HANDBOOKS AND/OR REVIEW OF THE FOLLOWING MATERIALS HAVE BEEN PROVIDED:

A. Student Handbook
B. Student/Parent Handbook (GCPS)
C. MCHS Honor Code
D. Right to Search Locker Policy (GCPS)
E. Acceptable Use of Electronic Media (GCPS)

Annual Notification of School Sponsored Clubs/Extracurricular Activities are located in the back of the GCPS Student/Parent Handbook:

For more information on school-sponsored clubs/activities or available student-initiated clubs/activities, please visit the school website: http://www.millcreekhs.com.

STUDENT PARENT DISCIPLINE HANDBOOK

The Gwinnett County Board of Education authorizes publication of the GCPS Student/Parent Handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens. The handbook is provided to better support schools and improve communication with students and families.

ACADEMIC KNOWLEDGE & SKILLS (AKS)

Gwinnett County Public Schools is dedicated to pursuing excellence in academic knowledge, skills and behavior for each student. The Academic Knowledge & Skills (AKS) outline what we, and our community, believe all children should learn at each grade level and in each subject or course. By setting these standards for our students, we are providing the greatest opportunity for their success, both in their education and in their future endeavors as adults. More information is located at www.gwinnett.k12.ga.us.

RIGHT TO SEARCH LOCKER/VEHICLE

In efforts to ensure the safety and welfare of students and school personnel, school authorities may search a student's locker/vehicle and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term, "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules found in the Gwinnett County Board of Education Student/Parent Handbook.

ACCEPTABLE USE OF ELECTRONIC MEDIA FOR STUDENTS

Failure to follow the guidelines established in school policy and the Gwinnett County Public Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools.

Electronic Media Policy & Procedure information is provided in the Student Parent Handbook (GCPS), and Student Agenda Book (Section V. Student Conduct).
**Administrative Team**

Jason Lane, Principal  
Chesley Cypert, Associate Principal  
Steven Hardegree, Assistant Principal  
Monica Cook, Assistant Principal  
Vicki Husby, Assistant Principal  
Lacey Jakes, Assistant Principal  
Terry May, Assistant Principal  
Tawanna Mintz, Assistant Principal  
Jordan Raettig, Assistant Principal  
Ryan Vamplew, Assistant Principal  
Shannon Jarvis, Athletics Director/Student Activities  
Victoria Starr, Community School Director

**Contact Information:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>678-714-5870</td>
<td>Main Office</td>
<td>678-714-5850</td>
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<tr>
<td>Check In/Out</td>
<td>678-714-5902</td>
<td>Community School</td>
<td>678-714-5855</td>
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<tr>
<td>Clinic</td>
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<td>Curriculum</td>
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<td>Counseling</td>
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<td>Testing</td>
<td>678-714-5917</td>
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<tr>
<td>9th/10th Grade Office</td>
<td>678-765-4930</td>
<td>Athletics</td>
<td>678-714-5909</td>
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<tr>
<td>11th/12th Grade Office</td>
<td>678-714-5900</td>
<td>Cafeteria</td>
<td>678-714-5921</td>
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<tr>
<td>Registrar</td>
<td>678-714-5868</td>
<td>Bookkeeper</td>
<td>678-714-5856</td>
</tr>
</tbody>
</table>

**Professional Qualifications of Teachers**

In compliance with the requirements of the Every Student Succeeds Act (ESSA) statute, parents are entitled to request information about the professional qualifications of their child’s teacher. The following information may be requested:

1) Certification;  
2) College major/graduate certification or degree held by the teacher; and  
3) Qualifications of the paraprofessional, if paraprofessional services are provided.

If you wish to request information concerning the qualifications of your child’s teacher and/or paraprofessional, please contact the school principal.
### BELL SCHEDULE

#### MILL CREEK HIGH SCHOOL

#### Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
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<tr>
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<tr>
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<td>5B</td>
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<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; period</td>
<td>1:22</td>
<td>2:10</td>
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</tbody>
</table>
FROM YOUR MCHS PTSA

Your PTSA is excited about the upcoming year and we have many programs and events planned to support our students, faculty and parents, as well as the Mill Creek community. The Mill Creek High School PTSA will continue to uphold the national and state standards for PTAs which are:

- Open communication between home and school
- School respect and support of parents’ role in their students’ lives
- Parent involvement in their child’s learning
- Welcome of parent volunteers at the school
- Parent involvement in school decisions affecting their children
- Community involvement in the education process

We encourage you to be as involved with your children’s academic lives as possible. Research has proven that actively involved parents are an essential element to the overall achievement of students’ present and future academic and social success. Mill Creek PTSA provides many opportunities for you to be involved. No amount of volunteer time is too little; it is all valuable and very much appreciated. Please consider joining your Mill Creek PTSA and volunteering to help with one of our events. Anyone can join—from parents to grandparents to aunts and uncles; all are welcome! Please visit our website on MCHS home page for more information. We are looking forward to working with you throughout the school year.

