

WELCOME

Welcome to one of the finest schools in Gwinnett County. We are proud to be a Georgia School of Excellence. This is the thirteenth year that Freeman's Mill has been open, and it continues to be a very exciting place for children! Over 900 students will walk through the doors of this beautiful school in August. Our students are often recognized for their outstanding behavior and respect for others. This is one of the reputations we will keep forever.

This packet will provide information regarding the many activities and student behavior expectations at Freeman's Mill. We want to encourage you to take a few minutes to review this information with your child.

We look forward to the 2011 - 2012 school year being our best yet.

GWINNETT COUNTY PUBLIC SCHOOLS MISSION STATEMENT

The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards.

FREEMAN'S MILL MISSION STATEMENT

Freeman's Mill is a place where learning happens and students succeed. There will be high expectations regarding student achievement. Teachers will use a variety of innovative teaching strategies and technology to meet the needs of each individual student. Teachers, students, and parents will work as a team. There will be a safe, secure, and respectful environment. Student learning will be the central focus.

SCHOOL ENTRANCE REQUIREMENTS

A. Birth Certificates and Proof of Residency

All students entering school for the first time must present an official certified copy of their birth certificate and proof of residency. Two of the following documents must be presented to verify proof of residency:

- a. a non-contingent sales contract, a lease agreement or a deed;
- b. one utility bill (gas, water, electric) with the same address as the sales contract, lease or deed.

Children must be five years old on or before September 1st to enroll in the kindergarten program. Students must be six years old on or before September 1st to participate in the First Grade Program.

B. Immunization Certificates

Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization Form 3231. These certificates may be secured from local physicians or the County Health Department. Parents, by law, have 30 days to present this form.

C. Social Security Number

A copy of the student's social security number is required. Parents who do not wish to provide the social security number may initial a waiver during the enrollment process.

D. Hearing, Vision, and Dental Certificates

All students entering school for the first time must present a certificate of hearing, vision, and dental examination (Georgia Form 3300) by the health department, a physician, and/or dentist licensed by the State of Georgia.

E. Student Placement

Students entering Freeman's Mill Elementary from out of state, out of county, or who have been home-schooled will be assessed on reading, writing, and math skills before being placed in a classroom.

ATTENDANCE

A. Absence - School attendance is a crucial factor contributing to student success and achievement. During the 2005-2006 school year, Gwinnett County Public Schools fully adopted attendance protocols established by House Bill 1190 (HB 1190), which went into effect in July 2005. HB 1190 indicates that schools will be considered "failing schools" if fifteen percent of our students have fifteen or more absences. Please note that unexcused absences, as well as excessive excused absences and tardies, will be monitored very closely for all students. Interventions will include letters sent home, parent conferences, and student meetings with the counselors, referral to the school social worker, and a referral to the Attendance Review Committee, which could ultimately lead to a referral to Gwinnett County Juvenile Court.

Although there are requirements at the state and national level, we believe that the home/school partnership is the most important component to our school success. Please help Freeman's Mill maintain its good standing by stressing the importance of good attendance in maintaining student success and achievement. Below is a list of reasons accepted by the State of Georgia as excused absences:

- personal illness or attendance in school endangering a student's health or the health of others;
- a serious illness or death in the student's immediate family necessitating absence from school;
- a court order or an order by a governmental agency;
- observing religious holidays, necessitating absence from school;
- conditions rendering attendance impossible or hazardous to student health or safety;
- serving as a page in the Georgia Assembly.

A written excuse from a parent or guardian must be given to the teacher after each absence. When students are sick for one or two days, it is necessary for parents to be concerned about work that is missed. Parents may call by 10:00 a.m. to request their child's make-up assignments. Please notify the office when you plan to pick up the make-up assignments. The work will be in the front office before 3:20 p.m. If a child is absent only one day, make-up work will be sent on the day the child returns. For more extended absences, the teacher will work with the child regarding making up their work. Vacation is an unexcused absence.

