

# Puckett's Mill Elementary School



## Parent & Student Handbook 2010-2011

*“Soaring Above the Rest”*

2442 S. Puckett's Mill Road  
Dacula, GA 30019  
678-765-5110 - Office  
678-765-5240 - Fax  
[www.puckettmill.org](http://www.puckettmill.org)



**PUCKETT'S MILL ELEMENTARY SCHOOL**  
2442 S. Puckett's Mill Road – Dacula, GA 30047  
678-765-5110 (SCHOOL)  
TBD (FAX)

*“Soaring Above the Rest”*

Michelle Farmer  
Principal

Suzanne Pierce  
Assistant Principal

Lesley Pendleton  
Assistant Principal

Stephanie Stewart  
Assistant Principal

Heather Heigl  
Counselor

Ginna Smith  
Counselor

J. ALVIN WILBANKS  
SUPERINTENDENT

Dear Puckett's Mill Families,

Welcome to the 2010-2011 school year! We are as excited as you to begin a learning filled year at Puckett's Mill Elementary. Our highly talented and encouraging staff is eager to work with such motivated students and supportive parents as those we have here at our school. The partnership between school, home, and community is vitally important to the future of our children. Puckett's Mill Elementary has the potential to be a very special school. As we begin this school year, I challenge each of you to commit to high levels of support and involvement with our school through attending meetings, staying in close contact with your child's teacher, and volunteering in various forms throughout the school this year.

Please take the time to read all of the practices, procedures, and information outlined in this handbook. You are always invited to take an active role in your child's education by participating in any and all of the activities sponsored by our school and PTA that are listed on our school calendar. Weekly communication from the school will be posted on our website and sent electronically to our families. Progress information can be accessed through the Parent Portal. If you do not have access to a computer, please let us know and we will arrange for information to be sent home in Friday Folders. Please encourage your child to always do their best. Be sure your child gets plenty of rest, eats well, has scheduled time to complete homework, and reads daily.

Our Puckett's Mill PTA is extremely active working to support educational programs at our school. All parents are encouraged to become PTA members to help support all of the students at our school. Our goal is to have 100% membership of both families and staff. Our PTA welcomes all questions, comments, and assistance as we work together to enhance the learning opportunities for students at Puckett's Mill Elementary.

At Puckett's Mill Elementary, staff, parents, and students work together to always keep learning first and set high expectations for all. We expect all of our students to be intentional and productive learners and effective leaders each and every day of this school year! We look forward to an incredible school year!

Appreciatively,  
Michelle Farmer, Principal  
& Staff of Puckett's Mill Elementary

**GOOD SCHOOLS MAKE BETTER COMMUNITIES**

# SCHOOL POLICIES & INFORMATION

## Attendance

Regular attendance in school helps develop good habits that will carry over in life. Good attendance correlates very strongly with improved grades in school. School attendance is the responsibility of both parents and students. Attendance is extremely important to a successful school experience for your child as well as for attainment of the Academic Knowledge and Skills (AKS) that is required for promotion from one grade level to the next.

Arrival: Students may enter the building between 7:45 AM and 8:15 AM. Students are considered tardy if they are not in their classrooms at 8:15 AM. Prior to 7:45 AM, the staff is busy planning and is not available to supervise early arrivals. To be counted present for the entire day, students must attend for at least the equivalent of half the school day. Please allow your young child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book bags, etc.

Check In/Check Out: **Students arriving at school after 8:15 a.m. must be signed in by a parent in the office prior to going to the classroom.** Early check out is discouraged. To protect instructional time and create a safe environment, no students may be checked out after 2:15 PM except in emergency situations. Parents should report to the office to check out a student. Photo ID will be required for the safety of your child. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.