MILL CREEK CLUSTER SCHOOLS...

There’s an app for that!

That’s right, you can keep up with all of the who, what, when and where for all the Mill Creek Cluster schools right on your iPhone, iPad and Android devices through the Mill Creek Cluster Connection mobile app! The Mill Creek Cluster Connection mobile app is free and is available in the Apple App Store and the Google Play store by searching for Mill Creek Cluster Connection or by scanning the QR code below. With it, you can:

- Opt-in to receive push notifications
- Keep up with the latest news and information
- View calendars for general events, athletics, clubs and school organizations
- Find faculty and staff contact info
- Add events & calendars to your device calendar or share calendars
- Access quick links to school menus, online grade book system and more
- Students can use the valuable My Assignments virtual assignment book to manage homework, projects, tests, and track projects.

![QR Code](QR Code Image)
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GWINNETT COUNTY
PUBLIC SCHOOLS

Vision
Gwinnett County Public Schools will become a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.

Mission
The mission of Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

Strategic Goals: Our plan for achieving our mission
Gwinnett County Public Schools will...
Goal 1: Ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
Goal 2: Ensure a safe, secure, and orderly environment for all.
Goal 3: Optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
Goal 4: Recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
Goal 5: Support instructional and operational needs with technological systems and processes that support effective performance and desired results.
Goal 6: Provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
Goal 7: Apply continuous quality improvement strategies and principles as the way the organization does business.

It is the policy of the Gwinnett County Board of Education not to discriminate on the basis of gender, age, race, ethnic group, color, disability, religion, belief, or national origin in the educational programs and activities, or admissions to facilities operated by the Gwinnett County Board of Education, or in the employment practices of the school system.

ENVISIONING A SYSTEM OF WORLD-CLASS SCHOOLS
Gwinnett County citizens highly value the important role education plays in building a thriving, global community and strongly support the school system’s pursuit of excellence. The finest teachers in the profession, involved parents, and a supportive community are key elements in the district’s quest to become a system of world-class schools.
MILL CREEK HIGH SCHOOL
VISION
Hawks S.O.A.R. to Excellence
S.O.A.R. - Strive to Overachieve through Accountability and Respect

MISSION
By creating a culture of excellence through the development of character, academics, talents, leadership, and service, Mill Creek Hawks Strive to Overachieve through Accountability and Respect.

MILL CREEK HIGH SCHOOL
HISTORY & TRADITIONS

ORIGIN
Plans for the school were started in 2004 to help relieve overcrowding of Dacula and North Gwinnett. A committee of educators from across the county were pulled together to create specifications for the facility. The school opened in 2004 under the leadership of Principal Jim Markham.

MILL CREEK
The school was named for a former operational mill in the area and the creek named Mill Creek.

HAWKS
The mascot was selected by a committee of students.

CARDINAL, VEGAS GOLD AND NAVY
Mill Creek’s colors were chosen by students to blend the two schools forming Mill Creek. Cardinal was chosen to represent North Gwinnett High School and Navy was chosen to represent Dacula.

ALMA MATER
The lyrics were written by D. Philip Reeseman, Class of 2005.
“Where to find the wisdom and knowledge that we seek?
In the heart of Gwinnett you will find them at Mill Creek.
Know we of our Alma Mater, virtue is our gain.
Honesty, fidelity, with these we shall not wane.
Mill Creek, Mill Creek, our Alma Mater true,
Through the years we’ll ever pledge heart and mind to you.”

MOTTO
HONESTAS, FIDELITAS, VIRTUS – Honesty, fidelity and virtue

CREST
The four symbols in the crest stand for the “key to knowledge, communities that came together to form Mill Creek, fine arts, and extracurricular activities.”

