Duncan Creek Elementary School
Parent and Student Handbook

Address: 4500 Braselton Hwy.
Hoschton, Georgia 30548-1623

School Hours: 8:50 am to 3:20 pm
Daily Schedule: 8:20 - 1st Bell Rings
8:50 - Tardy Bell
3:15 - Car Riders Dismissed
3:20 - Bus Riders Dismissed

Mascot: Cardinals
Colors: Cardinal, Navy and Vegas Gold
Motto: Where Excellence Soars!

School Phone Numbers:
General Info & Admin: 678-714-5800
Cafeteria: 678-714-5813
Clinic: 678-714-5803
Media Center: 678-714-5822
Registration Info: 678-714-5800

Web Address
http://www.myduncancreek.com/dces

Motto:
Where excellence soars!
Mission:
The mission of Duncan Creek Elementary is to provide a safe, nurturing environment of academic excellence, which encourages children to become life-long learners and responsible citizens in a global community.
Beliefs

1. All students are capable of learning in a safe, supportive environment.

2. Teachers, administrators, parents, students and the community share responsibility for learning.

3. Students display knowledge of AKS through problem solving and quality work as a result of high and challenging expectations.

4. Curriculum, instructional practices and assessments incorporate a variety of methods to accommodate various learning styles.

5. Each student is a valued individual with unique physical, social, emotional and intellectual needs.

6. A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
Attendence

Dear Parents,

Attendance at school is an important part of student success and achievement. Regular attendance in school helps develop good habits that will carry over in life. A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills for their grade level and courses. Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangering a student’s health or the health of others
- A serious illness or death in a student’s immediate family requiring absence from school
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
- Observing religious holidays, necessitating absence from school
- Conditions making attendance impossible or hazardous to student health or safety
- Serving as a page in the Georgia General Assembly
- A student, whose parent or legal guardian is in the military service of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per year, for the day or days missed from school to visit with his or her parent or legal guardian prior to deployment or while on leave.

Please remember that if your student is absent from school, you need to send a note to the school stating the reason for his/her absence. The note should be sent on the day your student returns to school, but no later than one week afterwards. Should the reason be one noted above, your child’s absence will be marked as excused. Email responses are not accepted.

As state truancy law (O.C.A. Section 20-2-690.2) defines truant as “any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences.” This same state law also ties to a student’s driving privileges.

It is important for parents to be aware of attendance requirements. Please read Gwinnett County Public Schools’ Student/Parent Handbook, which outlines attendance expectations. In addition, our teachers and school leadership will communicate with you regularly on school attendance issues. Thank you for your support of your student’s academic achievement. Your child’s regular attendance at school makes a difference!

Sincerely,

Carrie Yougel
Principal
Absences

After an absence, and upon returning to school, a student must present a written excuse, signed by the parent or guardian, giving the reason for the absence. Written excuses for student absence will be accepted for one week after the students’ return to school. An email from the parent will not be accepted by the teacher as an excuse. In the event the student does not present a written statement, the teacher shall use his/her discretion in contacting the parent. This is necessary because teachers must report in the state attendance register the reason for each absence.

1. A new state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as “any student subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences.” The same state law also ties attendance to a student’s driving privileges.

2. Excused absences include:
   • Personal illness or attendance in school endangering a student’s health or the health of others
   • A serious illness or death in a student’s immediate family requiring absence from school
   • A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school
   • Observing religious holidays, necessitating absence from school
   • Conditions making attendance impossible or hazardous to student health or safety
   • Serving as a page in the Georgia General Assembly

Parents are urged to make dental, medical and other appointments for their child after hours, on Saturdays, teacher workdays or holidays if possible.

If a student is absent two days or less, work will be “made up” when the student returns to school. If students are absent for more than two days, parents may contact the teacher to pick up work. Parents are requested to allow the teacher 24 hours to gather the work to be picked up. Students are expected to complete all work that is missed. Tardiness is a part of attendance and will be recorded on the progress report. Students are considered tardy if they are not in their classrooms by 8:50 am. Students may be permitted to make up work when absences are excused. Please submit an Absence Excuse Note Form (link on the Duncan Creek website) OR a handwritten note with signature and date to be brought in by a student upon return to school. We will not accept an e-mail note in regards to absences as we cannot verify who wrote the e-mail. An excuse may be typed but must contain a handwritten signature.