When a student is chronically absent from school, a review board will meet to determine necessary actions to aid the child in return to school. Students must be in school 3 hours and 16 minutes per day in order to be counted present for the day. *Students are marked absent from school if they check in after 12:04 p.m. or if they leave the building before 12:06 p.m.*

B. School Hours and Early Dismissal - REGULAR SCHOOL HOURS ARE 8:50 a.m. UNTIL 3:20 p.m. STUDENTS SHOULD BE IN THE BUILDING NO EARLIER THAN 8:20 a.m. Please do not drop your child off early to school. Teachers are in meetings and will be unable to supervise your child. To prevent any child from leaving school with a stranger, we have definite rules which must be followed for early dismissal. If anyone other than a parent wishes to take a student from school, the child must **bring a note to the teacher in the morning** from the parent stating who will be picking up the child. All students must be signed out in the office where they will meet the parent or authorized person. Please send a note with your child on days that he/she plans on being a pick-up. Our only purpose for these rules is to protect your child. Please observe them. If restrictions exist concerning individuals who may pick up your child, please notify the school in WRITING. **For the safety of your child, personal identification will be requested from individuals picking up children.**

C. Bad Weather - If there is ice, snow, or other emergency conditions which may result in the closing of school, please keep your radio tuned to WSB (AM 750) or your local television stations. You may also refer to the school website at <http://www.gwinnett.k12.ga.us/FreemansMillES/home.html> DO NOT CALL THE SCHOOL.

DISMISSAL PROCEDURES

Parents must come to the office and sign a "Check Out" sheet to take a child from school during the day. If it is necessary for them to pick up their child for an appointment, they **must** be checked out in the office **BEFORE 3:00** p.m. and bring picture identification. This is extremely critical to avoid confusion and interruption of the intercom usage during bus and day care call procedures. The secretary will then call on the intercom to the teacher's room, after checking the clinic card to be sure that the person checking out the child has the appropriate authorization. We will **NOT** release a child without the proper picture identification of the person checking out the child. In the case of an extreme emergency, a fax or a written note from the legal guardian giving written permission for the release of their child to a specific person will then be permitted. Please inform the person whom you're allowing to pick up the child to let the front office know that a fax or note has been sent, otherwise we may not release the child until the form has been located. This will only be accepted with the legal signature to verify identification. Please notify the front office immediately of any changes in the dismissal procedures. Do **NOT** wait until dismissal to make changes. A student must be present at school for three hours and sixteen minutes for the day to be considered a full day. Therefore, if a student is on time to school at 8:50 a.m., he/she may check out after 12:06 p.m. and be considered as present. **STUDENTS ARE NOT TO BE DISMISSED TO A PARENT WHO COMES TO THE CLASSROOM OR THE CAFETERIA. THE PARENT MUST GO TO THE OFFICE TO SIGN OUT THE CHILD AND WAIT FOR THE CHILD TO COME TO THE OFFICE. THIS ALSO APPLIES TO PARENTS WORKING IN THE CLASSROOM.**

CLINIC/ILLNESS AT SCHOOL

A. Illness - When a student becomes ill at school, the classroom teacher will refer the student to the clinic. The student's temperature will be taken, and if it is 100 degrees or higher, a parent will be contacted to pick the child up from school. Since some parents do not have phones and many are at work, we must have the name and phone number of a friend or relative that can be reached if you are not available. We should also have your work number because doctors will not see children without parent or guardian approval. Please do not send your child to school sick with a note requesting that the teacher send him or her to the clinic. Be considerate of the other students by caring for your own child at home. It is the responsibility of the parent to see that medical treatment is given to their children. A child should not attend school until he/she is fever-free for 24 hours without the use of fever reducing medications. If a child is sick and has a temperature, please refrain from sending him/her to school.

B. Medications must be brought to the school clinic by the parent and properly labeled with the student's name, teacher, and instructions for time and dosage. The medication must be in the original child proof container and prescription medications must be in the prescription bottle for that medicine. Medications stored in envelopes, baggies, etc. will not be administered. Do not send any medications with a child.

