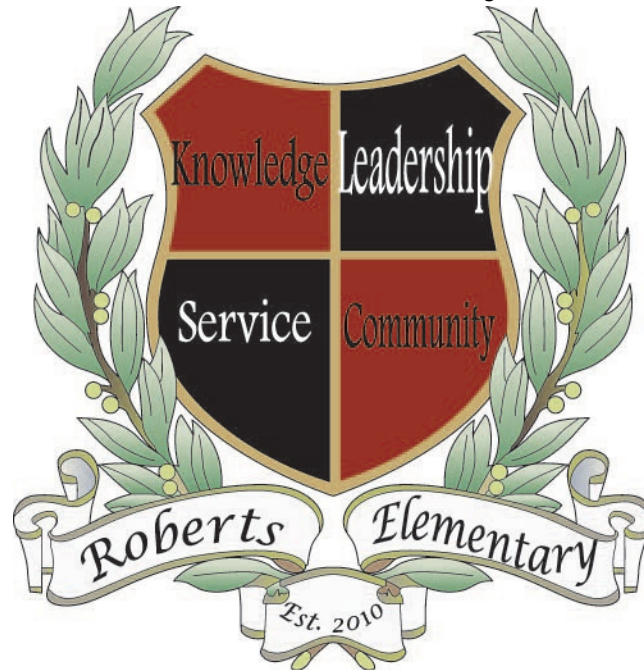


# Roberts Elementary School



## Parent & Student Handbook 2022-2023

251 Buford Highway  
678-745-2370 - Office  
678-745-2371 - Fax  
[www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)

# SCHOOL POLICIES & INFORMATION

## Attendance

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

Arrival: Students may enter the building between 8:20 AM and 8:50 AM. Students are considered tardy if they are not in their classrooms at 8:50 AM. Prior to 8:20 AM, the staff is busy planning and is not available to supervise early arrivals. To be counted present for the entire day, students must attend for at least the equivalent of half the school day. Please allow your young child to become an independent and responsible student. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book bags, etc.

Check In/Check Out: **Students arriving at school after 8:50 a.m. must be signed in by a parent in the office prior to going to the classroom.** Early check out is discouraged. To protect instructional time and create a safe environment, **no students may be checked out after 2:45 PM** except in emergency situations. Parents should report to the office to check out a student. Photo ID will be required for the safety of your child. Relatives, neighbors, etc. will not be allowed to check out any student unless authorization is on file.

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

## Cafeteria

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

Student lunches are \$2.25  
Adult lunches are \$3.00  
Extra milk is \$.40  
A La Cart Items are 25¢ - \$1.00

In addition, students may purchase a la carte items. If a student brings a lunch to school, please do not send carbonated beverages, food in glass containers, or items that would require microwaving. Visitors are strongly discouraged from bringing fast food meals into the cafeteria. Students have permission to purchase additional food before they sit down at their table. They will be charged the a la carte price at

the register. Students will not be allowed to get up from their table once they are seated until it is time to leave. Students who are allergic to milk or other foods will need to bring a doctor's note to school.

Lunch Charges: Students will be allowed to accumulate a maximum of \$11.25 in charges, at which time they will be offered an alternate meal. Every student charging a meal will be given a notice to go home to parents. Prompt payment of these charges is appreciated.

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

Lunch Guests: Parents and other guests are encouraged to come eat lunch with their children at any time. Due to space limitations and safety, students are not allowed to have friends sit with them at the parent table. Parents eat at the Parent Table only. Please meet your child's class in the cafeteria hallway. After lunch, please allow your children to return with their class to their room to continue their learning.

### **No outside food**

Breakfast: The breakfast program will begin on the Tuesday following Labor Day for students. Breakfast is served from 8:20 until 8:40 A.M and costs \$1.50. Students will go directly to the cafeteria when entering the building. Kindergarten through fifth grade students will eat in the cafeteria and go directly to their classroom when they are finished.

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

Ice Cream/Snacks: Ice cream is not sold in the cafeteria. Students purchase ice cream in the classroom for \$1.00. Snacks may also be brought from home. Money from a student lunch account may not be used to purchase ice cream.

Birthdays: Due to food allergies, no treats are to be brought in for birthdays. Ice cream can be bought for the class at a rate of \$1.00 each.

