

TWIN RIVERS MIDDLE SCHOOL
2300 BRASELTON HIGHWAY
BUFORD, GEORGIA 30519
www.gwinnett.k12.ga.us/TwinRiversMS



VISION

Twin Rivers Middle School will be a world-class school by intentionally creating a safe, culturally responsive environment where students acquire the knowledge and skills to be successful in their future college and career aspirations.

MISSION

The mission of Twin Rivers Middle School is to prepare students for a global society by providing them with innovative learning experiences where they think critically, collaborate and communicate effectively, resulting in high student achievement.

BELIEF STATEMENTS

At Twin Rivers Middle School, we believe that the **staff** will:

- respect one another's culture and appreciate the diversity of individuals in our school and community.
- provide a safe, culturally responsive learning environment.
- challenge and support each student's academic achievement.
- model, teach, and expect behavior which promotes integrity, responsibility, and respect.
- foster and teach positive relationships with students, families, and colleagues.
- serve as leaders in the classroom, school, and community.

At Twin Rivers Middle School, we believe that **students** will:

- respect one another's culture and appreciate the diversity of individuals in our school and community.
- engage in academic learning in preparation for the careers of their future.
- demonstrate integrity, responsibility, and respect while collaborating with peers.
- communicate effectively while engaging in civil dialogue.
- share in the accountability of their learning.
- serve as leaders in the classroom, school, and community.

At Twin Rivers Middle School, we believe that the **parents and community members** will:

- respect one another's culture and appreciate the diversity of individuals in our school and community.
- foster students' ownership for learning and encourage high student achievement.
- model, teach, and expect behavior which promotes integrity, responsibility, and respect.
- support students' growth in citizenship and community awareness.
- promote positive relationships with the school.
- serve as leaders in the school and community.

STATEMENT OF NON-DISCRIMINATION

Twin Rivers Middle School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in programs, activities, or employment practices.

GENERAL INFORMATION
(ARRANGED ALPHABETICALLY)

ACADEMIC ASSISTANCE PROGRAM

The Academic Assistance Program (AAP) is offered at a minimal charge after first semester to provide interventions as needed to recover a failing grade. A student must achieve a 70 average in the academic assistance class to continue to be on track for promotion. Students who have successfully completed their AAP class are awarded passing credit with the AAP course appearing on the student's transcript. Students with a failing second semester average for a required course will need to attend summer school. AAP is offered before the school day begins and transportation is not provided.

ACADEMIC HONOR REQUIREMENTS

The following requirements must be met for 1st semester and at the 9 week progress report for 2nd semester in order to earn honor roll or high honor roll status.

High Honor Roll – Each individual course grade (connections will not be averaged together) must be in the A range (90 - 100).

Honor Roll - Each individual course grade (connections will not be averaged together) must be in the A range (90 - 100) or B range (80 - 89).

ATTENDANCE

Regular attendance in school is essential for a quality education. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for this year. **Absences** - State law requires that children between the ages of seven and sixteen attend school except in the specific instances listed below. In case of a necessary absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence. This excuse must be given to the grade level clerk on the day of the student's return to school. A letter will be sent home from the district when a student has five (5) unexcused absences and when a student has ten (10) excused and/or unexcused absences from school. The school social worker may be contacted if attendance is a

chronic problem. State law recognizes the following reasons as legal absences:

1. Personal illness
2. Death in the immediate family
3. Recognized religious holidays observed by your faith
4. Absences mandated by governmental agencies
5. Instances where attendance would be hazardous
6. Service as Page in the Georgia General Assembly

Early Arrivals – Students arriving early MUST have a signed pass by a teacher giving them permission to go to a teacher’s classroom prior to 8:55am. If students arrive at school prior to 8:55am without a pass, they must report directly to the cafeteria. **Students should not be dropped off before 8:00am.**

Early Check-out – Missing instructional time is detrimental to a student’s performance. Parents are urged to make dental, medical, and other appointments before or after school hours. If it becomes necessary for a student to check out during the day, parents must report to the front office to sign out the student. **Parents will be required to show picture identification in order to check out their children. There will be no check-outs after 3:30pm.**

The staff cannot accept telephone authorizations to change transportation arrangements for students. Changes in transportation can only be accepted by email or fax that includes a picture id. We must have personal contact to verify that the request is from the parent. A guest must be listed in the Emergency Contact List if they wish to check out a student or visit a student for lunch. Names should be added by the parent, in the Parent Portal, under Student Information.