The providing of medical care to students is the responsibility of the parent and should not be assumed by the school. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines apply:

Prescription Drugs

- a. **Medication needed for short periods of time:** Administration of the medicine for a short period of time is discouraged. Parents should check with their physicians regarding the need for any medication during school hours. If it is necessary the parents must complete the permission form provided by the school system. These forms are available in the clinic and on our website. Medications must be brought to school by a parent.
- b. **Medication needed for long periods of time:** Medication needed for long periods of time should have an updated request from the parent/physician yearly.
- c. **All medications must be in the ORIGINAL CHILD PROOF CONTAINER.** Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. will not be administered.
- d. **Medications must be picked up at the end of the year,** or the school will dispose of them.

All medications should be administered between classes, during lunch, or recess. The practice of sending individual medications to school with the child in lunch boxes, or otherwise, is hazardous and forbidden. Reactions to the drug taken might not be recognized by school personnel, and inappropriate treatment might be rendered.

C. Head Lice - Infested children will be sent home with a letter to parents regarding recommendation for treatment, disinfecting the home, and procedures for readmission to school. CHILDREN CANNOT RETURN TO SCHOOL UNTIL TREATMENT HAS BEEN COMPLETED AND PROOF OF TREATMENT IS PROVIDED TO THE SCHOOL. Students will be rechecked for three days and then once a week for three weeks following identified infestation. If the child is still infested the above procedure will be repeated.

DRESS AND PERSONAL APPEARANCE

The wearing of any items of clothes that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated. It is the feeling of administration and community that **neatness** is important and helps set a positive tone. For upper elementary students, we strongly discourage short shorts, halter tops, sleeveless shirts, cleats, and spandex shorts. Please be sure your child's shirt is tucked inside his/her shorts or slacks. Boys and girls must remove caps when entering the building. Shorts must be visible under t-shirts. Shorts length should be mid-thigh. Skate shoes are not allowed.

Discretion is left up to the teacher and administration. Be sure that your child is dressed for the weather. Check the weather reports and use good judgment.

SPECIAL AREA CLASSES

A. Physical Education - Activity Building

Each child has P.E. regularly unless the parent sends a note stating a reason for nonparticipation. Tennis shoes are recommended. Slacks or shorts are suggested for girls.

B. Staying in from organized outdoor activities

No student will be allowed to miss outdoor time unless the teacher has a note from the parent requesting that the child be excused. We will insist that each student take an active part in school activities unless we have a note from a parent or a medical excuse from the physician. Outdoor time is a free time for students to release energy and socialize with peers and efforts will be made by teachers and administrators to insure that your child receives this time.

C. Media Center

Books may be checked out for two weeks. If books are lost, or damaged, students are required to pay for replacement.

LUNCH PROGRAM

A. Breakfast - Student breakfast is \$1.25. Student reduced-price breakfast is \$.30. Adult breakfast is \$1.50. Free or reduced-price breakfast will be provided to those students whose families meet federal guidelines.

B. Lunch - Student lunches are \$2.00 and \$.40 for extra milk. Student reduced-price lunches are \$.40. Adult lunches are \$3.00. Student lunches may be paid for on a monthly basis at the beginning of each month. You may register at the website www.mealpayplus.com to pay for your child's lunch on line and to check their lunch money balance. Free or reduced-price lunches will be provided for those students whose families meet federal guidelines. If parents wish to apply for free or reduced-price lunches, forms can be obtained from the school office. Parents, please be considerate of other students' feelings when bringing outside food from restaurants.

C. Charging - Students will be allowed to charge their meals when they do not have cash or money on their account. SNP Managers will make a concerted effort to "control" the total amount of charges incurred by any one student. Managers will notify parents of outstanding charges via "charge letter", email and phone calls.

D. Food Allergies - Parents should notify the teacher and clinic of food allergies. Juice will be provided for the students who are allergic to milk. A doctor's note should be sent to the cafeteria.

SCHOOL PARTIES

There is a limit of two schoolwide parties per year. This year the faculty decided to have parties at winter break and in the spring. Schools are encouraged to plan these parties on a schoolwide basis rather than individual room or grade level parties. Individual student birthday parties are prohibited.