STATUE
The Accipiter, the Latin word for hawk, is the name of the yearbook, so naming the statue Accipiter II was another way to unite the school and community. Accipiter was unveiled on August 6, 2008. The statue is not only a school icon, but it is a piece of artwork with purpose and symbolism. The statue depicts the Book of Knowledge and Tree of Life. The base of the tree represents DNA, while the split symbolizes both the animals and human phylum, and the buds illustrate carbon molecules. The total mass of the statue rounded to 16,656 pounds and the heights rounds to 8 feet not including the marble base. The wing span is 6 feet wide and they were designed to appear opening and welcoming.
THE HONOR CODE OF
MILL CREEK HIGH SCHOOL

PHILOSOPHY
The Mill Creek tradition of excellence requires an academic environment that rejects cheating or any other form of dishonesty. An essential part of education is developing a sense of honor, responsibility, and ethical principles that extend to all facets of life. Self-esteem and self-respect grow from meeting challenges with honesty and individual effort. Our students can earn respect for themselves and their academic work through academic integrity and ethical conduct.

As a student of Mill Creek High School:

• I will not lie, cheat, or steal in my academic work.
• I will oppose all forms of academic dishonesty, including plagiarism.
• I will give prompt notification to a faculty member or principal when I observe academic dishonesty in any situation.
• I will give careful attention to crediting sources from books, periodicals, or the Internet.
• I will not use technology to represent work as my own when it is not.
• I will not share information from a test, quiz, homework, or essay with other students.
• I will not allow other students to copy my work or tests. I will not share my homework or class work unless the teacher instructs the class to do so.
• I will support honesty and responsibility as the foundations of the MCHS tradition of excellence.

Mill Creek High School aligns academic honesty policies with similar policies found at colleges and universities. Recognition, understanding, and using academic integrity policies prepare students for college and life. It is an essential part of education and citizenship.

DEFINITION OF CHEATING:
Cheating includes any attempt to defraud, deceive, or mislead a teacher’s efforts to arrive at an accurate assessment of individual student achievement.

Cheating includes, but is not limited to, the following:

1. Looking at any test, quiz, or exam of another student while taking an assessment.
2. Attempting to communicate any kind of information in any way during an in-class assessment.
3. Having cheat sheets or information written on the body or other personal objects.
4. Using calculators or other electronic devices unless expressly permitted by the teacher.
5. Looking at quizzes, tests, or exam materials prior to their administration.
6. Failing to give credit to the ideas, words, or works of others.
7. Giving information regarding an assessment to another student who is scheduled to take the same evaluation.
8. Submitting work that is not created by the student through the use of technology, including but not limited to file sharing (submitting the same work with different header), copying files to and from disks and websites, or purchasing solutions or works from others.
9. Providing answers or information to a classmate via verbal, written, or electronic form including social media that is submitted as their own work.
CATEGORY VIOLATIONS

A. Homework

Homework is assigned as a means of reinforcing classroom instruction and is often used as an indicator of student comprehension or progress.

Honor Code Violations of Homework include, but are not limited to, the following:
1. copying or paraphrasing all or part of another’s homework
2. allowing another to copy or paraphrase your work
3. receiving help on assignments that have been identified by the teacher as work to be done solely by you
4. using summaries such as Spark Notes or other paraphrases instead of doing assigned reading

B. Tests

Obtaining or giving test information prior to, during, or after a test or quiz is considered cheating.

Honor Code Violations of Tests include, but are not limited to, the following:
1. passing test questions or answers to students in your class or in another class or school
2. receiving test questions or answers from students in your class or in the class period before yours or in another class or school
3. copying someone else’s answers
4. possessing or using “crib” or cheat sheets on the body or on personal objects
5. obtaining a copy of the test or quiz before it is administered
6. attempting to gain an unfair advantage before or during a test, such as looking at another student’s work, turning around, leaving books or notes open; signaling; deliberately and repeatedly choosing to miss classes through unexcused absences, lateness to school, or early dismissal to avoid taking a test or handing in an assignment.
7. modifying electronic test materials so they will not score properly

C. Research Papers and Essays

Plagiarism is the act of stealing, using, and representing another person’s ideas or words as your own writing or ideas. Properly document the sources of information used for your research paper and essays so that you will not be guilty of plagiarism.