Duncan Creek awards Certificates of Attendance to those students who are present every school day. To be counted as present they must attend at least one-half day of instruction (3 1/4 hours). On Early Release Days they must be present 1 hour and 45 minutes to be counted present.
Arrival & Dismissal

**STUDENT ARRIVAL:** Students transported to school in the morning should arrive between 8:20 and 8:45 a.m. at the parent drop-off on the side of the main building. Students must remain in cars until an employee is standing outside and signals that students may exit the cars. Parents who choose to park and walk their students in during our arrival time (8:20-8:45) must park in the parking area at the side of the building. Parents should use the sidewalk and not weave in and out of the carpool line. Parents walking their child in are responsible for their child’s safety. To ensure a safe school, the side doors are locked at 8:45 a.m. Students arriving by car after the bell need to be escorted by the parent to the front office. A tardy slip for admission to class will be issued. Students who arrive in their classroom after 8:50 am will be issued a tardy slip by the front office. **Students should NOT be dropped off at the front of the school at any time (except for morning clubs).**

**STUDENT DISMISSAL:** All car riders must be picked up by 3:45 p.m. at the car pick up lane on the side of the main building. Students who are car riders on a permanent basis will be issued a number from one of our employees on Registration Day or from the front office. This number should be displayed hanging from the rear view mirror. If the parent is tardy, the student will be escorted to the main office.

**STUDENT TARDINESS:** Students who are tardy must be accompanied by parent/guardian to the front lobby where they will be given a student admittance slip. Students who ride the bus are not considered tardy if the bus is late to school.

**EARLY PICKUP:** Students who check out early should bring a note for the teacher in the morning indicating approximate checkout time. In order to prevent an unnecessary disturbance in the classroom, do not go to your child’s classroom. Office personnel will call for the student once he/she is officially signed out. If the student is out of the building (gym/playground) parents will be asked to sign in and then issued a pass to go pick the child up. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file. When picking up a student, the parent must provide a picture I.D. in order to sign the student out.

**Students will not be checked out through the front office after 3:00 p.m.** Parents **must show a picture identification in order to check a student out of school.**

**DELIVERING “FORGOTTEN” ITEMS TO SCHOOL:** It is important we keep instructional interruptions to a minimum. If it is necessary to bring books, lunches, or other supplies to your child during the day, the items are to be left in the school office. There is a procedure in place for delivering items to the classrooms. We will not interrupt class for deliveries. We will send an email to the teacher to pick up the items. Assignments, books and other supplies will be put in the teacher’s mailbox.

**CHANGE IN ARRANGEMENTS:** The student's teacher must be notified in writing of any change in his/her dismissal routine. For our student's safety, he or she will not be released to anyone or placed on a different bus without a written note from a parent or guardian. The office will not accept changes in transportation arrangements over the telephone or via email. All changes must be put in writing by the parent.

**SIGN-IN:** Parents and visitors must enter the main building through the front door, sign in, **show picture I.D** and obtain a visitor pass before going to any classroom. Parents must also sign out and exit through the front doors. All other outside doors are locked. This policy is for the students' safety.
**CAR RIDER INFORMATION**

All car riders need to be dropped off at the side entrance near the kindergarten classrooms where we provide supervision. For safety reasons, no students are to be dropped off at the front of the building at any time (except for morning clubs). No child or adult should walk between buses.

For afternoon car rider pick-up, there are no changes in procedures. Students are dismissed from their classrooms and are to report to the gym. The car rider number is called in to the gym and the students are sent to a designated spot for pick-up. Students will not be released to anyone walking up to the area. Car rider pick-up is from 3:20-3:45. After 3:45 the student will need to be picked up in the front office. Please present your photo ID.

**CAR RIDER DROP OFF**

Car rider drop off will occur from 8:20-8:45. The school day begins at 8:50, and it is most important that the students be in their classrooms ready to go at this time. We find that students that enter class after the tardy bell has rung often feel unsettled as they are trying to catch up. At 8:45 the staff will report to their classrooms and the side entrance will be locked. After 8:45, students will need to be checked in by the parent through the front office. Thank you in advance for your cooperation. No students are to be dropped off at the front of the building at any time (except for morning clubs).

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**Annual Elementary School Supply Contribution**

An annual elementary school supply contribution of $10.00 is requested from parents to supplement supplies of duplicating paper, art materials, and enrichment supplies. This contribution does not pay for necessary personal school items such as pencils, notebooks, and notebook paper. Parents may review how the contributions are spent upon request.

These funds are over and above any funds provided under the Quality Basic Education Act of 1985. No student will be denied access to or participation in any course funded by the Gwinnett County Board of Education or by the state of Georgia.

The PTA requests a contribution of $15.00 (max per family) for cultural arts programs and school parties. In addition, contributions for clinic supplies, technology supplies and the Literacy Center are also requested. Please consider making a full contribution for each student at our school!!! All funds go directly to the students.

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**Change of Address/Phone Number**

Parents are responsible for notifying the school office of any change of address or phone number. The school cannot be held responsible for failure to communicate if it is not informed of such changes. Changes must be done in person or in a written note. Parents may also update contact information through the Parent Portal.

