group and individual counseling, counselors can teach life skills. The types of life skills focused on are self-acceptance, conflict management, coping skills, occupational awareness, study skills, personal safety, and personal growth. Teachers, parents, students and administrators may refer to the school counselor at any time. Parents may send a note or contact the counselor by phone to

set up an appointment. Classroom guidance is scheduled monthly and the counselor sees students individually as needed. Small groups are formed in the fall and spring as needed per teacher and parent referrals to discuss topics such as grief, classroom work habits, study skills and changing families. Group counseling requires parental consent. Dyer's counselors are available for consultations with teachers, administrators and parents, coordinate a variety of programs for children and parents, arrange parent previews of materials and conduct parent workshops.

### **Deliveries:**

The school is unable to accept deliveries for students. This includes celebratory items such as flowers and balloons as well as food deliveries from parents or delivery services.

### **Discipline:**

Please refer to the GCPS Student-Parent Handbook. This was distributed electronically via MyPaymentsPlus at the beginning of the school year and can also be found online at <https://www.gcpsk12.org/Page/27367>

### **Dress Code:**

Students are encouraged to dress appropriately, suitable to weather conditions, and in good taste. Tank tops, tube tops, crop tops, halters, and clothing advertising drugs, alcohol, cigarettes and/or depicting violence is not permissible. No pajamas, costumes, hats, bandannas or hoods are to be worn in the building unless it is a planned school activity. The administration has the discretion to make additions or changes to the dress code if or when a student's dress or appearance adversely affects students' learning at Dyer. When inappropriate clothing is worn, parents will be called to provide appropriate dress. If a parent/guardian cannot be reached, a change of clothing from our clinic will be provided.

### **Field Trips:**

Each grade level will participate in field study trips which are linked to classroom learning and the curriculum. Expenses (if applicable) are requested to cover class sponsored field study trips. No child is denied the opportunity to participate for not being able to contribute toward the trip cost, and special scholarships are available for students needing them. However, if sufficient funds are not collected, it may be necessary to cancel a planned event. Additionally, please know that field trips are scheduled and paid for in advance, therefore, hard deadlines for payments must be set. Unfortunately, there are **NO** exceptions after the payment due date. Also, parents are often asked to help chaperone these trips. Younger siblings may **not** accompany parents on the school bus or on the field trip. Please note, in order to be marked present for the day, and to participate in group tours, students are required to come to school the morning of the field trip, and ride to and from the location with their class.

### **Fundraisers:**

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

## **Homework:**

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

Homework is:

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

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

## **Ice Cream:**

Students may purchase ice cream on Fridays for \$2.00 to be eaten during their lunch period after they have eaten their lunch. In addition, Bruster's Blue Pop Ice will be offered for \$2 on several occasions throughout the year. Please check the school calendar and/or watch the school newsletter for dates. (Proceeds from the sales of Bruster's Blue Pop Ice will directly benefit our PBIS Program.)

If you would like to purchase Icees for your child's class, you may do so via MyPaymentsPlus. The cost is \$30 per class, you must give a minimum of 48 hours notice in order to allow time for processing.

## **Impaired/Handicapped Access:**

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

## **Individual Sales:**

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

## **Insurance:**

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

## **Internet:**

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

## **Late Arrivals/Tardies:**

Parents support learning by helping students arrive at school on time.

Students are tardy if they are not in their classrooms by the 8:15AM bell. Students arriving at school after 8:15AM must be accompanied by a parent or guardian to the front office to check-in. We ask that you do not pull up to the curb, but pull into a parking space. The lane in front of the school is a fire lane. Students will be issued a pass before reporting to class. We ask that parents not walk their child to the classroom. Students must attend at least a half-day (arrive before or leave after 11:30 AM) to be counted present for that day.

## **Lunch Visitors:**

You are always welcome at Dyer Elementary. For you and your child's protection, all visitors must show photo ID at the door and then check in at the front office, present photo ID, and obtain a visitor's pass. Visitors must be listed on the student's authorized pick-up list or parents/guardians may send a note to their child's teacher that morning granting permission for a designated guest to visit their child. A visitor's badge must be worn at all times while in the building. Our staff has been instructed to stop any visitor without a visitor's badge, and redirect them to the office to check-in. Before leaving school, visitors need to return to the front office to sign-out, and return their visitor's badge. Please note: lunch visitors must sit with their student at a visitor's table only, you may not eat with the class or have a friend join you.

Due to increased enrollment, seating is very limited in our cafeteria, as such we must limit the number of visitors to two per student. In order to accommodate our lunch visitors, we have designated days in which each grade level can receive lunch visitors. Students in grades 1, 2 & 3 may receive lunch visitors on Mondays & Wednesdays and students in grades K, 4 & 5 may receive lunch visitors on Tuesdays and Thursdays. No lunch visitors will be permitted on Fridays. In addition, there will be several days throughout the school year where lunch visitors will not be permitted due to schedule changes (i.e. early release, EOG testing, etc.). These dates will be communicated in our weekly newsletter, The Bear Essentials and posted on our school website.

## **Lost and Found:**

Dyer Elementary maintains a "Lost & Found". Students are expected to bring their items in from the playground daily, and will receive a gentle reminder from his/her teacher. ***Items not claimed at the end of each month will be donated to charity.*** We send clothing worth hundreds of dollars to charities several times each year. **PLEASE, clearly label all items brought to school with the child's full name.** Lost items are stored next to the gym.