Absences: In compliance with State Law, all absences will be classified as unexcused except those for the reasons of personal illness, death in the immediate family, religious holidays, or when school is closed due to inclement weather. A note explaining the absence must accompany each child upon his/her return to the classroom. After 10 absences, an excused absence will require a doctor's verification of illness. Our counselor and social worker will contact parents if excessive absences and/or tardies occur. Parents are urged to make dental, medical, and other appointments for their children after school, on Saturdays, teacher workdays, or holidays if possible. **Please note that vacations are not excused absences.**

## Cafeteria

Lunch Purchases: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a very reasonable price. Meals may be purchased daily on a cash basis or on a pre-paid basis at any time. Please make checks payable to Puckett's Mill Cafeteria and include the child's name and student id number. Pre-payment with a credit card is possible online at [www.mealpayplus.com](http://www.mealpayplus.com). Money will be applied to each student's individual account. Students' id numbers are also required for the online transaction. Lunch accounts can be monitored through this site at any time. Any funds in the account at the end of the school year will carry over to the next school year. Parents requesting a refund should speak to the cafeteria manager.

Student lunches are \$1.75

Adult lunches are \$3.00

Extra milk is \$.40

A La Cart Items are 40¢ - \$1.75

In addition, students may purchase a la carte items. If a student brings a lunch to school, please do not send carbonated beverages, food in glass containers, or items that would require microwaving. Visitors are strongly discouraged from bringing fast food meals into the cafeteria. Students have permission to purchase additional food before they sit down at their table. They will be charged the al la carte price at the register. Students will not be allowed to get up from their table once they are seated until it is time to leave. Students who are allergic to milk or other foods will need to bring a doctor's note to school.

Lunch Charges: Students will be allowed to accumulate a maximum of two (2) charges, at which time they will be offered an alternate meal. Prompt payment of these charges is appreciated. *Low-funds letters will be sent home once a week to inform parents of their students' account balance.*

Free or Reduced Lunches: Free or reduced lunches will be provided for those students whose families meet federal guidelines. Applications can be obtained from the cafeteria manager. New applications are required each year.

Breakfast: *The breakfast program will begin the first day of school.* Breakfast is served from 7:45 until 8:05 A.M and costs \$1.00. Students will go directly to the cafeteria when entering the building. Kindergarten and first grade students will be supervised as they eat in the cafeteria. Second through fifth grade students will eat in their classrooms.

Allergies: Students with food allergies should notify the cafeteria manager. Children with milk allergies need to bring in notification from their doctor in order to replace milk with another choice

Ice Cream/Snacks: Ice cream is sold in the cafeteria at the end of your child's lunch period for \$1.00. Snacks may also be brought from home. Money from a student lunch account may not be used to purchase ice cream.

Lunch Guests: Parents and other guests are encouraged to eat lunch with their children. Room permitting, children may select one additional student to sit with them at the guest table. If guests choose to sit at the round tables, they need to abide by all cafeteria rules which include silence when the music is playing. When visiting for lunch, please meet student's class in the hallway outside of the cafeteria.

Birthdays: Birthday treats will be served in the cafeteria. Please allow children to complete their lunches prior to distributing birthday treats.

### **Change of Address or Phone**

For emergency purposes, we must have updated information on each student. Please notify the office of any changes in address or phone numbers so they can be noted on the permanent file and the clinic and locator cards. **THIS IS VERY IMPORTANT!**

### **Clinic**

The clinic is operated and maintained with financial support from the state and from Puckett's Mill parent donations. Our clinic workers are registered nurses. It is crucial the clinic workers have sufficient emergency information for each child. Parents will be called if a student is too sick to remain in school, has been seriously injured, or is running a fever of 100 degrees or more. Our clinic workers are authorized to administer medications to students if the following guidelines are met: (1) Long-term medicines require paperwork from both the parent and physician; (2) Emergency medications (for bee stings, etc.) require liability release and paperwork from the parent and physician; (3) All prescriptions must be in the original container with instructions clearly stated; (4) In all cases, medication must be brought to school by an adult. Medication will only be administered for the purpose stated on the parent note. All medications must be brought to school by an adult (never by a student). **When your child is sick, please do not send him/her to school and chance infecting others.**

Certain communicable diseases require a physician's note before students can be readmitted to school. Please call the school for additional information.

### **Closing of School/Inclement Weather**

In the event of severe weather or other conditions, the starting time of the school may be delayed or all schools will be closed. Announcements will be made over **WSB AM 750 radio/TV station by 6:30 a.m.** The same process is used in case of early dismissal due to inclement weather.