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**Dress**

A student's clothing should be comfortable, suitable to the weather, and allow for maximum learning. Clothing which is not socially appropriate (dirty, skimpy, etc.) will make it more difficult for the student to adjust to school and enjoy the society of the classroom. Shoes with cleats damage the floors and are not allowed at school. Students should wear tennis shoes for PE. Hats, headbands, bandanas, and visors may not be worn in the building. Non-permanent hair dye is not permitted at school.
Parents are asked to use good judgment in dressing students for school. Students in grades K-5 are allowed to wear shorts. However, students need to be particularly aware of presenting themselves in dress to others in a way that is in keeping with their development. The wearing of tops with spaghetti straps, tube tops, halters, or other clothing, which could be suggestive, is not appropriate for school. Bare midriffs and very short skirts or shorts are not permitted.

School Board policy states that “the wearing of or absence of any item of clothing which will distract from the learning process of other students or with offensive words or design or the advertisement of alcohol or drugs will not be tolerated.”

If a student comes to school in clothing which creates a disruption in the learning environment, he/she will be asked to call his/her parents to bring something more acceptable.

**Enrollment Requirements**

Parents of elementary age children residing in the attendance zone of Duncan Creek may enroll their children only if the following documents are presented or are present in their children’s permanent record:

1. Birth certificate
2. Immunization form signed by physician (on GA form)
3. Vision, hearing and dental certificate (first time enrollees in State of GA on GA form)
   *It is necessary that out-of-state records be transferred to a State of Georgia health form*
4. 2 proofs of residence; lease / contract and a current utility bill (phone bill is not accepted) showing the address

School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a child is initially enrolled in a school. The state requests that we ask for a social security number for all children. However, please know this is voluntary.

**Factors to Promote Academic Student Growth**

One of the goals of GCPS is to eliminate social promotion. This goal is community inspired and reinforces the desire to see even more rigorous attention to academic progress for all students. At Duncan Creek, we will be emphasizing early intervention programs, strengthening measures to promote attendance while reducing tardiness and early student withdrawal, collaborating about student needs through the school's Student Support Team (SST), and communicating regularly with parents/guardians.

Parents/guardians are asked to be partners with the school to do their part to set the stage for school success by putting the concept of education at the forefront when making family decisions. Help us by planning regular appointments for doctors, dentists, optometrists, etc. during school holidays, after school, and during summer vacation as much as possible.

When students must be checked out early, bring them back to school if the appointment is in the morning. Develop a family schedule to get children to bed early, so that tardiness is not a problem; and schedule vacations during school holidays, not during school days. **Early student checkout will end at 3:00 p.m. to facilitate a smooth dismissal at the end of the day.** Duncan Creek has a bell-to-bell instructional model. This means that students are engaged in learning activities immediately upon arrival at 8:50 a.m. until they leave at 3:20 p.m. Students cannot authentically “makeup” work when they are absent. Science experiments, discussions and explanations cannot be replicated.
Field Trips

Bus transportation expenses and admission fees, if applicable, are requested to cover field trips. No student is denied the opportunity to participate for failure to contribute toward the field trip cost. However, if sufficient funds are not collected, it will be necessary to cancel the field trip.

Fire/Tornado/Security Drills

Fire, tornado, and security drills are held at frequent intervals throughout the school year. Instructions are posted in the classrooms, and teachers give directions as to where to go and what to do in case of these emergencies.

Forming New Classes

The number of teachers that each school has is determined by a projection of the fall enrollment, which is based on the birth rate history of the area, the past year's enrollment, and estimates of the number of new students that will be moving into the area. Occasionally more students (or fewer students) actually show up for one grade or another. As a result, a new class will have to be formed, or students from one class will have to be placed into other classes. This usually occurs during the first or second month of school, but could actually occur at almost any time during the year.

In such cases, the principal will make the final determination as to which students are to be changed. Every effort will be made to be as fair and impartial as possible, and to keep disruptions to a minimum. While is it hoped that this would not happen, we ask for your patience and understanding in the event that a change is necessary.

Gifted Education Programs

The Gwinnett County Public Schools gifted education program serves students in grades K – 12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and gifted education or QUEST at the high school level. Any responsible person who has knowledge of a student’s intellectual abilities may refer a student to the local school’s gifted referral committee.

The classes offer advanced, in-depth learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools’ Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parent should notify the school when registering their student that he/she was identified as a gifted education student in their previous school.

The school's gifted eligibility team reviews referrals to determine which students will be evaluated. A student may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental 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

The Duncan Creek staff continually checks each student's progress so that activities can be planned that lead to improvement. Student progress is officially reported to parents every semester. A mid term progress
report is sent home twice a year. Parents in grades 1-5 have access to ‘real time’ grades via the Student Portal and Parent Portal. A parent-teacher conference is scheduled twice each year during early release days. The teacher will contact you to schedule these conferences. Additional conferences may be scheduled as needed. Check the school calendar for the dates of the early release days.

Because we regard parents as partners, this reporting system emphasizes the need for a close working relationship between home and school. If there are any questions or concerns about your student's progress, please contact your child’s teacher and/or request an additional conference at once. Students are promoted to a higher grade based on academic achievement (mastery of the AKS/grades). Other factors taken into consideration include mastery of minimal skills, standardized testing, attendance and state promotion requirements.