Snack times are available in the morning or afternoon according to grade/classes. The school offers snacks of ice cream (\$1.00) and slushies (\$1.00). If your child brings a snack from home, please do not send sweets or candy. As an alternative to bringing birthday cupcakes to your child's class, you may also choose from our ice cream (\$1.00) and slushies (\$1.00).

SCHOOL STORE

School supplies such as paper and pencils are available through the school store located in the front hallway. The school store is open each morning from 8:20 a.m. - 8:45 a.m.

STUDENT INSURANCE PROGRAM

Student accident insurance may be purchased each year. School insurance IS voluntary and is not handled by the school. Forms are available on Orientation Day.

COLLECTION OF MONEY FROM STUDENTS

Some occasions arise which necessitate the collection of money from students. Money is collected for certain assemblies, some educational tours, breakage, damaged textbooks, and other items. Parents will be notified by the teacher regarding the reason for the charge and the amount involved. When money is sent to the school, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name, and your child's name.

LOST AND FOUND

Lost and found items are located in the cafeteria. A student may check for a lost item at any time with the teacher's permission.

HOMEWORK

Home study is a necessary part of each pupil's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. Student assignment books have been given to students in grades 2 - 5 to assist them with organization.

Assign a definite time each day for study at home. Students should utilize study periods and the media center in school, keep a list of assignments in a notebook, and take home all necessary books, papers, and materials available. Students should not attempt to study while conversing or viewing television.

ACADEMIC PROGRAMS

A. Grading - Reporting to Parents - Reporting Procedures - Elementary Report Cards describing student progress are sent to parents and/or guardians at the end of four reporting periods.

Two parent-teacher conferences are scheduled with parents and/or guardians of elementary students during the school year. Language arts progress reports will be issued at these conferences. Parents will be notified by teachers regarding the time of these conferences.

KINDERGARTEN & FIRST

E = Excellent
S = Satisfactory
N = Needs improvement
U = Unsatisfactory

GRADES 2-5

A = 90 -100 Excellent
B = 80 - 89 Above Average
C = 74 - 79 Average
D = 70 - 73 Need to Improve
U = 0 - 69 Failure

Students are promoted to a higher grade based on academic achievement (grades) based on the Academic Knowledge and Skills (AKS), maturity, and regular attendance. In addition, promotion in 3rd, 4th, and 5th grades is also dependent upon passing scores on the Criterion Referenced Test (CRCT).

The elementary schools serve children from kindergarten through fifth grade. The instructional program emphasizes the teaching of basic skills necessary for acquiring content and knowledge organized into categories beginning with meaningful life-related experience. The total program strives for physical, intellectual, social and emotional development, and appreciation for the fine arts, careers, and environmental awareness.

B. Student Records - Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review educational records of their child, 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 of their compliance with the law, or to request the opportunity to inspect and review your child's records, contact the Freeman's Mill office.

STUDENT RECORDS

Gwinnett County Public Schools provide the student and his or her parent with important rights pertaining to student records through policy "JR." These rights include:

- the right to receive this information in a format understandable to the student and parent;
- the right to inspect and review student records by parents (and in the case of students over the age of eighteen by students) within 45 days of the request and the right to have the records explained;
- the right to copies of student records;
- the right to challenge the content of student records and the procedures for doing so, including the availability of formal proceedings to resolve these disputes;
- the right to request that material be removed from student records and the procedures for doing so;
- the requirement of parental or student consent and methods of consent before the disclosure of student records except in certain specific circumstances;
- the rights of separated or divorced parents and legal guardians pertaining to student records;
- the schedule of destruction of particular student records;
- the content, location, and particulars concerning permanent records, official records, and supplemental records.

The student or parent may contact the local school for more information about the above list of rights.

C. Gwinnett County Gifted Programs – FOCUS, PROBE, QUEST - Gifted education in the Gwinnett County Public Schools is 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 at the beginning, middle, and end of each school year to determine which students will be evaluated. A child may be referred once during grades K-2, once in grades 3-5, once in middle school, and once in high school. The evaluation includes the student's mental aptitude, achievement, creativity, and motivation.