### **Collection of Money From Students**

Some occasions arise which necessitate the collection of money from students. Money is collected for lost or damaged books, field trips, school pictures, fundraisers, lunch charges, and other items. When money is sent to school, it should be in a labeled envelope with the purpose of the money, the teacher's name, and your child's name.

### **Communication With Parents**

Communicating effectively with our parents is a priority. There are a number of ways we communicate with parents throughout the year:

**Classroom Communication:** Friday Folders will be sent home weekly which will include student work, classroom news, and school wide information. It is critical that you review this information weekly.

**Curriculum and Instruction Communication:** Each parent receives a copy of the Academic Knowledge and Skills (AKS) brochure for their child's/children's grade levels. Specific grade level AKS may be accessed on the GCPS website at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us).

**Email and Internet Communication:** Parents may communicate with the staff through our Puckett's Mill website (<http://puckettmill.org>). Lunch accounts can be accessed at [www.mealpay.net](http://www.mealpay.net). Student academic, attendance and discipline history as well as current grades may be accessed through the Parent Portal at [go2gwinnett.k12.ga.us](http://go2gwinnett.k12.ga.us). Grades will be updated weekly and new data may be viewed each Wednesday.

**Parent-Teacher Conferences:** Early Release conferences are scheduled twice during the school year (November 10 & 11 and February 2 & 3). Additional conferences may be scheduled with teachers, our counselor, or administrators as needed. As a courtesy to the school staff, we ask that an appointment be made for visitation and/or conferences. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. Though it may seem convenient or quick to stop by the room before, during, or after the school day, our teachers' responsibility is to the students in the classroom. The teacher must supervise students at all times.

**Puckett's Mill Communication:** Parents receive weekly "Message from the Mill" updates from the school through mass email and on our school website [www.puckettmill.org](http://www.puckettmill.org). Quarterly, parents will receive "Academically Speaking" from the school. These communications will highlight student recognitions, instructional practices, and positive events happening at Puckett's Mill.

**Telephone/Email Communication:** Phone messages to your child's teacher will be e-mailed to the teacher. Instructional time will not be interrupted to deliver phone messages. Our staff is committed to returning phone calls and/or emails to parents within 24 hours of the parent's contact with the school. Concerns that are specific to your child's classroom or teacher should be addressed with the teacher first. If concerns persist, an administrator or our counselor would be happy to assist you.

### Dress Code

The appearance of a student is primarily the responsibility of the student and the parents. **We expect students to maintain an appearance that is not distracting to teachers or other students or in any way disrupts the instructional program of the school, as determined by an administrator.** Students are encouraged to dress appropriately, suitable to weather conditions, and in good taste. Students are expected to dress in a manner appropriate for school. When a student's appearance is felt to be detrimental to the learning environment and is in violation of any of the stated rules, he/she will be asked to change into clothing kept in the clinic or call his/her parents to bring something more acceptable.

1. Shoes are to be worn at all times. Rubber flip-flops, high heels, and shoes with wheels are not appropriate at school.
2. No bare midriffs for grades K-5. Halter tops, thin straps or tank tops for grades 3-5 cannot be worn without another shirt over/under. No underwear should be visible.
3. No clothing with offensive language, pictures, or alcohol/drug advertisements will be permitted.
4. Hats, sunglasses, etc. are not to be worn except on special days or unless medically needed. **Rolling book bags are not permitted due to size and storage space needed.**
5. Shorts and skirts are of appropriate length when fingertips touch the hem.
6. Only athletic type shoes and appropriate clothing is to be worn to PE. Students who come unprepared cannot participate and their grade will be affected.
7. Extreme hair styles (bright colors, "faux-hawks", Mohawks) and chains on clothing are not permitted. Questionable hairstyles and clothing may be evaluated by an administrator.

### Field Trips

Each grade level may arrange no more than two in-house field trips annually with a total cost of no more than \$20 per child per year. Fifth grade will be allowed one culminating off-campus field trip that may exceed \$20. Field trips will support curriculum objectives and the AKS.