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

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

### **Clinic**

The clinic is operated and maintained with financial support from the state and from Roberts Elementary parent donations and is staffed during the day to assist students. It is crucial the clinic worker has sufficient emergency information for each child. Parents will be called if a student is too sick to remain in school, has been seriously injured, or is running a fever of 100 degrees or more. The clinic worker is authorized to administer medications to students if the following guidelines are met: (1) Long-term medicines require paperwork from both the parent and physician; (2) Emergency medications (for bee stings, etc.) require liability release and paperwork from the parent and physician; (3) All prescriptions must be in the original container with instructions clearly stated; (4) In all cases, medication must be brought to school by an adult. No child is to carry medication on his/her person. **When your child is sick, please do not send him/her to school and chance infecting others.**

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

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

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

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

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

### **Communication With Parents**

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

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

Curriculum and Instruction Communication: Each parent receives a copy of the Academic Knowledge and Skills (AKS) booklet for their child's/children's grade levels. This booklet outlines the teaching and learning expectations for that particular grade level. Parents may access GCPs curriculum and instruction information through the school system's website at [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us).

Email and Internet Communication: Parents may communicate with the staff through our Roberts Elementary website accessed through <https://www.robertsbulldogs.org/home.html>. Lunch accounts can be accessed at [www.mealpay.net](http://www.mealpay.net). In addition, parents or guardians may track student progress through the Parent Portal at <https://go2.gwinnett.k12.ga.us/parent/wps/portal>.

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

Roberts Communication: In an effort to go paperless and become environmentally friendly, parents will receive regular updates from the school on our school website, digital message board, and e-mails sent from school administration. The Bulldog Bulletin will also be sent to all parents on a monthly basis. Monthly lunch menus are also provided on the website.

Telephone/Email Communication: Phone messages to your child's teacher will be e-mailed to the teacher. Instructional time will not be interrupted to deliver phone messages. **Our staff is committed to returning phone calls and/or emails to parents within 24-48 hours of the parent's contact with the school.** Concerns that are specific to your child's classroom or teacher should be addressed with the teacher first. If concerns persist, an administrator or our counselor would be happy to assist you.

### Dress Code

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

1. Shoes are to be worn at all times. Rubber flip-flops, high heels, and shoes with wheels are not appropriate at school.
2. No bare midriffs for grades K-5. Thin straps or tank tops for grades 3-5 cannot be worn without another shirt over/under. No underwear should be visible.
3. No clothing with offensive language, pictures, or alcohol/drug advertisements will be permitted.
4. Hats, sunglasses, etc. are not to be worn except on special days or unless medically needed.
5. Shorts and skirts are of appropriate length when fingertips touch the hem.
6. Only athletic type shoes and appropriate clothing is to be worn to PE. Students who come unprepared cannot participate and their grade will be affected.
7. Extreme hair styles-colors and chains on clothing are not permitted.
8. Bandanas of any color are not permitted unless for special days authorized by school staff.

### Field Trips

Grade levels schedule on/off campus field trips to support their curriculum. Your child's teacher will provide more specific information. Please note that world events may affect scheduled field trips. Please note- **ALL STUDENTS WILL BE TRANSPORTED BY BUS-NO EXCEPTIONS!**

### Fire, Tornado, and Evacuation Drills

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

### Gifted Education Program

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

### Grading - Reporting to Parents

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

Progress Indicators for Kindergarten

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

Progress Indicators for First Grade

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

Progress Indicators for Grades 2-5

A = 90-100 Excellent Progress  
B = 80-89 Above Average Progress  
C = 70-79 Satisfactory Progress  
U = 69 and below Unsatisfactory Progress

Progress Indicators for Special Areas & Health

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

**Guidance and Counseling**

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

**Homeless Children and Youth**

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

**Instructional Program**

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

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

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

For a small fee, Agenda Books are for students in grades K-5 to aid communication and foster planning and work completion. Parents are encouraged to check agenda books each day and to communicate with teachers using this tool.

Assessment: Gwinnett County Public Schools' assessment program is a critical component of the school district's focus on teaching and learning. We measure student achievement in a number of ways to ensure students are learning the curriculum. Our assessment program helps teachers identify students who are not mastering the curriculum, providing them with diagnostic data and information so that they can identify students' strengths and weaknesses. This helps teachers to plan appropriate instructional and educational programs to promote student success.