Honor Code Violations of Research Papers and Essays include, but are not limited to, the following:
1. copying phrases, sentences, or paragraphs without using quotation marks and giving proper documentation of the source
2. paraphrasing or summarizing ideas without giving proper documentation of the source
3. asking someone or paying someone to write a research paper
4. selling or giving an assignment or essay to students who submit it as their own work
5. downloading from the Internet a research paper or article in its entirety or in part to submit as your own
6. submitting another student’s research paper as your own work
D. **Lab Reports**

While you may work in the lab with a partner and each of you will have the same data, the remaining sections of the lab report should be your own work. This includes any computations, graphs, diagrams, and conclusion questions.

*Honor Code Violations of Lab Reports include, but are not limited to, the following:*
1. attempting to corrupt another student’s data
2. presenting another student’s work (computations, graphs, diagrams, answers to conclusion questions) as your own
3. misrepresenting or falsifying laboratory data

DII. **Use of Calculators**

Calculators may be used in class only with the permission of the instructor.

*Honor Code Violations of Calculator Use include, but are not limited to, the following:*
1. sharing a calculator during a test or quiz
2. using any calculator in class not approved by the teacher
3. storing test information in calculators
4. using test information that has been stored in a calculator

DII. **Technology Use**

At Mill Creek High School, technology is an important instructional resource. The use of computers is a privilege, not a right. Failure to follow the guidelines established in school policy and the Gwinnett County Public Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted or denied access to school computers and other instructional technology tools.

1. Students will use technology for educational purposes only.
2. Any student who intentionally damages and/or vandalizes any hardware or software will receive an administrative referral to be disciplined for school property abuse.
3. Students will observe software copyright laws and fair use guidelines. They will not be permitted to copy school software or bring software from home to install on the school machines.
4. Students will be held responsible for information viewed, received, and sent when using their Mill Creek Google account and the Internet.
5. The use of online services and school issued Google accounts will be restricted to school-related projects. Information and graphics downloaded must be directly related to assigned class activities. Downloading of games and other program files with extensions such as .bat, .exe, .zip, and MP3 is strictly prohibited.
6. Students will not attempt to access personal data or e-mail of others, including peers, teachers and administrators.
7. Students will not share passwords to their files or try to break desktop or network security on any machine in the school.

Students should be aware that conduct violations related to technology use might also constitute criminal offenses punishable by law.

**Student Responsibilities to Avoid Cheating**

1. Ask permission to use a cover sheet during quizzes and tests.
2. Ask teachers to specify if a student’s work is to be done cooperatively or individually if there is any doubt.
3. Remove all materials from your desk top except for test materials.
5. Take careful notes when doing research in order to avoid plagiarism. Don’t forget that any idea not your own must be properly documented, even if a paraphrase rather than direct quotes are used.
6. Respect yourself. Take pride in your work and your work ethic.
7. Turn off cell phone and put it in your book bag.
8. Never share your own work written, verbal or electronic.

ADMINISTRATIVE CONSEQUENCES FOR HONOR CODE VIOLATIONS

If a student violates the Honor Code, the teacher will submit a discipline referral to the appropriate grade level office. Any violations of the Honor Code will be noted in the student’s disciplinary file and an appropriate consequence will be issued ranging from Saturday School, ISS or OSS. Additional rule violations and consequences may be incurred depending on the nature of the situation. The student will have an alternative assignment assigned by their teacher. The administration will also consider any additional penalties that should be incurred as a result of the violation. Consequences for any subsequent violations will be determined by the administrator.

Additional penalties may include but are not limited to the following:

- Loss of National Honor Society membership
- Loss of eligibility for admission into National Honor Society
- Loss of Beta Club membership
- Loss of eligibility for admission into Beta Club
- Loss of Student Council officer position and/or membership
- Loss of eligibility for Student Council officer positions and/or membership
- Loss of Honor Graduate status
- Loss of Honor Graduate stole
- Loss of Valedictorian status and medal
- Loss of Salutatorian status and medal
- Loss of other privileges, positions, or opportunities requiring trustworthiness and responsibility

SAFE SCHOOLS HOTLINE
(ANONYMOUS/CONFIDENTIAL)

REPORT DRUGS, WEAPONS, BULLYING, THREATS, OR OTHER SAFETY ISSUES.
TOLL-FREE 1-877-SAY-STOP
24 HOURS A DAY/7 DAYS A WEEK
CO-SPONSORED BY THE
GEORGIA DEPARTMENT OF EDUCATION AND THE
GEORGIA BUREAU OF INVESTIGATION
MILL CREEK COMMUNITY SCHOOL
Learning is a Treasure that Lasts a Lifetime

DRIVER’S EDUCATION
The Mill Creek Community School offers a Driver’s Education program at least 6 times throughout the year. All classes are developed and scheduled by the instructors as soon as the previous class is finished.
Each course has 30 classroom hours and 6 hours of behind the wheel driving. The maximum amount of students per class is 30. You must have a learner’s permit to take the driver’s education class. Class fee is $345. For additional information and registration forms go to our website: www.millcreekhs.com and click on the community school link.