### Fire, Tornado, and Evacuation Drills

Fire, tornado, and evacuation drills are held at regular intervals throughout the school year. Instructions are posted in the classroom indicating how to leave the building in case of a fire and where to go in case of a tornado or emergency evacuation. Children will practice walking quietly and quickly to the designated area. Student behavior which interferes with any safety drill will not be tolerated.

### Gifted Education Program

Gifted Education in the Gwinnett County Public Schools is a part of the system's Center for Educational Programs. The procedures for identifying and placing students in the gifted program, which is funded by the state, are governed by the rules and regulations approved by the State Department of Education. Referrals to the gifted program may come from teachers, parents, peers, or as a result of system wide testing scores. A school's gifted eligibility team reviews referrals to determine which students will be evaluated. A child may be referred once during K-2, once in grades 3-5, once in middle school, and once during high school. The evaluation includes the student's aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

### Grading - Reporting to Parents

Reporting Procedures: Elementary report cards describing a student's progress are sent to parents or guardians every nine weeks. Students' grades in subject areas reflect their achievement of the essential Gwinnett County curriculum (AKS) at their grade level. Grades may also be checked weekly through the Parent Portal. Your child's progress against Gwinnett's reading and writing standards will be shared at conference time. **Students are promoted based on achievement of AKS at a level that the student will be "reasonably successful" at the next grade level.**

Progress Indicators for Kindergarten

Accomplished  
In Progress  
Not Evident

Progress Indicators for First Grade

S+ = Surpasses Standards  
S = Satisfactory  
N = Needs to improve  
U = Unsatisfactory

Progress Indicators for Grades 2-5

A = 90-100 Excellent Progress  
B = 80-89 Above Average Progress  
C = 74-79 Satisfactory Progress  
D = 70-73 Progress Needs to Improve  
U = 0-70 Unsatisfactory Progress

Progress Indicators for Special Areas & Health

S+ = Surpasses Standard  
S = Satisfactory  
N = Needs to Improve  
U = Unsatisfactory

**Guidance and Counseling**

Guidance and counseling services are available to all students through our counselors. The goal of the guidance program is to help students grow toward a more meaningful and satisfying life socially, as well as academically.

**Homeless Children and Youth**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protection for children and youth experiencing homelessness. It provides legal protection for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool programs as provided to other students. Homeless children and youth will have access to education and other services that he/she needs to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.

**Instructional Program**

Instructional Expectations: The Gwinnett County AKS serves as our essential curriculum. These, along with the Indicators of Achievement, define our accountability. Curriculum guides, instructional planners, the AKS database, and core instructional materials are just some of the tools available to help teach and assess the curriculum. It is up to teachers to determine what methods and strategies are needed to help each student achieve the standard curriculum.

Homework: Homework is an extension of the classroom learning process. Homework is one way to provide students more time and opportunity to practice, extend, and apply skills or to preview new learning. It helps students establish self-discipline and study skills. Homework is also a way to keep parents informed and involved with their child's schoolwork. Homework will be used in developmentally appropriate ways to support learning. Some assignments are long-range in nature and require planned study time for their completion.

Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their child. It is very helpful for parents to establish set times to work. If your child has no current assignment, he/she should be encouraged to read.

Agenda books are for students in grades 3-5 to aid communication and foster planning and work completion. Parents are encouraged to check agenda books each day and to communicate with teachers using this tool.

Assessment: Teachers assess student progress in many ways. Progress in reading and writing is assessed using Gwinnett County Public Schools' Reading and Writing Standards. In addition, Puckett's

Mill teachers assess student progress regularly in mathematics computation and problem solving. Finally, teacher-made tests based on the AKS and portfolio assessments help communicate students' academic progress. Students at assigned grade levels participate in national and state standardized tests. Student performance on these tests gives parents an idea of how their children compare with students of the same age taking the same tests.