D. Individuals with Disabilities Services -It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to provide a free, appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information.

GCPS ELEMENTARY MODIFIED VERSION OF STUDENT CONDUCT BEHAVIOR CODE

The following rules apply when a student is:

- a. on the school grounds;
 - b. off the school grounds at a school activity, function, or event;
 - c. en route to and from school; or
 - d. off the school grounds while the student is in attendance of any school function, or are otherwise subject to the jurisdiction of school authorities.
1. Each student will not interrupt learning and teaching.
 2. Each student will not damage or attempt to damage or take or attempt to take the property of the school.
 3. Each student will not damage or attempt to damage or take or attempt to take the personal property of others.
 4. Each student will not hit, kick, bite, bump, push, pull hair, pinch, hurt, or use disrespectful language with staff (administrators, teachers, bus drivers, etc.).
 5. Each student 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.
 6. Each student 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.
 7. Each student will not possess, use, or distribute alcohol or drugs or any substances they represent to be alcohol or drugs.
 8. Each student will not disobey directions or commands of teachers, principals, bus drivers, etc.
 9. Each student will not touch himself, herself, or others inappropriately including private areas of the body.
 10. Each student will not miss school or class without an excused absence.
 11. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
 12. Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.

Note: See principal for detailed version of Student Conduct Behavior Code.

SCHOOL BEHAVIOR

Promoting effective discipline in the school requires a comprehensive program supported by everyone in the school organization. In order to build a school climate that is conducive to teaching and learning there must be firm, consistent, and continuous commitment to:

- (1) mutual respect among students and staff;
- (2) regard for dignity of each person in the school;
- (3) established standards and expectations to guide students' conduct in classrooms and other areas of the school;
- (4) commitment from every member of the school staff, students, and community to support and enforce the discipline expectations and procedures established; and;
- (5) effective instructional management and classroom control.

We expect all students to be respectful at all times to all teachers and their classmates, encouraging positive attitudes and a display of good manners. This responsibility must be a joint effort of both home and school. Each teacher has his/her classroom management plan; please become familiar with the plan.

CONSEQUENCES OF STUDENT MISCONDUCT

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level.

The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, in-

school suspension, Saturday School, out-of-school suspension up to ten days, referral to a Student Disciplinary Panel Hearing which may result in long term suspension or expulsion and, depending upon the severity of the offense, safety, and security may be contacted for referral to law enforcement officials.

FREEMAN'S MILL ELEMENTARY RULES FOR STUDENT CONDUCT

- 1. Shows self control and exhibits a positive attitude (including, but not limited to):**
 - listens and follows directions;
 - controls talking;
 - uses appropriate tone of voice, language, and behavior at all times;
 - shows good manners;
 - uses school materials appropriately;
 - walks quietly on the right side of the hallway;
 - follows all transportation rules while on the school bus.

- 2. Respects self and others (including, but not limited to)**
 - respects the authority of all adults (school staff, visitors, parent volunteers, cafeteria workers);
 - respects school patrols;
 - keeps school environment clean;
 - refrains from cheating, plagiarizing, and forging documents;
 - respects school property and the property of others;
 - is prepared to learn.

- 3. Works/ plays well in a group (including, but not limited to)**
 - is considerate of others' feelings;
 - brings only necessary materials to school (nothing to be traded, sold, etc. for personal gain, no toys);
 - only touches others appropriately (handshake, pat on the back, etc.);
 - asks permission to use others' belongings, handles them with care, and returns them;
 - is responsible for others' safety (no hitting, throwing objects, physical aggression);
 - reports any incidents that could be threat to self or others.

CHAIN OF CONSEQUENCES FOR MAJOR BEHAVIOR OFFENSES

The student will be sent to the office when there is a physical fight, possession of weapon, or disruptive behavior.