DRIVER’S LAW
The DMV requires a notarized Certificate of Enrollment when students age 15-17 apply for a driver’s license or permit. Certificates of Enrollment are available in the front office for a $5 processing fee. Allow 48 hours for processing.

COMMUNITY SCHOOL
As Gwinnett continues to develop a system of world class schools, the Community School is being utilized as both a place and a set of partnerships between the school and other community resources. It has an integrated focus on academics, youth development, family support, health and social services, and community development. The Community School’s curriculum emphasizes real world learning through community engagement and services. By extending the school day and school week, more families and community residents are reached. Using the Community School as a hub, clusters knit together inventive, enduring relationships among educators, families, athletic associations, churches, businesses and community partners. The results are greater student success, stronger families and healthier communities.
SECTION II. GENERAL INFORMATION

ALCOHOL & DRUG AWARENESS PROGRAM (ADAP) EFFECTIVE AUGUST 1, 2006

All students enrolled in a Health Class are required to take and pass a State mandated course on Alcohol and Drug Awareness. On completion and passing this course students are issued an ADAP certificate. Replacement certificate is available for $5 at the student’s expense.

BUS TRANSPORTATION

Students are only permitted to ride their assigned bus. Exceptions to this rule can be approved by an administrator.

CAFETERIA AND FOOD SERVICES

Mill Creek offers a wide variety of healthy meal options. The food court features traditional entrees, pizza, chef salads, hot and cold sandwiches, wraps and vegetarian selections daily. Abundant choices of fruits and vegetables are always available. Once a week we will feature a Farm-2-School selection from local growers. Be sure to visit the GCPS or MCHS websites for menus.

- Lunch is $2.50 (reduced price is $.40). A meal consists of 3 of the five meal components offered with one of those being a fruit or a vegetable offering. The five components offered are bread/grains, meat/meat alternate, fruit, vegetable and milk.
- Breakfast is $1.50 (reduced price is $0.30) and is served from 6:45 until 7:20. A‘la carte milk is $.40. Dasani water is available for $0.60 and Vitamin Water is available for $1.25.

Student accounts are accessible with student ID number. Meals may be prepaid by cash or check at the registers. Credit cards are not accepted at the registers, but can be used by setting up an account at MyPaymentsPlus.com. Money placed in the “general account” will allow students to purchase meals and a’la carte items. Money placed in the “meal account” will only allow the purchase of a meal. While Mill Creek allows up to the cost of two meals in charges, it is the student’s responsibility to keep up with their account and keep it current. Students are only allowed to charge a meal, charging of a’la carte items is not allowed. Failure to pay any charge within 7-10 days may result in loss of charge privileges.

CLINIC

The school maintains a clinic for students. Clinic personnel supervise the administration of medications, assess healthcare needs, and administer emergency first aid when appropriate. When students become ill or injured during the day, they should report it immediately to the teacher and request a pass to the clinic. Clinic personnel will contact parents as situations require. Students should not contact parents from their cell phone when ill.

Clinic Card:

It is imperative that parents complete a clinic card at the beginning of the school year. It must include current address and phone number, medical conditions, emergency numbers, and a valid parent signature. If changes occur during the year, parents should notify the Clinic. A clinic card must be on file before students are allowed to check out. Otherwise the student will be checked out unexcused. The unexcused check-out will be changed to excused upon return of the clinic card.
Medications:

To ensure the safety of all students at our school, the following guidelines should be followed when medications are to be sent to school:

1. All medication (prescription and nonprescription) must be taken directly to the clinic for safe storage.
2. All medications, both prescription and over-the-counter, must be accompanied by an Administration of Medication Request Form. This form is available in the clinic and also can be downloaded from www.millcreekhighschool.com under the “Parents” dropdown, then click “Clinic.”
3. All medications must be in the ORIGINAL CHILD PROOF CONTAINER. Prescription medications must be in the labeled prescription bottle. Medications stored in baggies, envelopes, etc., will not be administered.
4. Administration of prescription and over-the-counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medications prescribed for three times daily often can be given before school, after school, and at bedtime.
5. Medications must be picked up at the end of the school year, or will be disposed of by the school.
6. Failure to follow these guidelines may result in disciplinary consequences.

