

Bay Creek Middle School

Est. 2009

We Cause Learning

MASCOT

Rams

COLORS

Green/Gold/Navy

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Bay Creek Main Office Hours

8:15 AM to 4:15 PM

After hours emergency transportation

telephone number for parents:

770-513-6686

Important Information

1. Bay Creek behavior expectations and consequences are outlined beginning on page 4. Please read and be familiar with our policies and procedures.
2. Students arriving at 8:15 should report to the designated space for GET READY RAMS unless it is help day and the student is reporting to the appropriate teacher for help day. School begins promptly at 9:15 AM. Students arriving later than 9:15 AM are marked tardy.
3. Students should check their eClass pages to get assignments when absent. Parents may request work if student will be absent for more than three days. It will be available for pick-up from the front office. PLEASE ALLOW 24 HOURS for teachers to get assignments ready.
4. Upon return of an absence, it is the student's responsibility to bring a written and signed note from a parent/guardian. Bring the note to the front desk. Unexcused absences may be documented as truancy.
5. Students will not be allowed to use cell phones (including texting) during class time unless it is for academic purposes.
6. There are several communication tools available to keep up-to-date with news and events at Bay Creek Middle School. Visit our website (<http://www.gcpsk12.org/BayCreekMS>) our Facebook page, **Connect 2 Grayson** mobile app, our Twitter @BayCreekMS and the student's eClass page. Current grades, discipline, attendance, and standardized test scores can be found on the Parent Portal through the GCPS website.
7. Students walking to school should enter through the car rider entrance and students walking from school must exit and leave through the side entrance on the main level.
8. Parents who are transporting their student to and from school must follow car rider procedures. Details can be found on pages 8.

ACADEMIC KNOWLEDGE & SKILLS (AKS) GCPS Content Standards:

For information regarding specific grade level AKS, visit www.gwinnett.k12.ga.us . The webpage also contains information that will be useful as you continue on your educational journey through middle school.

ATTENDANCE

School attendance is important because it underscores the significance of learning and the importance of obtaining an education in our society. Regular attendance in school helps develop good habits that will carry over in life such as responsibility and a good work ethic. Success in middle school correlates directly with consistent attendance. Bay Creek Middle School personnel document and monitor attendance for every student. Incentives and rewards are provided to students individually and collectively for achieving and maintaining outstanding attendance. School attendance is the responsibility of both parents and students.

Bay Creek Middle School will implement the GCPS Attendance Protocol which is published in the *Student & Parent Discipline Handbook*. Students and parents will be provided a copy of this handbook at the beginning of the school year.

State Law Requirements:

- (a) Students may be excused from school under the following circumstances (**written notes are required**):
- 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 necessitating absence from school.
 - A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
 - Observing religious holidays, necessitating absence from school.
 - Conditions rendering attendance impossible or hazardous to student health or safety.
 - A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
 - Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
- (b) Students will be counted present when they are serving as pages of the Georgia General Assembly.
- (c) Absences shall not impact student grades if missing work is completed.

Students who are registered in school, but are not attending, and do not have permission to be absent are considered to be truant. Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be counted present.

Counting Students Present for Partial Day:

To be counted present for the whole day, students must attend at least the equivalent of half the school day. This does not have to be continuous time. In order to be counted present, students must check in before 12:35 PM. Students who check out before 12:35 PM and do not return to school will be counted absent. **Check-outs are not allowed after 3:30 PM due to dismissal procedures.**

BCMS Local Attendance Protocol: Upon 7 total absences, the grade level counselor will convene an **Attendance Intervention Meeting** with the student's team teachers and parents. The purpose of this meeting is to ensure the school and family are collaborating to provide any needed interventions that will ensure the student attends school. Upon 10 total absences, the grade level counselor will convene a 2nd Attendance Intervention Meeting. After 15 total absences are accrued, a formal SARC meeting will be held and the school social worker will be included in this meeting.