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

Interventions: We provide a number of interventions to assist students when they are having difficulty achieving curriculum and performance standards. Academic contracts are developed for students who need additional interventions to achieve expected levels of performance. These contracts outline interventions for home and school to help the child experience more success. Interventions provided at school include reading and math support for struggling students; Early Intervention Program for grades K-5; co-teaching efforts involving gifted, special education, and classroom teachers. A Student Support Team operates to provide insight and specific suggestions to help classroom teachers best meet individual student needs. The Student Support Team includes the parent, teacher, administrator, and counselor.

### **Instructional Interruptions**

It is important we keep instructional interruptions to a minimum. Students will only be allowed to call home for emergency reasons with the teacher's permission. They will not be allowed to call for materials, assignments, and lunches, which have been left at home. In the case of lunches, the student will not go hungry, but will be given an appropriate meal. Instructional time will not be interrupted for delivery of homework, snacks, or ice cream money. These items will be placed in the teacher's box for pick up during lunch. Please help your child practice responsibility by having them check for these items before leaving in the morning.

### **Insurance for Students**

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

### **Lost and Found**

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

### **Make Up Work**

Assignments missed during a short or long-term absence will be made up upon return. Children too ill to be in school are generally too ill to work on assignments at home. When students are not well enough to attend school, we believe it is important that they get plenty of rest and concentrate on getting better so they can return to school as soon as possible. For that reason, students will receive assignments they

missed **when they return to school**. If the student is absent for more than one day, a message requesting make-up work received by 9:00 A.M. may be honored at the end of that day. Requests made later in the day will be honored the following day. Students who miss 10 or more consecutive days may be eligible for homebound instruction. Teachers will adjust the assignments if needed to help students focus on the most important skills they missed.

### Media Center

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

### Parent Involvement

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

School Council: The purpose of the School Council is to develop and nurture parent participation, bring parents, community, and educators together to better understand and respect each other's concerns, and to share ideas for school improvement. The Council consists of the principal, teachers, parents, and parents who are business representatives and is governed by guidelines established in Georgia Law. It will meet every nine weeks and the meetings are open to the public.

Volunteers: Volunteers are invaluable in helping meet the needs of students and staff. They offer positive influences to promote character and well-being. We encourage volunteers to be active participants at Roberts Elementary. **For the protection of all children, visitors must sign in through the office and wear a visitor badge throughout their visit. Any visitor on campus without a sticker will be instructed to sign in and get a sticker.**

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

### Parties

School-wide: Policy permits two school-wide parties on days designated by the local school. PTO Room Representatives plan parties with the classroom teachers. **If your class is food allergy sensitive, certain foods will be restricted. Red drinks are prohibited.**

Birthday: Parents may purchase ice cream through the school for the class at a cost of \$1.00 per student.

### Personal Property

Students are asked to bring all lost and found items to the area by the gym. Students should check in the lost and found for lost articles when they are missed. **Parents should write their child's name inside clothing items.** Unclaimed items will be sent to a charity. It is requested that large sums of money and expensive jewelry and clothing not be brought/worn to school. Articles such as cameras, computer games, or small toys should be brought to school only at the request of the teacher. Cell phones are permitted at school but may not be used on school grounds. Any misuse of cell phones will result in natural consequences of no longer allowing them at school. **Weapons and laser pointers are strictly forbidden. Any knife having a blade of two or more inches is considered a felony weapon and should not be**



**brought to school.** Articles brought to school that are inappropriate will be forwarded to the office. Selling items or exchange of money between students is not allowed.

### **Pets**

Due to safety concerns, no live animals may be brought to school. Classroom teachers may share caged animals at certain times as part of the curriculum with the approval of administration.

### **Pictures**

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

### **Registration/Records/Withdrawal**

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

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

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

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

### **Spirit Day**

Spirit Days are held each Friday. On these days, students and staff members can wear their Roberts Elementary spirit wear or their favorite college or university attire.

### **Student Behavior and Management**

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

- \* Be Ready
- \* Be Respectful
- \* Be Responsible

**Classroom Expectations:** Classroom management is the responsibility of each teacher. Each teacher will determine expectations specific to his or her classroom as well as a behavior management plan.

Teachers will communicate their expectations to students and share them with parents through PTA Curriculum Night, conferences, and regular home-school communication channels.