Asthma Medications:

The following conditions apply in order for a student to possess and self-administer asthma medication while at school, at school sponsored activity; under the supervision of school personnel or during before school or after school care on school operated property:

1. The parent or legal guardian must notify the school in writing that the student has asthma and will possess and self-administer asthma medication. The school will accept this notification on the GCPS Administration of Medication Request that can be obtained in the school clinic or from the school website.
2. The school must be notified in writing by the student's physician/healthcare provider. The school will accept this notification in the form of a letter signed by the physician on the physician's stationery, the physician's prescription pad or the signature of the physician on the GCPS Asthma Management Plan. The Asthma Management Plan can be obtained from the school clinic or the physician's office. The notification from the physician must include:
   - A statement that it is necessary for the student to possess and self-administer the asthma medication.
   - The name and dosage of the asthma medication.
   - A statement that the student has been properly trained by the physician as to the use of the asthma medication.

SCHOOL COUNSELING DEPARTMENT

Counselor Services for Students:

There are seven professional school counselors at Mill Creek High School who assist students through academic advisement, classroom core curriculum lessons, counseling, consulting, and coordinating special programs. The counselors provide numerous opportunities for students to
satisfy graduation requirements, explore their interests, plan for the future, and cope effectively with life’s challenges.

Counselors work with students individually, in small groups and in classroom core curriculum sessions.

**EXAMPLES OF COUNSELING TOPICS:**

- Academic Success
- Grief
- Divorce
- Study Skills
- Peer Issues
- New Students
- Anger Management
- Credit Recovery
- Summer School
- Post-Secondary Planning
- Course Selection
- Crisis Intervention

**CRISIS HELP NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA Crisis &amp; Access Line (GCAL)</td>
<td>800-715-4225</td>
<td>24 Hrs.</td>
</tr>
<tr>
<td>Suicide Prevention Lifeline</td>
<td>800-273-TALK (8255)</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence Crisis Center</td>
<td>770-963-9799</td>
<td>24 Hrs.</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>404-525-3178</td>
<td></td>
</tr>
<tr>
<td>Child &amp; Elder Abuse Reports/DFCS</td>
<td>678-518-5630</td>
<td></td>
</tr>
<tr>
<td>Gwinnett Sexual Assault Center</td>
<td>770-476-7407</td>
<td>24 Hrs.</td>
</tr>
<tr>
<td>Gwinnett Helpline</td>
<td>770-995-3339</td>
<td></td>
</tr>
<tr>
<td>Disaster Distress Helpline</td>
<td>800-985-5990</td>
<td></td>
</tr>
<tr>
<td>USA National Child Abuse Hotline</td>
<td>800-422-4453</td>
<td>24 Hrs.</td>
</tr>
<tr>
<td>National Eating Disorders Association</td>
<td>800-931-2237</td>
<td>Mon-Fri, 11:30am-7:30pm EST</td>
</tr>
</tbody>
</table>

**Safe Schools Hotline**

*(Anonymous/Confidential)*

*Report drugs, weapons, bullying, threats, or other safety issues.*

*Toll-Free 1-877-SAY-STOP*

*24 hours a day/7 days a week*

*Co-Sponsored by the*

*Georgia Department of Education and the*

*Georgia Bureau of Investigation*
Appointments:
Students may schedule an appointment in the Counseling Office. Appointments are counted as instructional time and not considered a class absence.

COUNSELOR ASSIGNMENTS

<table>
<thead>
<tr>
<th>A – Cap</th>
<th>Sam Cutler</th>
<th>678-714-5844</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car – Fow</td>
<td>Chris Burnette</td>
<td>678-714-5841</td>
</tr>
<tr>
<td>Fox – Jan</td>
<td>TJ Nelson</td>
<td>678-714-5866</td>
</tr>
<tr>
<td>Jas – McC</td>
<td>Camile Irving</td>
<td>678-714-5912</td>
</tr>
<tr>
<td>McD – Pok</td>
<td>Jackie Hatcher</td>
<td>678-714-5799</td>
</tr>
<tr>
<td>Pol – Sti</td>
<td>Betsey McGuire</td>
<td>678-714-5867</td>
</tr>
<tr>
<td>Sto – Z</td>
<td>Jennifer Moore</td>
<td>678-714-5865</td>
</tr>
<tr>
<td>Dual Enrollment &amp; EPIC</td>
<td>Kelley Griffin</td>
<td>678-714-5834</td>
</tr>
</tbody>
</table>

Parent Services:
Informational (evening) meetings are provided throughout the year. Parent conferences are available by appointment at 678-714-5864.

