

**GIVE Center West**  
**CONTACT INFORMATION- 2013-2014**  
**School main office- Main Building: Ms. Hilda Foster: 770- 246-5301**

**Parent Center**

**Ms. Consuelo García –Parent Instructional Support Coordinator 770-246-5341 – Daily Orientations at 7:00 a.m. - Visits and phone calls after 8:30a.m - until 2:30p.m-** Parent portal, grades, check out academic materials, make appointments with teachers or administrators, Boys and Girls club, CETPA, KidsNet, Parent Meetings, after school and Saturday School information. [consuelo\\_garcia@gwinnett.k12.ga.us](mailto:consuelo_garcia@gwinnett.k12.ga.us)  
**Assistant Principal – Dr. Kimberly Birds 770-246-5300-** [kimberly\\_birds@gwinnett.k12.ga.us](mailto:kimberly_birds@gwinnett.k12.ga.us)

**Special Education Transportation and GIVE West Coordinator**

- Transportation - **Debbie Wock – 770-513-6881 or 770-513-6686 ....Fax – 770-513-6882**
- Special Ed. Coordinator – **Renee McLendon -770-246-5310** [Renee\\_Mclendon@gwinnett.k12.ga.us](mailto:Renee_Mclendon@gwinnett.k12.ga.us)

**Changes in address or telephone number**

If you change your address or your phone number, please notify the following offices immediately:

**High School and Middle School - SASI:** Ms. Cheryl Price – **770-246-5330** or e-mail at – [cheryl\\_Price@gwinnett.k12.ga.us](mailto:cheryl_Price@gwinnett.k12.ga.us)

**Main Office** – Ms. Hilda Foster - **770-246-5301**– [hilda\\_foster@gwinnett.k12.ga.us](mailto:hilda_foster@gwinnett.k12.ga.us)

**After/Saturday school tutoring and test preparation**

- **Tutoring:** – At teacher’s discretion
- **Saturday:** – See list provided for specific dates. **No** transportation will be provided. Students must wear the uniform.

**Attendance/ absence, confiscated items, job permits**

**Call Ms. Foster - 770-246-5301** - Upon returning to school from your absence, please bring a Doctor’s note. Give this note to a member of the search team, be sure to include your name and parent contact number.

**Drop off and pick up times**

- Middle School and High School: – Drop off from **6:40 to 7:05a.m** Pick up **1:00p.m** -
- Coming to pick up late (after 1:30 p.m.): ISS Trailer – Please avoid coming late.
- Latest arrival time – **10:00 a.m.** (in case of appointments, or emergency) parent or guardian needs to sign in.
- Student check out during school hours – Not later than **12:15p.m**
- **Students with 10 absentees will be withdrawn.**

## Counselors

➤ **Middle School** – Mr. Chad Wilson -770- 246-5312

**E-mail:** chad\_wilson@gwinnett.k12.ga.us

➤ **High School** - Mr. Chris Burnette – 770-246-5323

**E-mail:** chris\_burnette@gwinnett.k12.ga.us

➤ **Middle School and High School** – Ms. Kimere Corthell- 770- 246- 5324

**E-mail:** Kimere \_ Corthell @gwinnett.k12.ga.us

**Note:** counselors help with schedules, promotion, graduation, counseling groups, all academic questions, etc.

## KidsNet – Behavioral Health Screenings

Maricel Lopez – (770) 277-4494 Office- Free counseling outside the school - Fill-out application in Parent Center

## Suspensions from School and Discipline

1. **OSS** - Out of School Suspension: when students get suspended they'll bring home a letter explaining the reasons for suspension. The amount of days suspended will be there as well. PLEASE do not call the Parent Center with questions about suspensions. Call or e-mail administrators in charge of suspensions.
2. **ISS** – In School Suspension: students will spend the day doing school work in a private setting with teacher supervision.

### **Administrators in charge of suspensions and discipline cases:**

- **Mr. Michael Mathew** –770-246-5321 michael\_mathew@gwinnett.k12.ga.us
- **Dr. Donna Bishop** – 770- 246-5332 donna\_bishop@gwinnett.k12.ga.us
- Special Education – **Mr. Tyrone Rather** – 770-246-5320 tyrone\_rather@gwinnett.k12.ga.us

## Disciplinary office

Questions about panels, appeals, community services, school options, drug and alcohol classes, etc  
Ph. – 770- 513- 6607

## Transfers, exits, enrollment, withdraw, missing paperwork, release of information etc.

**Registrar-** Mrs. Elsa Rumph – 770-246-5303 – Main Building

**Cafeteria** – Ms. Freeze – 770-246-5315 – Main Building **Clinic** -Nurse- 770-246-5309 – Main Building

## Set of books to bring home

All new students will go to the Media Center to check out the set of books they will bring home. These books stay at home until the student exits GIVE West. Students exiting GIVE must return the set of books or provide payment. More information about books- **Ms. Lauren Hagey** – 770- 246-5314

**E-mail Teachers:** Please check your child's schedule for teachers' names. All teachers' e-mails are the same except the name and last name. **Example:** name\_lastname@gwinnett.k12.ga.us