What is the Parent Portal?
Gwinnett County Public School’s Parent Portal offers parents and guardians online, timely, and secure access to their child’s grades and attendance. It also includes details on your child’s discipline record and test history. In a nutshell, the Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your child’s education.

To sign up, complete the registration form available at your child’s school. You must return this form in person to allow the school to verify your identity.

Awards

- **Semester Awards**
  Honor Roll (Grades 2-5 only) = All A’s and B’s in academic subjects. All E’s and / or S’s in special’s classes for the 18 week grading period.
  Perfect Attendance = Students must have been present every day during the 18 week grading period.

- **End of Year Awards**
  Academic Achievement Award (Grades 2-5 Only) = All A’s in academic subjects. All E’s and / or S’s in special’s classes for the entire school year.
  Perfect Attendance = Students must have been present every day for the entire school year.
  Cardinal of the Year (5th Grade Only) = Students recognized for outstanding citizenship in each class.

Homeless Student and Youth

The Stewart B. McKinney/Vento education for Homeless Student and Youth Act ensures the educational rights and protections for student and youth experiencing homelessness. It provides legal protections for students 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 students 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 students 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. Please contact the local school for further information.

Homework

Outside assignments may be made to an entire class, to small groups, or to individual pupils. The amount and type of assignments may vary with the student’s placement and the teacher.

These assignments are made to help assure the students understand the skills or materials and are better prepared for the next day's class. It is the responsibility of the student to see that these assignments are completed. Please follow up to see that your child completes his/her work. Duncan Creek has the following
homework recommendations: Students should be assigned homework using the 10-minute rule. Homework completion should take about 10 minutes for each grade beginning with grade 1.

Grade 1- 10 min.
Grade 2- 20 min.
Grade 3- 30 min.,
Grade 4- 40 min.
Grade 5- 50 minutes.
Quality, nightly homework is a school expectation.

Please encourage your child to read at home by reading to him/her a minimum of 15 minutes daily. Students have an opportunity to check out books from the school library.

In order to give your child maximum assistance in his/her school work you may wish to use the following guidelines:

1. Praise and/or reward the student for his/her efforts.
2. Provide academic assistance, when asked by the student.
3. Encourage him/her to have confidence in his/ her own abilities.
4. Work on projects together.
5. When a student is in doubt about assignments, call a classmate to obtain the information regarding the assignments. Teacher eClass pages can also be checked.
6. Many teachers use their eClass page for homework information. Please email your child’s teacher to find out how to stay current with classroom activities for your child.
7. Demonstrate to your student your interest in his/ her schoolwork and learning by asking about the day and discussing work with the family.

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 the principal of your local school.

Instructional Support Programs

Resource Special Education classes are offered for the learning disabled (LD), emotionally behavior disabled (EBD), and speech/language handicapped (S/LH). Other programs are available as needed.

- Resource, cluster, and advanced content classes for the intellectually gifted at our school.
- Hospital/Homebound instruction is offered to students who, because of illness or injury, are unable to attend school for 2 or more weeks.
- Instruction in Art, Music, and Physical Education, is scheduled for students in grades K-5. In addition, instruction in Literacy (Kdg. only) and STEM (grades 1-5) is provided.
- A guidance program consisting of group and individual counseling is available to all students.
- Psychological testing is provided as necessary on a scheduled basis from the Gwinnett County Board of Education.
- Reading Recovery (1st grade only)
- Early Intervention Program (EIP)
It is the practice of the Gwinnett County Public Schools to provide instructional and related services to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

**Insurance**

Student Accident Insurance will be available for students. Forms can be found on the GCPS website https://www.k12studentinsurance.com/. Parents will mail the premium directly to the insurance company. Checks should not be made to Duncan Creek Elementary, but to the insurance company. If you choose not to take out school insurance for your student, please be advised that **Duncan Creek Elementary will not be responsible for medical expenses if accidents occur.**

**Lost and Found**

Students leave many articles of clothing at school. Parents and students are invited to look through the lost and found area at any time. It is located in room 1.216A. Items not claimed will be given to charity at least twice each school year. **In order to reduce the number of lost articles, please label clothing articles and lunch boxes.**

**Make-Up Work**

If your child will likely be absent two or more days, you may call the school office by 9:00 a.m. and request that the assignment be prepared for you to pick up the next day in the office. If your child will only miss one day, the work can be made up the next day. Students are provided 1 day for each day absent to make up work.

**eClass Pages/Newsletter**

Teachers are expected to update their eClass pages weekly with information regarding curriculum, PTA, and other school activities. Please contact your child’s teacher if you do not have access to his/her eClass page, and you will be provided with a hard copy of important information.