Present for the Day - Students are considered present for the day (if they arrived on time) at 12:30pm. The student must be in school for half of the day (3.5 hours) to be considered present.

Tardies to school - When a student arrives at school after 9:15am, he/she must report to the front office to sign in and get a pass to class. Students arriving late to school must have a note from a parent indicating the reason for being tardy or must be accompanied by a parent to the office. Excessive school tardies may result in administrative intervention.

Tardies to class – Students should arrive to all classes in a timely manner. Tardies will count towards student consequences on the team discipline plan. Excessive class tardies may result in administrative intervention. **Parents should contact the grade level office to address any questions or concerns associated with attendance.**

BUS DISCIPLINE

Standards of discipline on buses must be maintained at all times in order to ensure safety. All school rules remain in effect at bus stops and during bus rides. **Students are under the authority of the bus driver. Students are expected to ride the bus to which they have been assigned and to board and depart at their assigned bus stop. Bus drivers will not allow students to ride an unassigned bus or to get off at a different stop.** Students are expected to follow all bus rules and procedures required

by the driver. **Failure to comply with the following bus rules will result in a bus referral.**

1st Bus Referral: 3 day bus suspension

2nd Bus Referral: 5 day bus suspension

3rd Bus Referral: 10 day bus suspension

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, head, arms, and legs away from windows and confined to assigned seat.
5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
7. Students will not throw ANY objects on the bus or out of bus windows.
8. Students will treat the driver and other students on the bus with respect.

If suspended, students must arrange for transportation to and from school.

CAFETERIA INFORMATION: BREAKFAST AND LUNCH PROGRAMS

The goal of Twin Rivers’ cafeteria program is to provide high quality, nutritious meals to our students at a price that is affordable to all. Students purchasing meals are expected to maintain a **positive balance** in their cafeteria accounts. After charging five (5) meals, the student will be unable to charge again until a payment is received and funds are in the account to cover future purchases.

Students may pay for meals by the day or in advance by the week, month, or year. **Please make checks payable to Twin Rivers Middle School Cafeteria.** Parents may also use the online account system of MyPaymentsPlus (<http://www.mypaymentsplus.com>), which allows you to manage your student’s meal account online by making deposits at no additional cost and create settings to auto-replenish your account or receive free email reminders when the balance is low. Students who qualify for free or reduced-priced meals should complete the application online (found on the TRMS or GCPS website) or pick up the paper application in the front office. Free & Reduced Meal qualification applies to breakfast and lunch meals.

CAR RIDERS

AM ARRIVAL: All car riders must be dropped off at the front entrance in the car rider loading/unloading area (curb closest to the school). Dropping off students at the top of the parking lot is a safety issue, and not permitted.

PM DISMISSAL: Parents are asked to turn off car engines while waiting for students. Students who are car riders need to be picked up at **4:00pm. To allow safety vehicles access to the school, vehicles should not line up for car rider prior to 3:40pm.**

CELL PHONES/OTHER ELECTRONIC DEVICES

- **Cell phones should be off and remain in bookbags or lockers.**
- Twin Rivers MS and GCPS are not responsible for any maintenance, damage, theft, usage or usage charges, or loss of this non-school-district equipment.
- Students should use their grade level office telephone with teacher permission in order to call home for emergencies.
- **Parents should not expect students to check cell phones for messages during the school day.** Please call the front office to address emergency situations.

Violations will result in a cell phone/earbud citation.