Individuals With Disabilities Service: It is the practice of the Gwinnett County Public Schools to provide instructional and related services that result in a free appropriate public education for individuals with documented disabilities. Please contact our assistant principal who supervises special education programs for information regarding these services. A teacher or parent can recommend students for evaluation. Special education services support children with learning disabilities, speech and language needs, emotional and behavioral concerns, other health impairments, as well as children with mild, moderate, and severe intellectual disabilities.

Interventions: We provide a number of interventions to assist students when they are having difficulty achieving curriculum and performance standards. Academic contracts are developed for students who are not achieving grade level expectations. These contracts outline interventions for home and school to help the child experience more success. Students on academic contracts are often recommended to attend summer school. Interventions provided at school include reading and math support for struggling students; Early Intervention Program for grades K-5; co-teaching efforts involving gifted, special education, and classroom teachers; Intervention Specialist assistance; and summer school. A Student Support Team operates to provide insight and specific suggestions to help classroom teachers best meet individual student needs. The Student Support Team includes the parent, teacher, administrator, counselor and intervention specialist.

### **Instructional Interruptions**

It is important we keep instructional interruptions to a minimum. Students will only be allowed to call home for emergency reasons with the teacher's permission. They will not be allowed to call for materials, assignments, and lunches, which have been left at home. In the case of lunches, the student will not go hungry, but will be given an appropriate meal. Instructional time will not be interrupted for delivery of homework, snacks, or ice cream money. These items will be placed in the teacher's box/on side table in foyer for pick up. No guarantee is given that items will be picked up that day. Please help your child practice responsibility by having them check for these items before leaving in the morning.

### **Insurance for Students**

Student accident insurance for incidents, which occur at school or on the way to and from school, is available at a reasonable price during the first week of school. School insurance is voluntary and is not handled by the school.

### **Lost and Found**

Items found in hallways, playground, cafeteria, or restrooms will be taken to the Lost and Found which is located upstairs across from Ms. Pendleton's office. Unclaimed articles are donated to charity every nine weeks. Please write your child's name on all personal property for easy identification.

### **Make Up Work**

Children too ill to be in school are generally too ill to work on assignments at home. When students are not well enough to attend school, we believe it is important that they get plenty of rest and concentrate on getting better so they can return to school as soon as possible. Teachers will adjust the assignments if needed to help students focus on the most important skills they missed. However, much of the instruction is hands-on, interactive work that cannot be reproduced at home. Missing assignments due to absences will be made up upon return. If a student is absent for more than one day, a 24 hour notice is required for

make up work to be prepared. Students absent for one day will make up work upon their return to school. Students who miss 10 consecutive days or more may be eligible for homebound instruction.

### Media Center

The media center has books, magazines, software, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day. Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines, and reserved books. The media staff and volunteers are always available to assist those who need help.

### Parent Involvement

PTA: The Parent-Teacher Association is an active part of the school. All PTA programs, activities, and functions are dedicated to the best interest of the children. Please refer to the PTA section of the school website to learn about the many PTA activities and volunteer opportunities.

School Council: The purpose of the School Council is to develop and nurture parent participation, bring parents, community, and educators together to better understand and respect each other's concerns, and to share ideas for school improvement. The Council consists of the principal, teachers, parents, and parents who are business representatives and is governed by guidelines established in Georgia Law. Meetings are open to the public and dates for meetings can be found on our school calendar.

Volunteers: Volunteers are invaluable in helping meet the needs of students and staff. They offer positive influences to promote character and well being. We encourage volunteers to be active participants at Puckett's Mill Elementary. **For the protection of all children, visitors must sign in through the office and wear a visitors badge throughout their visit. Any visitor on campus without a sticker will be instructed to go to the office to sign in and get a sticker. Please take care to dress appropriately when visiting the school.**

Visitation of School and Classrooms: We invite parents to visit their children's classes. During your visit, the regular school program must continue, so please do not expect the teacher to hold a conference with you at this time. As a courtesy to the teacher, please make a prior appointment for classroom visitation. After lunch visits with your child, please allow him/her to return to the classroom to resume instruction.

### Parties

School-wide: Policy permits two school-wide parties on days designated by the local school. PTA Room Representatives plan parties with the classroom teachers.