**Parent Visits**

We welcome and encourage parents as visitors! Meetings or conferences with a staff member must be requested and scheduled in advance. “Drop in” visits are discouraged because they significantly reduce the amount of time the teacher is able to provide instruction. Scheduling a visit will cut down on time spent waiting and will allow for preparation to make your time more beneficial. Parents are expected to respect the teacher's duty to provide instruction from 8:50 a.m. to 3:20 p.m. **ALL VISITORS MUST CHECK IN AT THE OFFICE.**

Parents need to be aware of their child’s educational experiences and progress, and teachers need to know their students' parents. A conference is an ideal way for parents and teachers to get to know one another so that the best interest of the student is realized. Teachers will be available for conferences either before or after the hours of student attendance. Conferences must be scheduled via telephone call, email or a note to the teacher.

**Gwinnett County Board Policy states:**

**During School Hours**

The parents/guardians (or court appointed guardians) of current students; Other family members of current students who are approved by the student’s parent/guardian; and those persons invited by the Gwinnett County Public Schools for official business.
The principal or designee may, at his/her discretion, grant or deny permission for classroom visits and determine the duration of time.

Students should not bring student visitors to school.

Parents and visitors should make an appointment to see a teacher, the principal, the counselors, or to visit their child’s classes.

**After School Hours**

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

**School Authority**

School personnel have the authority to warn persons trespassing to leave the facilities or properties. Persons who refuse are subject to prosecution under the laws of the State of Georgia.

Parents are always welcome to come and have lunch with their children. See additional information under School Lunches on page 18. **Parents are encouraged to say good-bye to students before they leave the cafeteria. Parents are discouraged from coming outside for recess.** Recess provides valuable time for students to interact socially with their peers. The school does not take responsibility for non-school-age children brought to the cafeteria or playground by visiting parents.

**Parties**

Gwinnett County Board of Education policy permits two school wide parties each year, on days designated by the individual school. Your child’s teacher will provide information regarding those parties.

No other parties, including birthday parties, will be allowed. Teachers may on occasion serve food items as part of an instructional unit or as a reward for their class. If you wish to help on these occasions, please contact your child’s teacher. Please do not send food or plan activities without contacting your child’s teacher. Out of school party invitations may only be distributed during non-instructional time and must include all class members.

**Pictures**

School pictures will be taken twice during the school year - once in the fall and again in the spring. Purchasing is optional and is offered as a service to students and parents. The fall picture will be used in the yearbook.

**School Closings**

Sometimes unusual weather may cause the school to be closed. School closings are determined by the Gwinnett County School Administrative Offices and not by Duncan Creek. Announcements of closings will be broadcast via local news media. The basic premise to observe is that the school IS open unless it is specifically announced otherwise. Please do not call Duncan Creek Elementary, as the school needs to be in touch with the Administrative Offices regarding emergency announcements.

**School Council**

One of the provisions of Governor Barnes A+ Reform Act of 2000 created School Councils for every
public school in Georgia. The role of the council is to “provide advice, recommendations, and assistance and represent the community of parents and businesses.” As the law states, the intent “is to bring communities and schools closer together in a spirit of cooperation ... and bring parents into the school-based decision making process.”

Members of the school council shall include: six parents or guardians of students enrolled in the school, excluding parents or guardians who are also employees of the school; two parents who are businesspersons; two certified teachers excluding personnel in administrative positions; and the school principal.

Members shall serve a two-year term and must commit to attend four monthly meetings. Meetings will be held at 8:30am in the conference room at Duncan Creek Elementary. All meetings are open to the public. The schedule of meeting dates is posted on the school calendar on our website.

**School Store**

Duncan Creek Elementary offers a school store located in the computer lab from which students may purchase paper, pencils, erasers, and other school supplies during the school year. It is open before school and is offered as a convenience to students and parents.

**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 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 school charges $.25 per page
- 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.

**Telephone Calls**

Generally, students will not be permitted to use the school telephone. In case of emergency or missed bus, school personnel will make the call home. Help us reduce the number of telephone calls by sharing the responsibility with your child for classroom preparation, after school activity plans and payment of money collected in classrooms etc. Call your child only in case of emergency. We will not take a student out of class for a phone call. (Students may bring cell phones to school. They must remain off. The school is not responsible for cell phones which are lost or stolen.) Cell phones may only be used for instructional purposes during the school day.
Textbooks

Textbooks are supplied by the State of Georgia and are issued to students. These books are on loan to the students during the school year and should be treated as borrowed property. In case of loss or abuse of textbooks, a student must pay for the book in accordance with a scale determined by the State Department of Education and/or the local Board of Education.

Tutoring

A Duncan Creek Tutoring Program will be offered to qualified students after school. Information will be sent home outlining specific days and times. Duncan Creek teachers and certified paraprofessionals will provide the instruction. Tuition may be charged.

Please check with the counselors for a list of private tutors outside of the Duncan Creek Program. Financial arrangements will be made directly with these private tutors.