## **Make-Up Work:**

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

## **Moment of Silence:**

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

## **Parties:**

County policy allows for two parties per year on days designated by the individual school. Dyer students have a Winter Party and an End of the Year Party. Check the school calendar on our website for specific dates. ***No other parties, including birthday parties, are allowed.*** For more information regarding birthday celebrations, please refer to the Birthday Celebrations section listed above.

## **Personal Property:**

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

## **Pictures:**

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

## **Promotion / Retention:**

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

## **PTO:**

Every parent/legal guardian is automatically a member of our PTO. While dues are not required for membership, the PTO depends on your annual voluntary donation to keep all sorts of wonderful things happening for the children. (Some examples of programs we plan to include this year are: Fall Festival, Donuts with Grownups, and cultural arts programs such as a visit from famous Carmen Agra Deedy, truly the list goes on and on.) Please consider making a contribution to help support these wonderful programs. An amount of \$10 per family is suggested but any amount is greatly appreciated, and 100% of your donation will stay right here at Dyer. Contributions can be made on the Dyer PTO website. We would also like to take a moment to invite you to join our meetings to raise your concerns, contribute your ideas and talents to better our school. All of our meeting dates and activities will be posted regularly on the school calendar, and communicated in our school newsletter, The Bear Essentials.

## Report Cards:

Student progress reports are issued on an eighteen week basis at all elementary schools. Please check the school calendar for issue dates. The grading scales are as follows:

### Kindergarten and First Grade:

Students are assessed on progress toward the AKS using the following scale:

- E- Surpasses Standards
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

### Grades 2-5:

The following scale is used to assess student acquisition of grade level AKS:

- A= 90 and above Excellent Progress
- B= 80-89 Above Average Progress
- C= 70-79 Average Progress
- U= 0-69 Unsatisfactory Progress/Failure of Acceptable Progress

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

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

## School Council:

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

## Security Plan:

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

## Spirit Wear:

Dyer school spirit wear will be sold through our PTO. Profits from spirit wear sales will serve as a PTO fundraiser. Each Friday is spirit wear day at Dyer.

## Student Placement in Classes:

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

## Transportation

### Buses:

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

1. Names of parent and student, contact phone number, and address of the student your child is going home with on the bus.
2. Name of parent requesting emergency transportation along with the reason for the change, contact phone number for verification, day of week and date(s) that you are requesting a bus pass (not to exceed 10 consecutive school days). This note must be signed and dated as well.
3. Any permanent alternate address changes (other than home) are subject to approval from the GCPS transportation department.

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

### Car Riders:

Registration for Dyer's Car Rider Program is accomplished by completing a Transportation Parent Authorization form and submitting it to the front office. All students will be issued a car rider windshield tag & number, regardless of their regular method of transportation. We do this because a car rider window tag is required when a student stays after school for a club; in addition, it makes it easier for parents to pick up in the car rider lane on occasion when necessary, (transportation change note still required). Please keep your car rider window tag in your car at all times. Additionally, daily car riders will receive a car rider tag for their book bag

and it must stay on at all times. **All car riders must have a car rider window tag**, if you do not have a car rider tag, you will need to come to the front office, and show ID to check out your child. If you lose your car rider window tag, a replacement can be obtained in the front office. Please read carefully the following car rider expectations and procedures:

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

- Please have your child prepared to exit your car from the passenger side once you enter the unloading area. This means that book bags, lunchboxes, and other items need to be in your child's hands or secured on his/her back in order to make an immediate exit from your vehicle once stopped and inside the unloading zone.
- Goodbye hugs and kisses need to take place BEFORE entering the unloading zone! This will help keep our arrival process running safely and smoothly.
- **Once inside the unloading zone and after coming to a complete stop, (please put cars in park to avoid accidental rolling) your child is to exit your vehicle on the right hand side on his/her own and then shut the door to your vehicle.**
- Please do not use cell phones during this process.
- Duty personnel will be standing at the beginning, middle, and ending points of the unloading zone should an emergency arise. However, it will be up to your child to open and close your vehicle door.
- After the 8:15 AM bell, you must park and walk your child to the front office for late check-in.
- **No left turn** when exiting between 7:45 – 8:25

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

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

### **Day Care Transportation:**

Parents must complete a [Transportation Parent Authorization](#) form in order for their child to be allowed to ride a GCPS bus or day care bus. If you need to change/update your information, a new form can be obtained in the front office or on the [GCPS website](#). Parents of students being transported to a daycare facility by a GCPS bus or private day care must provide the school with a copy of the day care verification letter to include the start date and day care director's signature. An official bus pass must be obtained each day the student will not attend day care (listed on the Transportation Parent Authorization Form) to ride the GCPS bus to his/her home address. The student must have a hand-written note for the change as well. Please see instructions below in "temporary transportation changes".

### **Temporary Transportation Changes:**

The school must be notified in writing to request a transportation change different from the original agreement made at registration. **For your child's safety, no changes will be accepted via telephone or email.** A written request must be signed, dated, and include your child's name, teacher's name, reason for change, and a telephone number where you can be reached that morning. Notes must be submitted to your child's teacher when they arrive at school for the day. If your child is going home with another student, the note must also include the names of that student and their parent, that parent's phone number, and their address if riding the bus. **Bus Passes can NOT be issued for play dates, birthdays, Girl/Boy Scouts meetings, weekend sleepovers or any other reason except for an emergency as determined by a school official. Changes can only be for a maximum of a 10 day period, then a new note must be submitted. Transportation changes will not be accepted after 12:30PM.**

### **Visitors:**

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