BEFORE SCHOOL ARRIVAL

Students may not arrive on campus prior to 8:15 AM. All students arriving prior to 9:00 AM must enter the building through the car rider entrance and must proceed directly to the location of the activity for which they are approved. Students arriving at school before 9:00 AM without a pass will go to **Get Ready RAMS**, a program designed to maintain a safe and supervised space in the early morning for students to prepare for a full day of learning!

Help days are on Tuesday and Wednesday, and no pass is needed for help days. **Students are not allowed to congregate or loiter in any areas inside or outside of the school building before, during, or after school hours.** Parents must supervise their children until 8:15 AM and the opening of the building.

BEHAVIOR MANAGEMENT PLAN

Through established rules and consequences, Bay Creek employees hope to provide a clear set of expectations so that students understand the boundaries of safety and behavior. Every student is responsible for knowing and complying with the rules. All school rules apply not only to activities within the school, but also to any school-sponsored activities, whether on school property or not.

The consequences listed below will assist students and their educational team (parents and teachers) in quickly addressing behaviors that do not meet expectations before these behaviors can lead to significant consequences. Students that display continual disruptions to the learning environment may be placed on a behavior management plan. The school reserves the right to modify any behavior management plan to fit and/or address the need of the school, the classroom, or the student.

STUDENT BEHAVIOR EXPECTATIONS

1. **R**espect Others
2. **A**ccept Responsibility
3. **M**odel Kindness
4. **S**trive for Success
5. *Follow all other GCPS policies and procedures.*

When students are not meeting behavior expectations, teachers have the authority to address minor classroom disruptions and student behavioral incidents. Based on the severity of the infraction, teachers may issue any of the following consequences at their discretion:

- Documented Warning*
- Silent Lunch*
- After-school Detention from 4:15 PM until 5:45 PM*
- Saturday School from 8:00 AM until 12:00 PM*
- Cross-Team Schedule Modification ranging from a single class period to an entire day*

*Teachers will contact parents when consequences are issued.

**If a student violates behavioral standards while serving a consequence, a more severe disciplinary action will be given.

BULLYING

Bullying will not be tolerated at Bay Creek Middle School. Bullying is any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so or any intentional display of force such as would give the victim reason to fear or expect immediate bodily injury or harm. OCGA 20-2-751.4 requires a third incident of bullying in a school year to be presented before a disciplinary hearing. Upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

BUS TRANSPORTATION

Bus Safety Rules

1. Students will follow the directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives and 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, keeping 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 their 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 only carry objects that can be held on their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and will 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 it's time to exit the bus. The open door is the signal to get up from the bus seat.
14. Students will help keep their bus clean and in good, safe condition.
15. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.

Bus Behavior Management Plan

Bay Creek Middle School has implemented a Bus Behavior Management Plan. This is a program designed to assist students and parents in understanding the importance of the bus rules for the safety of everyone. It is specifically designed for those students who have difficulty in following the bus safety rules.

1. For minor bus disciplinary offenses, the drivers will use interventions such as seating assignments, verbal reminders, and parent contacts.

2. For major bus disciplinary offenses or repeated minor offenses where driver interventions have not been effective, the consequences may be as follows:

1st Bus Disciplinary Referral – 1-3 day suspension from the bus and/or school suspension including in-school or out-of-school suspension.

2nd Bus Disciplinary Referral – 4-9 day suspension from the bus and/or school suspension including in-school or out-of-school suspension.

3rd Bus Disciplinary Referral - 10 day suspension from the bus and/or school suspension including in-school or out-of-school suspension.

4th Bus Disciplinary Referral - Bus suspension for the remainder of the school year and/or school suspension including in-school or out-of-school suspension in addition to a possible disciplinary panel with GCPS.