College & Career Center Services:
The PAD, located in the counseling office, houses a wealth of information concerning occupations and post-secondary choices. Mrs. Kelli Vanderpool is available to assist students and parents in their search for information. Information concerning colleges, technical schools, armed services, careers and financial aid is available. A current list of available scholarships is posted on the Mill Creek website in The Pad section and is updated weekly.

Proof of Residency & Immunization:
The parent or guardian must provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. All students must be properly immunized and have the official Georgia immunization form on file in the counseling office. Hearing, dental, and vision screening is also required. Failure to comply with these guidelines may lead to withdrawal from Mill Creek High School.
**Records Transfer:**

Copies of a student’s educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer of student records, the records transfer to the enrolling school or school system will occur without further notice.

**Effective July 1, 1997, Georgia Law requires:**

Students in sixth grade or higher transferring to a new school will be required to provide academic and disciplinary transcripts to school officials. Students will be required to disclose conviction of designated felony acts, whether they currently are serving a suspension or expulsion from another school, the reason for such discipline, and the term of the discipline. Schools can refuse to admit students under disciplinary action from other school systems. In lieu of compliance, a student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended authorizing the release of all academic and disciplinary records to the school administration. Every school system in the state will be obligated to provide complete information to a requesting school within ten (10) days of receipt of request.

**Student Educational Records:**

“Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include the right to inspect and review the educational records their child, the right to challenge the content of those records, 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 its compliance with the law, or to request the opportunity to inspect and review their child’s records, parents should contact their child’s school.” Gwinnett County Public Schools provides the student and his or her parent with important rights pertaining to student records through policy JR. These rights include, but are not limited to, the following:

- The right to inspect and review student records within 45 days of the request and to a response to reasonable requests for explanations,
- The right to copies of student records,
- The right to an opportunity for a hearing to challenge the content of student records,
- The right to seek amendment of education records alleged to be inaccurate, misleading or otherwise in violation of the student’s privacy rights
- The right to consent to disclosures of personally identifiable information contained in educational records, subject to exceptions authorized by Federal law.

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

**Transcript Requests**

Transcripts are available from the Counseling Office for a fee of $5 and the completion of a transcript request form. Allow a minimum of 48 hours to process requests.

Students are responsible for mailing applications, officially sealed transcripts, and all supporting materials. This procedure enables students to have the “hands-on control” of when and where transcripts are sent. Transcripts within the State of Georgia can also be sent through GAfutures.org at no charge.

**Student Withdrawals:**

1. Parent or Guardian must contact Mrs. Anne Parkinson at 678-714-5868 at least 24 hours prior to date of withdrawal.
2. Parent or Guardian must sign withdrawal form and present picture I.D.

3. Parent or Guardian must verify that all textbooks are returned to Mrs. Parkinson and all fees have been paid.

**DELIVERIES TO SCHOOL**
Parents are discouraged from bringing items such as lunches, gym bags, projects, and books to school to be delivered to students. Interruption of classes to deliver these items interferes with instruction and we cannot guarantee delivery of items. We **do not deliver** flowers, gifts, candy, balloons, or fast food/restaurant lunches to students. **Delivery of fast food during the school day is prohibited.**

**ELEVATOR ACCESS**
The school is equipped with two elevators for students **unable** to use the stairs. Elevator keys are available in the 9th/10th grade office and the 11th/12th grade office in the Atrium. Students needing to use the elevator for an extended period of time should bring medical documentation to the front office along with a $5 key deposit that will be refunded when the key is returned.

**EXTENDED LUNCH**
Students are given the privilege of having extended lunch on days as deemed appropriate by the administration. Students can access the commons, designated outdoor areas and utilize the Media Center. Students are encouraged to use this time to their advantage while enjoying this privilege.