CHAIN OF CONSEQUENCES FOR MINOR BEHAVIOR OFFENSES

Kindergarten, First and Second Grade

- | | |
|---------------|--|
| Step 1 | Individual classroom plan |
| Step 2 | Verbal reprimand |
| Step 3 | Oral action plan (when student reaches final step in classroom behavior plan) |
| Step 4 | First written action plan <ul style="list-style-type: none">• Time out in another classroom• Parent signs and returns action plan• Phone call from teacher to parent |
| Step 5 | Second written action plan <ul style="list-style-type: none">• One hour time out in another classroom• Parent signs and returns action plan• Phone call from teacher to parent |
| Step 6 | Referral to administrator for time out <p>The student is sent to the office and will write an action plan. Time out of class can be up to one hour. Some major offenses may be viewed serious enough to warrant removal from the classroom for a more extended period. Parents notified by administrator.</p> |
| Step 7 | Referral to administrator for time out <p>The student is sent to the office and will write an action plan. Time in the office can be up to two hours for grade K-2.</p> |

Step 8 Referral to administrator for time out

The student is sent to the office and will write an action plan. Time in the office is one half day. Following this visit, a SST meeting is scheduled by the administrator to amend the behavior plan with counselor, parents, and student.

Step 9 Formal Disciplinary Action

Severe or repeated violations of school rules may result in out of school suspension and/or a discipline review committee meeting.

Third, Fourth, and Fifth Grade

Step 1 Individual classroom plan

Step 2 First written action plan

- 30 minute time out in another classroom
- Parent signs and returns action plan
- Phone call from teacher to parent

Step 3 Referral to administrator for time out

The student is sent to the office and will write an action plan. Time out of class is up to one half day. Some major offenses may be viewed serious enough to warrant removal from the classroom for a more extended period. Parents are notified by administrator.

Step 4 Referral to administrator for time out

The student is sent to the office and will write an action plan. Time in the office can be up to one full day. Following this visit, a SST meeting is scheduled by the administrator to develop a behavior plan with counselor, parents, and student.

Step 5 Formal Disciplinary Action

Severe or repeated violations of school rules may result in out of school suspension and/or a discipline review committee meeting.

PARENT INVOLVEMENT

Parent volunteers are very active at Freeman's Mill Elementary and assist teachers in a variety of ways, from assisting students with developing reading skills to providing class parties. You are encouraged to become active in your child's education by volunteering.

Parents are also encouraged to visit their child's classroom. For the protection of all children, visitors must check in through the office. During your visit, the regular school program must continue so please be aware of classroom activities. As a courtesy to the teacher, please make a prior appointment for visitation.

STUDENT RECOGNITION

Freeman's Mill Awards Criteria

2nd - 5th Principal's Honor Roll - All A's and E's including conduct, effort, and work habits in academic subject areas.

All A's

2nd - 5th Honor Roll - All A's, B's, E's or S's including conduct, effort, work habits in all academic subject areas.

All A's & B's

1st Grade Honor Roll - All E's or S's in all areas.

Shining Star Award - All E's in conduct.

Blazing Star Award - All E's or S's in work habits. (Including Art, Music, and PE)

Fantastic Firebird Award - Teacher discretion - school pride, good citizenship, over and above, self assertive, helpful to others.

Perfect Attendance

BUSING

If there are any busing problems, please call the Gwinnett County Board of Education Office of Transportation at 770-338-4800. Discipline problems should be discussed with the assistant principal for your child's grade at the school number. Students are expected to follow behavior rules while on the bus.

SCHOOL BUS SAFETY GUIDELINES AND SAFETY PROCEDURES

Students annually receive instruction in safe riding procedures. Bus drivers read the Bus Guidelines and Safety Procedures beginning the first day of school, with monthly reviews to enhance the safety of children being transported.