Bus Change Request – Permanent or Emergency

For student safety, to avoid overcrowding, and for behavior management on the buses, GCPS Transportation Department does not allow students to ride a different bus or to get off at a different bus stop unless there is a permanent bus change or an unexpected family emergency (i.e. serious illness in the family, accidents, a death in the family, etc.). For an emergency, temporary bus change, or permanent change, please contact the main office with a written note or phone call. **Be sure to include a phone number where a parent or guardian may be reached to discuss the request. Students or parents must submit a transportation form to the front desk before 9:20 am.**

CAFETERIA: BREAKFAST, LUNCH & PAYMENTS

Student breakfasts are \$1.50 for full pay students and \$0.30 for reduced pay students. Student lunches are \$2.50 for full pay students and \$0.40 for reduced pay students. Money may be deposited in your account on a weekly, monthly, or annual basis. Checks for lunches must be made payable to Bay Creek Middle School Cafeteria. Payment may be made at www.mypaymentsplus.com. The student's identification number is needed to set up an account. Middle school students will be allowed to charge up to \$12.00. 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. Charging will not be allowed after April 30.

Bay Creek's School Nutrition Program manager will make a concerted effort to "control" the total amount of charges incurred by any one student via "charge letters", e-mail, or phone calls to parents. Students will not be allowed to purchase extra items if they have a negative balance. This applies to all students regardless of lunch paying status.

Please note: Microwaves are not accessible by students. Teachers will not warm student lunches. Red drinks are prohibited. Soda and caffeinated drinks are strongly discouraged.

CAR RIDERS

Although parents are encouraged to use GCPS transportation to and from school, BCMS also accommodates parents who pick up and drop off our students. Parents register their child as a car rider on MyPayments; there is a \$5 fee for the parking tags. When this is completed, the student will receive a rearview mirror tag to display the child's assigned car rider number. The child will need to remember this number as the child will be dismissed by number. Students must be picked up by 4:15 pm. After this time, the student must be picked up at the front desk.

In the morning, students may not be on the campus unsupervised. Doors will open and an adult will step out to receive the students. Students may enter at 8:15 am to participate in **Get Ready RAMS**, a program designed to maintain a safe and supervised space in the early morning for students to prepare for a full day of learning!

To ensure the safety and efficiency of our car rider line, BCMS would like to take this opportunity to review some basic guidelines with our families.

- Student drop-off begins at 8:15 am. BCMS does not have staff on-hand to supervise children before 8:15 am.
- To minimize delays, please enter & exit vehicles promptly.
- If you have specific needs or special circumstances, please communicate this to BCMS administration.
- To ensure student safety, students enter & exit on the passenger side of the vehicle. Please adjust vehicle seats so students can exit & enter on the passenger side.
- Please remain in the line and wait for the cars in front of you to exit. Refrain from pulling around other cars. This is a safety hazard.
- Children should only be dropped off in the car rider line. If parents need to go into the building, they may park in front of the school & walk with their children into the building. All car rider parents must go through the car rider line in the afternoon.
- Ensure your child is dressed & prepared for the weather.
- Your car rider tag number will be broadcast into the classroom during dismissal. Ensure that your child knows the tag number & encourage your child to pay careful attention during dismissal.
- Please follow the directions of BCMS faculty & staff.

BYOD: CELL PHONES & ELECTRONIC DEVICES

Cell phones and electronic devices may **only** be used during the school day to support specific teaching and learning processes. Cell phones may not be used for making or receiving calls, text messaging, or taking pictures/videos at any time on the school grounds

without teacher permission. **The school will not be liable for any lost or stolen cell phones or accessories.** Earbuds/headphones may be worn during arrival, in the hallways, dismissal, or during announcements. All electronic devices and earbuds/bluetooth should be put away and out of sight when transitioning. Electronic devices may be used on school grounds as long as it is being used for teaching and learning purposes during school-authorized activities.

Students may not connect their devices to GCPS networks in an unapproved way or for activities other than those related to teaching and learning. Students and parents must be aware that accessing inappropriate materials while at school is subject to local school procedures for disciplinary action, including confiscation of the device. **The school will not be liable for any lost or stolen items.**

CHANGE OF ADDRESS/TELEPHONE

If there is a change of email address/phone number parents/guardians can make this change in the parent portal. Residency address change must be made in writing to the school registrar or front office. All information **must be current** to receive school mailings and in order for the school to reach parents **in case of an emergency.**

CHEATING

According to GCPS Student Conduct Behavior Code, cheating is a level one offense.