- Step 1: Warning
- Step 2: Teacher Detention
- Step 3: Administrative Detention
- Step 4: Saturday School
- Step 5: Administrative Referral

CLINIC SERVICES

A clinic worker is available in the clinic each day (8:15am – 4:15pm) to help with any serious medical problems that might arise. Teachers will use discretion in permitting visits to the clinic. A student may not remain in the clinic for an extended period of time. If a student becomes too ill to remain in class, the clinic will contact the student's parents to have them check the student out of school. **Students should not attend school if they have had a fever within 24 hours of school or have vomited within 12 hours of school.** See MEDICATION for additional information.

DISCIPLINE - GWINNETT COUNTY STUDENT CONDUCT POLICY STATEMENT (CODE JCD)

Teachers will manage their classrooms under the guidelines of the school-wide discipline plan. Please carefully read the Gwinnett County Student Conduct Behavior Code (Policy JCD) located in your GCPS Student/Parent Handbook. A student in violation of the Gwinnett County Student Conduct Behavior Code will receive disciplinary action. Disciplinary action may involve one or more of the following steps: (1) Verbal Reprimand; (2) Parent/Teacher Conference; (3) Counseling; (4) Detention (Teacher or Administrative); (5) Saturday School; (6) Parent/Administrator Conferences; (7) In-School Suspension; (8) Short Term Out of School Suspension; and (9) Disciplinary Hearing. Students assigned to In-School Suspension (ISS) or Out-Of-School Suspension (OSS), may not attend after-school activities on the day(s) of the suspension. This includes all activities at all GCPS campuses/events. **All parties involved in fights are subject to the following consequences regardless of who started the fight. First offense is a minimum of three (3) days suspension.** Additional consequences may be issued, depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.). **Students who instigate a fight or encourage others to fight will receive administrative consequences.**

DISCIPLINE PLAN FOR TWIN RIVERS

Every child has a right to a disturbance free education and disrupting the teaching and learning process interferes with the learning of others. Twin Rivers will implement a school wide discipline plan in an effort to assist students in correcting their behavior before making a referral to an administrator. Students are expected to follow all classroom, school, and district rules.

Consequences:

- Step 1 Citation: Warning
- Step 2 Citation: Silent Lunch
- Step 3 Citation: Teacher Detention
- Step 4 Citation: Teacher Detention
- Step 5 Citation: After School Detention (4:30pm – 6:00pm)
- Step 6 Citation: Administrative Referral

6th Grade: Citations begin again at the end of quarter one and quarter two

7th Grade: Citations begin again at the end of the first semester

8th Grade: Citations remain for the entire year

- Citations build upon each other regardless of the teacher/staff member issuing the citation (i.e. if a student has already received two (2) citations from Mr. Smith, a citation issued by Ms. Doe will result in a teacher detention).
- **Teachers have the authority to change the consequence at any time.**
- Connections teachers have access to students' citation steps and will utilize the school-wide discipline plan in their classrooms.
- Teachers have the authority to issue a silent lunch or morning teacher detention without issuing a citation.
- Administrative referrals can be written prior to reaching Step 6 for rule violations that warrant a referral (i.e. a fight, having a weapon on campus, etc.).
- Administrative Referrals become a part of the student's discipline record.

SEE STUDENT/PARENT DISCIPLINE HANDBOOK, GWINNETT COUNTY PUBLIC SCHOOLS FOR MORE DETAILED INFORMATION.

DRESS CODE FOR STUDENTS

In addition to the GCPS Student/Parent Handbook dress code, the following are expectations at Twin Rivers MS.

Appropriate Dress for Students:

1. Headgear is not permitted, including but not limited to hats, hoods, durags, scarves, bonnets, bandannas, head wraps, sunglasses and should not be worn during school hours. The crown of the head should be exposed and headbands should be no more than 2 inches thick from the start of the hairline and back.
 - a. *Exceptions for religious or medical reasons to be granted by the principal.