Birthday: Parents may send in a simple treat, such as cookies or cupcakes (not drinks). Treats should be pre-cut or in individual servings. Please deliver treats to the cafeteria during your child's lunch. Birthday parties are not allowed at school. Please do not send balloons, flowers, etc. to students while they are at school. Unless every child (or all girls/all boys) in the class is receiving an invitation, invitations will not be distributed at school.

### Personal Property

We request that large sums of money and expensive jewelry and clothing not be brought/worn to school. Articles such as MP3/CD players, cameras, computer games, or small toys should be brought to school only at the request of the teacher. Cell phone are permitted at school but may not be used on school grounds. **Weapons and laser pointers are strictly forbidden. Any knife having a blade of two or more inches is considered a felony weapon and should not be brought to school.** Articles brought to school that are inappropriate will be forwarded to the office. Selling items or exchange of money between students is not allowed.

## Pets

Due to safety concerns, no live animals may be brought to school.

## Pictures

Individual pictures will be taken in the fall and spring. Group pictures will also be taken in the spring. Family portraits will be offered in the fall. Parents can expect more information as the scheduled dates approach.

## Registration/Records/Withdrawal

Registration: School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. A copy of the birth certificate, Georgia Immunization form, Vision, Hearing, and Dental form and two proofs of residency will be required for initial registration. A copy of the student's social security number (or waiver form) is required. Students will not be placed on a class list until all registration requirements have been completed.

Records Release: Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll.

Parental Rights: Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review their child's educational records; the right to challenge the content of those records; the right to control the release of the educational records of their child; the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law; and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on their compliance with the law, contact the school. To request an opportunity to inspect and review your child's records, contact the school.

Withdrawal: It is helpful to have at least a twenty-four hour notice when a student withdraws. This gives the teacher time to finalize grades and determine if all textbooks and library books have been turned in and fees paid. If such notice is not provided, we may be unable to immediately give the parent the withdrawal information necessary for entrance into another school.

## Spirit Day

Spirit Days are held each Friday. On these days, students and staff members may wear their Puckett's Mill spirit wear.

## Student Behavior and Management

Goal of Student Management and Discipline: The goal of student management is to provide the best learning environment and instructional program possible for every Puckett's Mill student. We hope to achieve this goal by helping each child learn to take responsibility for his or her behavior choices and by expecting each student to demonstrate consistently appropriate school behaviors. Our Puckett's Mill school-wide expectations are as follows:

\* Be Ready

\* Be Respectful

\* Be Responsible

Classroom Expectations: Classroom management is the responsibility of each teacher. Each teacher will determine expectations specific to his or her classroom as well as a behavior management plan. Teachers will communicate their expectations to students and share them with parents through PTA Curriculum Night, conferences, and regular home-school communication channels.

Interventions and Consequences: Teachers will contact parents if behavior becomes a concern. Serious infractions are dealt with immediately in the office. Consequences for misbehavior will be determined by

administrators. When students are referred to an administrator, parents will receive a copy of the discipline referral form.

### **Student Recognition**

Puckett's Mill students are recognized throughout the year for academic excellence and exemplary behavior. Students may be acknowledged through the Sparrow Hawk Super Stars Award, P.R.I.D.E Award, news show recognition, and awards bulletin board. Teachers will also recognize students with other classroom incentives.

### **Technology**

As part of our efforts to provide high quality educational experiences at Puckett's Mill, our students have access to many instructional technology tools. With the privilege of use comes the obligation to use the equipment responsibly. Students are responsible for good behavior on the school computer network. Access to network services is given to students who agree to act in a considerate and responsible manner. Any member of the staff may suspend specific user access. Use of the Internet must support education and be consistent with the academic expectations of Puckett's Mill Elementary School. Students will access approved "safe" sites only. Parents will be asked to read and sign our school's Acceptable Use Policy during Curriculum Night in August.

### **Transportation**

All students will have a book bag tag indicating how they are to be dismissed each afternoon: bus (yellow), car rider (white), and daycare (blue). Teachers will complete tag information after confirmation from parents at the beginning of the school year. Any time a student's transportation routine changes, the school must be notified in writing or parents should call the school office. Please do not rely on e-mail messages to teachers as they may not have the chance to check messages prior to dismissal.