CHECK-IN/CHECK-OUT

Students arriving after 9:15 AM will be marked tardy and should sign in at the reception desk. The tardy will be marked as unexcused if there is not a note from the parent. **If a note is not provided upon check-in, the tardy will be marked unexcused.**

A student will be released only to a parent, guardian, or other persons listed on the student's emergency list. Any other persons will not be allowed to check out the student without a signed, dated note from a parent/guardian that must be confirmed by telephone. **Anyone** checking a student out of school is **required to have a current driver's license or picture ID** prior to release of the student. Students who leave without checking out are considered truant. If there are circumstances that make it necessary to deny checkout authority to an adult who would normally have this privilege, it is the responsibility of the parent or guardian to inform the school in writing. Parents may go directly to the reception desk to request checkout. **Checkouts must be completed prior to 3:30 PM** ensuring that bus-loading procedures can be conducted in a safe and orderly manner. **No check-outs will be permitted after 3:30 PM or during standardized testing.**

CLINIC/MEDICINES

Bay Creek Middle School is vitally interested in the health and welfare of all students. The school clinic worker will not furnish a student with **any medicine**, including aspirin, unless it was provided to the school by the parent in accordance with our school clinic procedures. If a student needs to take medication at school, parents should complete the Administration of Medication form and bring it with the medication to the clinic.

Neither the school, nor its staff, can guarantee that any student will take a particular medication correctly. Please notify the school office if there is any medical situation that could be potentially dangerous.

All **student medication must be picked** up from the clinic by the **last day of school**. No medication will be sent home with students and medication cannot be held for next year.

Any medications not picked up will be destroyed.

If a student becomes ill during the school day, he/she should report to the clinic. The clinic worker will determine the appropriate steps that should be taken to ensure the health and safety of the student. In the event there should arise a question of illness, the office will contact the parents. Parents are expected to arrange transportation for the child. In the case of an accident, every effort will be made to render emergency treatment. Because parents are called in any emergency, we **must** have updated telephone numbers and appropriate emergency numbers on file. **Please notify the school immediately when the home, cellular or work telephone number has changed.**

Students may not return to school until they are fever free without medicine for 24 hours.

COMMUNICATION: HOME & SCHOOL

In addition to mid-term progress reports, end of term report cards, and parent-teacher conferences, communication between home and school is encouraged through the following:

- ❖ **BCMS Web Page** access at www.gcpsk12.org/baycreek
- ❖ **E-mail Addresses** Please be sure to update the school when your email address changes.
- ❖ **Parental Portal** access at <https://go2.gwinnett.k12.ga.us>.
- ❖ **Bay Creek Beat** a weekly e-newsletter from the principal with highlights and important dates
- ❖ **Bay Creek Middle School Facebook page.** (www.facebook.com/bcmsrams) Up-to-the-minute reminders, announcements, and news alerts.
- ❖ **Connect 2 Grayson** mobile app is a one-stop shop that provides information about all Grayson cluster schools including links to teacher emails, school calendar, and current news events. Available for free download through Apple store and Google Play.
- ❖ **Twitter @baycreekms is our handle.** Please follow us.

CONNECTIONS CLASSES

At BCMS we strongly encourage all students to be involved in a year-to-year connection class such as band, orchestra, chorus, or, dance. Students who elect to be in year-to-year connection class will not be withdrawn from that class and commitment until the following year.

DELIVERIES TO STUDENTS

Students are not allowed to receive deliveries at school. This includes, but is not limited to, floral deliveries, balloons, cupcakes for birthday celebrations, fast food, etc.