2. **Blouses or shirts:** no crop tops, halter tops, strapless tops, or spaghetti straps of any type will be allowed. Blouses/ shirts that expose any portion of the waist, hips, midriff, or cleavage are not allowed.
3. All **shorts and skirts** should not rise higher than 8 inches when measured from the base of the knee upwards. Ripped pants are permitted when the highest rip or slit is below the 8 inch rule.
4. The waistline of all pants, shorts and skirts must be on or above the hips with no undergarment showing.
5. Students may not wear blankets, capes, or trench coats to school.
6. Health regulations and safety factors require **shoes** to be worn at all times. Slippers are prohibited.
7. Pajama outfits of any kind are not to be worn in school.
8. Jewelry and accessories with sharp and pointy edges can be considered as weapons and are not permitted. Ex. no brass knuckles allowed.
9. **No student clothing or accessories shall be disruptive and/or take away from the learning environment.**
10. Exceptions to the TRMS dress code may be made by the Principal or her designee for specific reasons.
11. **Parents and students should consult the TRMS website to be informed about additions or changes to the dress code rules.**

Dress Code Violations

- Teachers will be supporting in addressing dress code violations and are encouraged to address challenges within the classroom in a discreet manner which maintains the dignity of each student. If a student refuses to comply or cannot meet the dress code, students will be sent to the grade level office.
- Clothing will be loaned to a student for the remainder of the day to reduce the time away from class (except for shoes).
- Each violation will be noted in an excel spreadsheet.
- Students will call home to notify parent.
- Third violation will result in a referral.
- Subsequent violations will result in a referral.

DRINKS

Students may bring water from home to have during class. Colored drinks are not allowed in the classrooms. Juice boxes are allowed during breakfast and lunch times only.

EARLY RELEASE

Conferences are scheduled for at-risk students or by parent request. Students are released at 1:15pm on scheduled early release days.

EMERGENCY COMMUNICATIONS

Twin Rivers Middle School communicates with our families any emergencies that occur during the school day using the following:

- 1-Push Notifications through School Messenger
- 2-The Twin Rivers Times Electronic Newsletter
- 3-The Twin Rivers Middle School Website:
<http://gwinnett.k12.ga.us/TwinRiversMS/>

For school closings due to weather, families will be notified through:

- 1-GCPS School Messenger
- 2-The GCPS web site: <https://go2.gwinnett.k12.ga.us/>
- 3-WSB-TV

EXTRA-CURRICULAR ACTIVITIES

Eligibility for participation in any extra-curricular activity will be based on grades earned during the semester prior to that activity. Criteria for participation will include academic, conduct, and effort grades. A student must maintain satisfactory grades in all three areas in order to represent Twin Rivers Middle School as a participant in extra-curricular activities. It is the student's responsibility to know the requirements for the various activities and organizations.

FOOD DELIVERIES

Food deliveries will not be accepted from a service or a parent from a restaurant due to our limited personnel for accepting and distributing food, as well as the inconsistency of food arrival to match a student's lunch time.

GRADING

The Gwinnett County Board of Education has adopted the following grading scale:

A = 90 - 100 B = 80 - 89 C = 74 - 79
D = 70 - 73 U = Below 70

Students are expected to earn their grades on homework, classwork, and assessments based on their own performance. **Cheating is strictly prohibited** and will result in disciplinary consequences.

HELP DAY

Help Day is available every Wednesday morning from 8:15am to 8:55am. Students are expected to arrive by 8:25am in order to participate in Help Day. **To avoid traffic, parents should drop off students in the back of the building.** The bus lane is accessible via Lena Carter Road.

HOMEWORK

Students and parents should log into My eCLASS to check course calendars and to access the latest information regarding homework, class activities, and current grades. Through homework, students have the opportunity for enrichment, extension, and/or remediation of instructional goals and the opportunity for practice of basic skills.

ILLNESS

Per district guidelines, students should stay home until symptom free for 24 hours without the use of medication. Parents are requested to email your child's teachers if he/she will be out for more than two days.