Withdrawal from Duncan Creek

To withdraw a student from Duncan Creek, the following steps are necessary:

1. Notify the teacher and the school office at least one week before your student is to withdraw from school.
2. Parent must fill out a Withdrawal form prior to the student’s last day.
3. Turn in all books loaned to students.
4. Pay any outstanding charges; lunch, media, and textbooks.

Duncan Creek will send records to the school to which the student is transferring upon written request from the enrolling school.

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 student, the right to challenge the content of those records, the right to control the release of the educational records of the student, 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 office. To request the opportunity to inspect and review your child’s records, contact the office.

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. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.
Cafeteria Information

School Lunch

Please visit WWW.MYPAYMENTSPLUS.COM to pay your child’s breakfast/lunch account.

Students may pay cash daily or purchase breakfast / lunches weekly or monthly on any day. Please make checks payable to Duncan Creek Elementary School. This money is applied to each student's account. The account may be used to purchase breakfast or lunch. Students are encouraged to prepay. Those who wish to pay in advance must bring lunch money in an envelope with their name, teacher's name, and amount of money plainly marked. It is your student's responsibility to keep up with his/her lunch money. The school cannot replace lost money. WWW.MYPAYMENTSPLUS.com is a web based payment program available to all parents. Parents are encouraged to use this convenient method.

FREE/REDUCED BREAKFAST / LUNCHES: Free or reduced breakfast / lunches are available to student of parents whose income is within certain ranges. Forms concerning this matter will be sent home at registration or during the first week of school. Please contact the cafeteria office if your financial status changes at any time of the year and an application will be sent to you.

PARENT/VISITOR LUNCH: PLEASE NO OUTSIDE FOOD--Parents are welcome to eat lunch with their child. A special parent table is available at which parents and their child may converse throughout the lunch period. Glass containers are not allowed in the lunchroom. Please wait for your child’s class outside the cafeteria after checking in at the school office. Parents should not go to the playground for recess. Recess provides valuable time for students to interact socially with their peers. Parents should say good-bye to students before they leave the cafeteria.

Any updates on pricing for SY19 will be posted on the Duncan Creek and GCPS websites.
**Gwinnett County Charge Policy**

**SCHOOL LUNCHES:**

**Students**
- Elementary school students will be allowed to charge up to $11.25.
- Charges are not allowed for supplemental or ala carte items.
- Once the charge limit has been met 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.
- The charge policy will be communicated to parents/students via student handbooks, SNP & local school websites, and letter.

**Adults**
- Charges are not allowed for supplemental or ala carte items.
- Adults at all levels will be allowed to charge a maximum of 1 day to their account.
- Charging for meals will not be allowed after April 30th.

**Refunds**
Refunds may be processed at the local school level up to $50. Any refund over $50 shall be processed through the SNP Central Office by submitting a Refund Request Form available on the SNP website.

**If you have any questions about your child’s meal charges, please contact the cafeteria manager at your child’s school.**

1. Please pay charges promptly. No charges will be permitted the last **FOUR** weeks of school.
2. Parents will be notified of any unpaid charges that extend beyond 20 days.
   - Snacks: A daily snack break is scheduled for all grade levels. Students should bring nutritious snacks from home. Ice cream is available at the school for $1.00 to be enjoyed at lunch.

**Clinic Information**

The school clinic is a service provided for our students. The clinic worker may or may not be a licensed nurse, nor does she have to be. The school clinic worker provides basic first aid to students who suffer injuries or become ill at school. Parents will be called and students sent home, if they are too sick to remain at school. See the county guidelines on the school website for **Reasons to keep your child home from school.**

A student having a temperature of 100 degrees with symptoms will need to be picked up from school and remain out of school until fever free for 24 hrs without fever reducing medications.

Medication needed for a short period of time (less than 2 weeks): Parents should check with their physician regarding the real need for any medication to be taken during school hours. If the doctor recommends such administration, parents **must bring** in medication and complete an administration consent form before any medication can be given to the student.

**PLEASE DO NOT SEND ANY MEDICATION TO SCHOOL WITH STUDENT.**
- **All medications** that need to be given in school clinic will need to have a completed administration consent form for each medication. These forms are available upon request from the school clinic or available on the school website. All medications and prescription drugs must be brought to school in their original container. **No loose pills in baggies will be accepted.**
- Injections needed for bee stings or similar allergies are considered serious and a formal document, Hypodermic Injection Permit, medication consent form and student care plan must be completed and on file in order for the school to accept the medication. These forms are available in school clinic or on the school website.
• The clinic keeps no medications on hand to give to students. We will provide basic first aid as needed. Anything requiring further care will be referred to the parent.
• Parents, if you are called to come pick your child up because of illness, it is important for you to pick him/her up as soon as possible to prevent your child from exposing other students to illness and also to prevent your child from exposure to other illnesses in the clinic.

It is the parent’s responsibility to notify the school of any telephone number changes during the course of the school year. The school will not be responsible in cases where a parent cannot be reached because of incorrect or invalid telephone numbers that have been provided by parents.