DISASTER DRILLS/PROCEDURES

There are disaster drill maps located near the door of every classroom and other locations at Bay Creek Middle School. These maps give the route you must take if a disaster occurs. At the beginning of the school year, teachers will explain these maps and discuss the procedures to follow in case of an emergency. Please pay close attention to the teachers as they explain these procedures. Students will practice disaster drills at different times throughout the school year. It is imperative to remain quiet, listen to the teachers, and remain with the group while teachers check roll.

DRESS CODE

At Bay Creek Middle School, we strive for excellence and encourage students to present themselves in a way that promotes excellence.

Clothing Should:

- Cover the chest, stomach, bottoms, upper thighs, and undergarments
- Be safe and appropriate (No pajamas or house shoes)
- Only display appropriate pictures and words
- Not cover the head unless for medical purposes or religious observance
- Not distract from teaching and learning

If a student is dressed in a way that does not promote excellence, the student will be asked to correct the situation.

ELEVATOR USAGE

Any student necessitating the use of the elevator may receive an elevator pass from the clinic.

EXTRACURRICULAR ACTIVITIES

Clubs and extracurricular activities are offered at Bay Creek Middle School. Listen to the announcements for dates, times, and membership qualifications if you are interested in participating. See BCMS website for available activities and clubs.

7th & 8th Grade Students Only:

7th & 8th grade students must try out for and must meet eligibility requirements in order to participate in the following activities:

(1) Boys & Girls Basketball

(2) Cheerleading

- A limited number of seventh (7th) grade students will be allowed to participate in middle school athletics. No more than one-third of a basketball or cheer roster may be made up of seventh grade students.

GRADING

Student grades reflect the progress towards mastery of the GCPS AKS. The following grading scale is used:

90 and above	=	A (shall indicate excellent progress)
80-89	=	B (shall indicate above average progress)
74-79	=	C (shall indicate average progress)
70-73	=	D (shall indicate below average progress)
Below 70	=	U (shall indicate unsatisfactory progress)

Teachers use the following grading categories: classroom assessments, summative assessments, final exams, and district assessments. Classroom assessments include classwork/homework, daily grades, and quizzes. Summative assessments are common unit tests. Final exams and district assessments include interims and posttests.

GUIDANCE AND COUNSELING

Guidance and counseling are an ongoing process of assisting students in discovering, understanding, and using their potential fully. Our counselors are highly qualified and competent. They are eager to help with educational, vocational, and personal problems. The counselors are available to students, parents, teachers, and administrators to discuss grades, test scores, and other problems or concerns.

GUM

Chewing gum is not allowed at Bay Creek.

HELP DAY

Tuesday and Wednesday (on regular school days) are designated as help days. Teachers will be available to help students with school work from 8:15 until 9:00 AM on designated Help Days. Math will hold Help Day on Tuesdays while Language Arts, Science, and Social Studies will hold Help Day on Wednesdays. Students should have a pass written from the teacher to report to help day. If the student does not have a pass, the student will report to the café for a silent study hall.

LOCKERS

Student lockers are located in each homeroom class, and all lockers are equipped with a combination lock. Students may not put personal locks on their locker. The lockers will be available to all students. The homeroom teacher will schedule locker breaks for students during the school day.

Lockers are available for students who participate in physical education classes. Students must provide their own lock for PE lockers to ensure the security of their belongings. **The school will not be responsible for lost or stolen items not secured in locked PE lockers.**

Students are not given total privacy with respect to school lockers. Head custodian and principal of each school shall maintain duplicate keys or records of all locker combinations and avoid any practices which lead students to believe that lockers are under their exclusive control. School officials may search lockers at any time without a search warrant, without notice, and without student or parent consent.

MEDIA CENTER/COMPUTER LAB GUIDELINES

Lab Access:

BEFORE SCHOOL

Media Center will be open Tuesday and Wednesday from 8:15 AM to 9:00 AM.

PARENT/TEACHER CONFERENCES

The BCMS staff welcomes the opportunity to meet with parents. In addition to regularly scheduled conference opportunities for all parents, please call or email your child's homeroom teacher to make a conference appointment with a teacher, counselor, assistant principal, or principal. Your conference will be scheduled for the earliest available opportunity. Teachers are not available for conferences when they are scheduled to teach.