Interventions and Consequences: Teachers will contact parents if behavior becomes a concern. Serious infractions are dealt with immediately in the office. Consequences for misbehavior will be determined by administrators. When students are referred to an administrator, parents will receive a copy of the discipline referral form.

### **Student Recognition**

Roberts Elementary students are recognized throughout the year for academic excellence, perfect attendance, birthdays, and exemplary behavior. Student of the Month (SOM) is a program used to recognize students for behavior and academics.

Students receiving an N or U in conduct will not be eligible for our Top Dog (All A's and E's in core academic areas) and Big Dog (A/B's) academic honors. Teachers will also recognize students with other classroom incentives. More than two tardies and/or early checkouts will prohibit students from receiving a perfect attendance award.

### **Technology**

As part of our efforts to provide high quality educational experiences at Roberts, our students have access to many instructional technology tools including being assigned their own laptop for the year. With the privilege of use comes the obligation to use the equipment responsibly. Students are responsible for good behavior on the school computer network. Access to network services is given to students who agree to act in a considerate and responsible manner. Any member of the staff may suspend specific user access. Use of the Internet must support education and be consistent with the academic expectations of Roberts Elementary School. Students will access approved "safe" sites only. Parents will be asked to read and sign our school's Acceptable Use Policy. Students may not use personal devices during the school day (cell phone, tablet, smart watch, etc.). **If your child must bring a cell phone or device to school due to before/after school purposes, this technology must remain turned off and put away while at school.**

### **Transportation**

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

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

Car Riders: The car rider lane is open at 8:20 AM and will close at 8:40 AM. This allows students to be in the classroom by 8:50 AM to begin their instructional day. Parents who arrive after the 8:40 must accompany their child to the front office. The car rider lane reopens in the afternoon from 3:15 PM – 3:35 PM. All parents delivering and picking up children must use the side driveway for the safety of our children. The front drive is strictly reserved for buses. \*Each car in the car rider line **must** have a car rider number. If you have misplaced your number, please request a new one from the office at a charge of \$7. Cars arriving without decals will be asked to show proof of identification (driver's license) and may be asked to park and report to the office. Drivers may not park and walk students across the line of traffic or pass other cars in the car rider line.

**\*Please keep your car rider tag for use the following year- as long as the student remains at Roberts. New tags will only be issued to new students or lost tags for a \$7 fee.**

## **GWINNETT COUNTY PUBLIC SCHOOLS STUDENT CONDUCT BEHAVIOR CODE**

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

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

any electronic device or mirror, laser, flash camera, or any other light device during the operation of a school bus or during school hours except as permitted.

- ❖ Severe or repeated violations of school rules may result in a parental conference and/or discipline review committee meeting.
- ❖ Each student must obey all rules of bus safety.

## NORTH GWINNETT CLUSTER

### Level Creek Elementary

**Principal:** Daniel Skelton  
**Telephone:** (770) 904-7950  
**Fax:** (770) 904-7952  
**Address:** 4488 Tench Road  
Suwanee, GA 30024

### North Gwinnet High School

**Principal:** Nathan Ballantine  
**Telephone:** (770) 945-9558  
**Fax:** (770) 271-5185  
**Address:** 20 Level Creek Road  
Suwanee, GA 30024

### North Gwinnett Middle

**Principal:** Sheri Gilbert  
**Telephone:** (678) 745-2300  
**Fax:** (678) 745-2348  
**Address:** 170 Peachtree Industrial Boulevard  
Sugar Hill, GA 30518

### Riverside Elementary

**Principal:** Ben Pope  
**Telephone:** (678) 482-1000  
**Fax:** (678) 482-1018  
**Address:** 5445 Settles Bridge Road  
Suwanee, GA 30024

### Roberts Elementary

**Principal:** Dr. Dion Jones  
**Telephone:** (678) 745-2370  
**Fax:** (678) 745-2371  
**Address:** 251 Buford Highway  
Suwanee, GA. 30024

### Suwanee Elementary

**Principal:** Dr. Mary B. Taylor  
**Telephone:** (770) 945-5763

**Fax:** (678) 714-5835

**Address:** 3875 Smithtown Road  
Suwanee, GA. 30024

The officers, employees and officials identified in these procedures are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the procedure should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.