Should an emergency situation arise in which your child needs immediate medical attention and we are unable to contact anyone, we will call “911” and your child will be taken to the emergency room.

**Disciplinary Information**

We strive to provide a school program that allows all students to feel success and, at the same time, develop self-discipline. No student has the right to interfere with the rights of others to learn. Each student is expected to cooperate with teachers and fellow students.

The school and home share the responsibility for a student’s conduct. Parents will be made aware of behavior problems. We ask that you be supportive in working with the student and the school to help solve the problem.

**Policy Statement**

The purpose of the Gwinnett County Public School Student Conduct Behavior Code is:
1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school system and possible penalties for violation of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the local schools.
4. To provide for the enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school-sponsored activity or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

**Student Code of Ethics Guidelines for Student Behavior**

1. I will be honest in my statements and actions.
2. I will respect school staff, fellow students, and myself.
3. I will respect the beliefs of others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will respect the property of others.
6. I will work to the best of my ability.
7. I will use criticism in a helpful manner.
8. I will promote school cleanliness and the upkeep of school property.
9. I will make substitute teachers and visitors feel welcome.
10. I will support school activities.

**Statement of Student Misconduct**

These rules are designed to notify students as to the types and range of behaviors that are unacceptable. Nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is obviously inappropriate, particularly in light of
societal expectations and the scope of these rules that a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

**Teacher's Authority to Remove a Student from Class**

A teacher may remove or refer to the principal (his or her designee) a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class.

O.C.G.A. 20-2-738.

**Board of Education of Gwinnett County: Consequences of Student Misconduct**

Local school administrators may determine specific consequences for student misconduct at the local school level. The range of consequences that can be assigned by a local school administrator may include without limitation; student conference, parent conference, time-out or opportunity room, before or after school detention, In-School Suspension, Saturday School, Out-of-School Suspension up to ten days, referral to a Disciplinary Panel Hearing which may result in Long-term Suspension or expulsion, any other lawful consequence the Disciplinary Panel may deem appropriate for the misconduct. Depending on the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials.

**Twelve Rules of Student Conduct for Elementary Schools**

The following rules apply when a student is:

1. on the school grounds;
2. off the school grounds at a school activity, function or event;
3. en route to and from school;
4. 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 threaten, 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, bully, threaten, 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 laser pointers or 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. Each student will not expose or touch himself, herself, or others inappropriately including private areas of the body.
9. Each student will not miss school or class without an excused absence.
10. Each student will not exhibit unsafe and/or inappropriate conduct at any time.
11. Severe or repeated violations of school rules may result in a parental conference and/or a discipline review committee meeting.

NOTE: See local principal for the detailed version of the Student Conduct Behavior Code.
Drug Free Schools for Students & Employees

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; &
   - notify the Gwinnett County Public Schools in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 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.

Safe Schools Policy

It is the policy of the Gwinnett County Board of Education to ensure the highest possible standards of learning as well as the safety, health, and well being of its students and employees. The Gwinnett County Board of Education recognizes that gang/hate groups and gang/hate group related activities could substantially interfere with student and employee productivity.

In accordance, the Gwinnett County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group related activities in our schools and will accept a zero tolerance for such activities. The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group related behavior that is subversive to good order, discipline and wellbeing in our schools.

Notice to Students and Employees:

If you believe you are being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin or handicap, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you are being treated and why. Local school Title IX coordinators are posted in the building and on the Duncan Creek website.
You may also contact the school system's Title IX coordinator for assistance by writing or calling:
Joyce Spraggs
Gwinnett County Public Schools
437 Old Peachtree Road
Suwanee, GA 30024

Parent Involvement Policy

The Gwinnett County Board of Education shall abide by and support all rules and regulations pertaining to Title 1, Improving America's Schools Act (IASA, 1994), Local Education Agency Parental Involvement Policy, and Public Law 103-382. We are committed to the pursuit of excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national and world-class standards.

The Gwinnett County Board of Education recognizes that a student’s education is a responsibility shared by the school and family. To effectively educate students the schools and parents must work as knowledgeable partners. Parent/family involvement is an on-going process that assists parents and families to meet their basic obligation as their child’s first teacher and promotes clear, two-way communication between the home and school.

Parents and school staff will jointly develop an Academic Contract that establishes practices to enhance parental involvement and promotes academic achievement. The plan will be unique to each school and will include a home/school contract. The plan will support the development, implementation and regular evaluation of the parental involvement program.

Bus Information

Students will be assigned a bus for the purpose of riding to and from school. Approval for students to ride another bus will be given only if the parent makes a written request. Students are to get off ONLY at their designated stop unless the parents have first approved another stop. Students who go home with friends should do so only with the previous written approval of their parents. Approval of any change of bus stop or bus needs to come in the form of a note signed by the parent, including date, bus numbers involved, the address where the student are to be dropped off, and student involved. Upon receipt of a note, the school will issue a bus pass authorizing the change.