SCHOOL BUS SAFETY GUIDELINES

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped; they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their lap.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent or guardian and a school official giving permission to ride a different bus or to get on or off at a different bus stop location.
15. Students will keep their bus clean and in good, safe condition.
16. If the assistant principal receives notification that the solution has been ineffective, discipline will be left to the discretion of the administrator and may include the following consequences:
 - *Any student involved in a fight will automatically be moved to Step C.
 - A. First referral
 1. Student/administrator conference
 2. Bus referral sent home for parent's signature
 - B. Second referral
 1. Student/administrator conference
 2. Parent conference required
 3. Student issued a warning – next referral results in temporary suspension from bus
 - C. Third referral
 1. Student/administrator conference
 2. Parent conference required
 3. Student removed from bus for five days
 - D. Fourth referral
 1. Student/administrator conference
 2. Parent conference required
 3. Student permanently removed from the school bus

SCHOOL BUS EMERGENCY EVACUATION

Students annually receive instruction in emergency evacuation procedures. Bus drivers conduct simulated bus evacuation with monthly reviews to enhance the safety of children being transported. The evacuation process will be held only on school grounds. Students will be evacuated from a bus **ONLY** when they are in more danger on the bus than they would be outside the bus. We encourage all parents to help instill in their children the importance of participating in the bus evacuation drills and taking the drills seriously.

EMERGENCY EVACUATION PROCEDURES

1. Leave all personal items on the bus seat.
2. Unload one seat at a time.
3. If possible, exit through the front and rear doors at the same time. Use the red line in the ceiling of the bus as a guide.
4. Students seated in front of the red line will exit through the front door. All students should follow helper #1, who will open the front door and lead the students at least 100 feet from the bus. Students should walk at a 45 degree angle away from the bus.
5. Students seated behind the red line will exit from the rear or side emergency door. Helper #2 will open the emergency door, exit, and hold open the door.
6. Helpers #3 and #4 will exit the bus, hold one arm upward, making a fist for other students to hold onto for balance as they bend their knees and jump to the ground.
7. Kindergarten and first grade students should sit down and scoot down to the ground. Students in other grade levels may choose to sit down to exit the bus.
8. If students cannot exit through the rear or side door, everyone should exit through the front door of the bus.
9. If students cannot exit through the front bus door, everyone should exit through the rear or side door.
10. Stay together until permission to leave has been given by a police officer or a person from the Gwinnett County Public School System.

ADDITIONAL EMERGENCY EXITS

1. Roof hatches
2. Side push out windows
3. Side emergency door
4. Windshields
5. Other windows encased in black rubber gaskets.

GEORGIA GUN AND WEAPON LAWS (GA. CODE 16-11-127.1) 16-11-127.1.

(a) It shall be unlawful for any person to carry or to possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. Any person who violates this subsection shall, upon conviction thereof, be punished by a fine of not more than \$5,000.00, by imprisonment for not less than one or more than five years, or by both.

(b) For the purposes of this code section, the term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razor, spring stick, metal knucks, black-jack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, 2828, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind.

The Gwinnett County Board of Education is committed to ensuring the highest possible standards of learning as well as the safety, health and well-being of its students and employees. The board of education recognizes that establishing a drug-free environment encourages student and employee productivity and promotes the accomplishment of the school system's mission and goals. In accordance, the board of education declares the following:

1. The use of illicit drugs and the unlawful possession and use of tobacco and alcohol is wrong and harmful.
2. Standards of conduct prohibit the unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs, tobacco, and alcohol by students and employees on school premises, in school

vehicles, or as part of any school- sponsored activity. Compliance with these standards is mandatory.

3. Disciplinary actions, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct. Descriptions of these disciplinary actions are found in the Student Conduct Behavior Policy (Policy JCD).
4. As a condition of employment, employees will:
 - *abide by the terms of this policy;
 - *understand that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate these standards of conduct;
 - *find specific disciplinary sanctions for violations of this policy in the Gwinnett County Public Schools' GAM policy; and
 - *notify the Gwinnett County Public Schools in writing of any criminal drug statute conviction for violation occurring in the workplace no later than five calendar days after such conviction.
5. Information about drug and alcohol counseling, rehabilitation, and reentry programs is available to students and employees through school counselors, administrators, and the Staff Benefits/Risk Management Office.
6. **A COPY OF THIS POLICY SHALL BE PROVIDED TO ALL STUDENTS, PARENTS, AND EMPLOYEES. THIS NOTICE IS BEING DISTRIBUTED IN ACCORDANCE WITH THE NATIONAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT.**