Please contact the teacher for an appointment.

Early release days, two days in the fall and spring, are provided to conduct parent conferences for the purpose of discussing student progress. Homeroom teachers will offer parents an opportunity to schedule a conference.

PASSPORT/HALL PASS

Each student will be provided one passport free of charge. Passports must be kept in good working condition. Replacement for damaged, vandalized, or lost passport is \$5.00. Please visit the front desk in the lobby for a replacement book. All students must possess a passport for the entire school year..

PERSONAL PROPERTY

Lost and found items are displayed in the 6th grade office. Unclaimed items are donated to a charitable organization. All library books found are automatically returned to the media center. It is requested that large sums of money and expensive items (i.e. jewelry, electronics, clothing, etc.) are not brought to school. **Students are responsible for all articles, personal and school-issued. The school is not responsible for any lost or stolen items.** Parents are encouraged to mark items with student's name to help identify lost items.

REPORT CARDS & MIDTERM PROGRESS REPORTS

Report cards will be issued each semester (18 weeks). First semester report cards are sent home with the student in January. Midterm progress reports can be viewed on the parent portal at the end of the first nine weeks each semester. Report cards for the second semester will be mailed home. Parents are encouraged to check grades on the Parent Portal on a regular basis.

RETEST POLICY

Retest opportunities may be permitted at the teacher's discretion.

- Any graded summative assessment is eligible for retake request.
- Students who earn less than a 74 on a summative assessment should retake the assessment.
- After the retest, the higher grade will be recorded in the grade book.
- Retests will not be administered during the last five (5) days of any semester.
- No retest is permitted for Interim or Post-Test Assessments.

SCHOOL CLOSINGS

If it becomes necessary to close school due to inclement weather or other conditions, parents and students may obtain accurate information by listening to WSB Radio AM 750. Parents may also review the GCPS Twitter account @gwinnettschools for the most updated information. Parents may also visit the GCPS website for updated information concerning school closings.

SCHOOL HOURS

Faculty and Staff	8:15 AM to 4:15 PM
Student Hours	9:00 AM to 4:00 PM*

*Students should never be left unattended. Students should wait with their parents until the door is opened by a school employee.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available through an independent agency. Several plans are available. An “At-School-Protection Plan” protects students during the regular school day. Additionally, it provides coverage for activities sponsored and solely supervised by the school or school employees. A “24 hour-A-Day Protection Plan” is also offered. If insurance is needed for a school field trip, you may obtain insurance from the link www.studentinsurance-kk.com or call 1.855.742.3135 for more information.

STUDENT RECORDS

Under the Family and Educational Rights to Privacy Act of 1974, parents have several rights. These include:

- a. “The right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records.”
- b. “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 to the enrolling school or school system will occur without further notice.”
- c. “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.”

Gwinnett County Public Schools policy “JR” states, “It shall be the policy of the Board to protect the confidentially or personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws.

The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment.

The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.”

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

VISITORS

School security requires that all persons who are not students or faculty members of Bay Creek Middle School have the permission of the administration to be on the campus or in the school building. Parents wishing to visit a classroom must make arrangements with the counselor 24 hours in advance. Counselors will review observation expectations and processes with the parent prior to the visit. Only parents of actively enrolled students will be permitted the privilege of visiting classrooms in which their child is enrolled. Parents visiting the school are not permitted to speak with other students. Students from other schools may not spend the day at Bay Creek Middle School. All visitors must sign-in at the front desk. An identification badge will be issued to that person, and it must be worn at all times while on school property. Upon completion of the visit, visitors must also sign-out.

WALKERS

Parents who wish their child to walk home from school must complete the car rider/walker authorization form and submit the form to the homeroom teacher. Walkers will be dismissed through the side exit with car riders. Students must use the sidewalk and exit school property on Rosebud Road. Children of employees at Trip Elementary will be dismissed with car riders and will walk through the PE field to access Trip Elementary parking lot.