Buses occasionally get behind schedule because of breakdowns or weather. Every effort to keep buses on schedule or to make other arrangements to get your student home as soon as possible will be made. Plan to have your student ready to catch the bus 10 minutes before the usual arrival time and 10 minutes after the usual arrival time. It is the student's responsibility to catch the bus daily. Students who miss the bus from school to home must make arrangements by telephone with parents for transportation home.

**Parents are encouraged to arrange for their child to take the bus the first day of school. **

Bus Discipline

On buses, the bus driver has the major responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems first, but because of the nature of their job, bus drivers are more restricted in their efforts to deal effectively with discipline. If a student is a persistent behavior problem, a bus referral will be filed by the driver and turned into the school. The student is allowed to respond to the complaint. Copies are sent home for signature of parent. The white copy is to be returned to the school. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. Students can be
suspended from riding the bus depending on the severity of the problem and or the number of referrals.

**School Bus Safety Guideline & 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 students being transported.

**School Bus Safety Guidelines**

Posted on all GCPS school buses and printed in all school handbooks

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5-10 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 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 laps.
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/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver’s operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver’s operation of the school bus.
School Bus Emergency Evacuation

Students annually receive instruction in emergency evacuation procedures. Bus drivers regularly conduct simulated bus evacuations with reviews to enhance the safety of the student 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 student 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 on 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 the door open.
6. Helpers #3 and #4 will exit the bus, hold one arm upward, making a fist for the 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 Public School System.

**Additional Emergency Exits Are:

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

Weapons – Drugs- Alcohol
Confidential Hot Line

Help keep your school safe.

If you think someone is carrying a weapon, drugs or alcohol on school property, please call:

770-822-6513

You do not have to give your name.
Student Complaints and Grievances

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of discrimination on the basis of race, color, religion, gender, age, national origin, or handicap. If a student believes he / she is being mistreated on account of race, color, religion, gender, national origin, or handicap, the student may utilize the three step procedure outlined in Procedure P.JCE which is summarized as follows:

Step I: If a student has a complaint of discrimination or unfair treatment he / she should report concerns to the principal, the local school’s Title IX coordinator, teachers, counselors, or other school administrators. If a student is not satisfied that a complaint presented to a member of the school staff has been resolved satisfactorily, the student or his / her parent may request a meeting with the principal following which the principal will inform the parent in writing of his / her decision on the complaint.

Step II: If after meeting with the school principal, the student is not satisfied with the principal’s decision, a written appeal may be submitted to the School Improvement Team member for the school within ten working days of the receipt of the principal’s decision. The appeal must give specific reasons for reconsideration, state precisely the reasons for dissatisfaction with the principal’s decision, and be limited to the matter under review.

Step III: A complaint may be reviewed by the district Title IX coordinator. To file a complaint with the district Title IX coordinator, send a letter detailing the complaint to Joyce Spraggs, Gwinnett County Public Schools, 437 Old Peachtree Road, Suwanee, GA 30024.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act which prohibits discrimination against persons with handicaps in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: (1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such impairment; or (3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination of any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if a student is determined to be eligible under Section 504, to afford accommodations providing access to appropriate educational services.

If a student, parent or guardian on behalf of a student desires to file a complaint under Section 504, call The Instructional Support Center at 678-301-6000.

Duncan Creek Elementary School wishes to meet the needs of all our students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, please contact, Ms. Carrie Yougel.

Family Educational Rights and Privacy Act (“FERPA”)

Parents have certain rights with respect to student’s educational records pursuant to the Federal Education Rights and Privacy Act. These rights transfer to the student when the student reaches the age of eighteen (18) or attends a school beyond the high school level. These rights are summarized as follows:

The right to inspect and review student educational records maintained by the school;
An opportunity to challenge the content of the student’s educational records;

The right to notice of what information the school has designated as directory information and a reasonable time after such notice to inform the school that the designated information should not be released without prior consent;

The right for student educational records (other than directory information) to only be released upon written consent to any individual, agency, or organization other than (A) other school officials within the local educational agency with legitimate educational interests; (B) following notification, other school systems in which the student seeks to enroll; (C) specified officials for audit or evaluation purposes; (D) in connection with the student’s application for financial aid; (E) state and local officials pursuant to State law; (F) organizations conducting studies on behalf of the school; (G) accredited organizations; (H) parents of a dependent student as defined in section 152 or Title 26; (I) in connection with an emergency if necessary to protect the health or safety of the student or other persons; and (J) in compliance with judicial order or pursuant to any lawfully issued subpoena when the educational agency provides proper notification in advance of the compliance.

Privacy

Parents and students are notified that they have a right to expect privacy in educational records. Accordingly, only school system staff, their agents, representatives, and/or consultants have access to student records on a discernable need to know basis. If educational records are requested or subpoenaed by others, parents and adult students will be notified.