LOCKERS

Students should be sure that clothes or other valuables are never left unattended and are locked away securely when not in use. The school CANNOT be responsible for items left in lockers. Lockers are issued to students as a service and a convenience, but the security of the lockers cannot be guaranteed by the school. Additionally, lockers are not the student's property and may be searched at any time by administrators without the student's consent. Each student is responsible for the contents of the locker. If a locker is vandalized or abused, additional charges will be assessed.

LOST ITEMS

If a student misplaces an item, he/she should check in the front office and/or see the grade level clerk to access the lost & found.

LUNCHES

All lunches are planned using a Food-Based Menu Planning Approach and contain 5 food components- Fruits, Vegetables, Grains, Meat/Meat Alternate and Milk. A **meal** must contain 3 of the 5 components at a minimum and 5 of the 5 components at a maximum. A **lunch meal** must also contain at least one serving of the fruit or vegetable component.

MAKE-UP WORK

If a student is absent, the student should use the Student Portal to access teacher course pages for assignments. Make-up should be completed within five (5) days of the absence.

MEDIA CENTER

The Media Center is open throughout the school day for book checkout, research activities, and multimedia services. Students have access to the online media center catalog, as well as a variety of reference resources, including online encyclopedias and informational databases. Database passwords for at-home access are listed on the *Online Research Library* page of this agenda.

MEDICATION

Whenever possible, medications should be administered at home. In an effort to better ensure the safety of students, all medications (prescription and nonprescription) must be delivered to the school clinic or office **by the parent or guardian only**. In addition, medications must be accompanied by the GCPS "Administration of Medication Request" form completed by the parent. **Medications must be in the original, childproof container. Prescription medications must be in the labeled prescription bottle.** Containers will be sent home with the student when empty; however, the refilled medication must be returned by the parent. Medication remaining at the end of the school year must be picked up by parents, otherwise it will be discarded.

REPORT CARDS

Progress reports are issued at the midpoint of each semester, and report cards are issued at the end of each semester. Each student receives numerical academic

grades for all courses. Report cards will be mailed by GCPS at the end of each semester.

TELEPHONE USE

The school phones are for business purposes. Students may use the phone to call their parent, in their grade level office, only with a signed pass from the teacher. Arrangements to stay after school for activities must be made before arriving to school. Only urgent telephone messages from parents or guardians will be delivered by an office representative. Students are not called out of class to receive a phone call.

TEXTBOOKS, INSTRUMENTS, AND SCHOOL PROPERTY

All books issued to students should be treated as borrowed property. In the event of loss or abuse of textbooks and/or agendas, whether accidental or purposeful, students must pay for the book(s) in accordance with the scale fixed by the Board of Education. Students who have books with missing barcodes may be required to pay the replacement charge for the book if it is determined that positive identification is not possible. Band instruments, library books, and other school equipment and/or property should be considered a loan for the period the equipment or material is in use. In the event of loss or abuse of instruments, equipment, or property, restitution will be determined by the amount it costs for replacement or repair. When personal instruments or equipment (owned or rented) are brought to school, the school does not assume responsibility for loss or damage. Students and parents are responsible for such equipment.

TRANSPORTATION CHANGES

1. Any change in a student's regular dismissal routine (i.e. change in bus route, change to car rider, change to walker) must be requested by the parent **in writing** for verification and creation of a pass. Parents should contact your grade level office for assistance.
2. **All transportation changes must be submitted to the grade level office by 10:00 am.**
3. Students may not ride any other bus than the route they are assigned to by their home address.

Note: In order for any student to walk home from school, he/she must obtain a walker pass from the grade level office by providing a note from home. The grade level office should receive this by 10:00am.

VISITORS

To ensure safety and security at Twin Rivers, all visitors MUST report directly to the main office to sign in. Once the visitor has shown proper ID, he/she will be issued a badge to wear while on school premises. Parents are invited to visit the school regularly and to be involved in all school activities. Students from other locations are not allowed to visit during instructional time or attend student social activities. Parents should schedule classroom visits at least 24 hours in advance with permission of the grade level assistant principal.