**Bus Riders:** Students will be expected to ride their designated bus. Students annually receive instruction in safe riding procedures. Each bus driver has complete charge of pupils riding the bus. Students who refuse to obey the school bus safety guidelines shall forfeit their right to ride the bus.

**Car Riders:** The car rider line is open at 7:45 AM and will close at 8:10 AM. This allows students to be in the classroom by 8:15 AM to begin their instructional day. Parents who arrive after the 8:10 AM bell must accompany their child to the front office. The car rider line reopens in the afternoon from 2:50 PM – 3:05 PM. All parents delivering and picking up children must use the side driveway for the safety of our children. The front drive is strictly reserved for buses. Each car in the car rider line **must** have a car rider number. If you have misplaced your number, please request a new one from the office at a charge of \$5. Parents arriving without car rider tags will be asked to show proof of identification (driver's license) and may be asked to park and report to the office. Drivers may not park and walk students across the line of traffic or pass other cars in the car rider line.

# GWINNETT COUNTY PUBLIC SCHOOLS STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when an elementary student in grades K-5 is:

- a. On the school bus;
  - b. Off school grounds at a bus stop, on a school bus, at a school activity, function, or event;
  - c. Either the alleged perpetrator or the alleged victim is en route to and/or from school, or to or from a school activity or function; or
  - d. Off school grounds while the student is in attendance at any school function or is otherwise subject to the jurisdiction of school authorities.
- 
- ❖ Students will not interrupt learning and teaching.
  - ❖ Students will not damage or attempt to damage or take or attempt to take the property of the school.
  - ❖ Students will not damage or attempt to damage or take or attempt to take the personal property of others.
  - ❖ Students will not threaten, hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
  - ❖ Students will not hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with other students or any other person not employed by the school. Fighting on the school bus may result in suspension from school and/or riding the bus.
  - ❖ Students will not possess or use weapons, whether assembled or disassembled guns (including toy guns), knives, firecrackers, etc. whether toy, operational or not operational if a person could reasonably perceive the object to be a weapon or if the object is a destructive device.
  - ❖ Students will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
  - ❖ Students will not disobey directions or commands of teachers, principals, bus drivers, etc.
  - ❖ Students will not expose or touch himself, herself, or others inappropriately including private areas of the body.
  - ❖ Students will not miss school or class without an excused absence.
  - ❖ Students will not exhibit unsafe and/or inappropriate conduct at any time including the use of any electronic device or mirror, laser, flash camera, or any other light device during the operation of a school bus or during school hours except as permitted.
  - ❖ Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
  - ❖ Each student must obey all rules of bus safety.

# MILL CREEK CLUSTER

## **Duncan Creek Elementary**

4500 Braselton Highway  
Hoschton, GA 30548  
678-714-5800

*Principal: Debbie Chavannes*

## **Patrick Elementary School**

2707 Kilgore Road  
Buford, GA 30519  
678-765-5260

*Principal: Margaret Ackerman*

## **Fort Daniel Elementary**

1725 Auburn Road  
Dacula, GA 30019  
770-932-7400

*Principal: Paul Willis*

## **Puckett's Mill Elementary School**

2442 S. Puckett's Mill Road  
Dacula, GA 30019  
678-765-5110

*Principal: Michelle Farmer*

## **Harmony Elementary**

3946 S. Bogan Road  
Buford, GA 30518  
770-945-7272

*Principal: Anne Marie Keskonis*



## **Jones Middle School**

3575 Ridge Road  
Buford, GA 30519  
770-904-5450

*Principal: Dr. Richard Holland*

## **Ivy Creek Elementary School**

3443 Ridge Road  
Buford, GA 30519  
678-714-3655

*Principal: Yvonne Frey*

## **Osborne Middle School**

4404 Braselton Highway  
Hoschton, GA 30548  
770-904-5400

*Principal: John Campbell*

## **Mill Creek High School**

4400 Braselton Highway  
Hoschton, GA 30548  
678-714-5850

*Principal: Jim Markham*