• **RISE/Intervention/Mandatory Tutoring**
RISE is a component of the extended lunch program. Students who do not meet the academic requirements of passing their classes may be assigned mandatory tutoring. This tutoring lasts the first half of extended lunch and will meet in the auxiliary gym. Students are provided a quiet structured environment to study and receive academic assistance. Grade reports are created frequently and students are notified when they are assigned intervention. Students are eligible to work their way out of intervention by improving their grades, however, they are expected to attend RISE until they are notified by intervention staff that they have met the criteria to be removed. Failure to attend RISE will be treated as AWOL and the appropriate consequences will be issued.

• **Lunch – Loss of Privileges**
Students may also lose their extended lunch privilege if they are in violation of school rules. Lunch detentions are assigned by administrators for various discipline infractions. Some common infractions that warrant lunch detention include, but are not limited to: cell phone violations, dress code violations, misconduct in the commons area, tardies, and other minor infractions. More serious or repeated violations can result in loss of extended lunch privileges for the remainder of the school year.

**Students who arrive late to RISE or silent lunch will be referred to their administrator.**

**FIELD TRIPS**
A student must obtain each of his/her teachers’ signatures confirming their grade in class. The student is responsible for making up any work missed during his/her absence. Parents and students should give careful consideration to participating in an off campus activity if the student does not have a passing grade in all his/her classes. Students who are not passing all classes may not be allowed to participate in an off campus activity. Lack of attendance and/or discipline history may also affect eligibility for participation. Parents and students should be aware that there is no guarantee of refunds for deposits on prepaid trips.
GWINNETT ONLINE CAMPUS
www.gwinnettonlinecampus.com

Contact online campus at www.gwinnettonlinecampus.com for information regarding online course options.

HALL PASS

Students are required to have a hall pass when they are out of the classroom.

HOMELESS CHILDREN & YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures educational rights and protections for children and youth experiencing homeless situations to enroll in, attend, and succeed in school and pre-school 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. Please contact a counselor for more information.

IDENTIFICATION (ID CARDS)

Students are provided with a photo ID at the beginning of the school year. Students must carry the card with them while on campus for identification, lunch charges, school dances and other activities.

LOCKERS

- Students may rent a locker for $3.00 a year for the storage of books and equipment. It is the student’s responsibility to see that the locker is locked at all times. The school is not responsible for lost or stolen items from the lockers.
- If the locker is not functioning properly, report any problems immediately to any clerk. Some lockers can be repaired very easily while others require a locker repair service to be contacted.
- Security is sacrificed anytime students share their combinations with other students. Students are not to share lockers with other students unless instructed to do so by a school official. Only one locker may be purchased per student. Combinations are on a rotation system and the combinations will not be changed during the year.
- Additional locks are not permitted on school lockers. Gym lockers may be rented for physical education classes.
- All lockers are school property and remain at all times under the security of the school. School authorities may conduct periodic inspection of lockers at any time without notice, without student consent, without a search warrant, and for any reason.
- Lockers are permanently cleaned out by students during the final week of school. School officials clean out the lockers during final exams. Textbooks remaining in lockers are turned in to the 9th/10th grade office. Clothing and other remaining items are maintained in the building for 2 weeks. The items are donated to a local non-profit organization.

LOST AND FOUND

Items found in and around the building(s) will be stored with the custodial staff for a limited period of time. Items may be claimed before or after school. *Lost Textbooks will go to the Mail/Copy Room.*
MEDIA CENTER
The Media Center is a place where students converge in a constant process of exploration, evaluation, creation and sharing. We provide spaces for group work and individual learning, access to information and technology, and personnel who are focused on meeting the needs of 21st century students. An extensive collection of young adult novels supports our goal of encouraging life-long readers.

The Media Center is open between the hours of 6:45 a.m. and 3:00 p.m. every Monday through Thursday, and between 6:45 a.m. and 2:30 p.m. on Friday. Students are allowed in the Media Center before and after school. Students may come to the Media Center during the school day with a class, or independently on a pass. During lunches the Media Center is a designated academic area. Students may read or work quietly independently or in small groups.

Printing:
Free for copies needed for school work
10 cents for B&W copies needed for personal use
25 cents for color copies

Circulation Policies
• A student may check out up to 3 books at a time for a period of 3 weeks.
• The student may renew their materials unless the books are on reserve for another patron.
• Overdue fines are 5 cents per school day per book.

A student may NOT check out additional materials if the student has an overdue book or fine. Please don’t hesitate to ask Media Specialists or an aide for assistance.

Technology Use
We have 32 computers in the Media Center for student use.

Technology Tips
When you bring files from home for school assignments, make sure they are compatible with the software and versions available at Mill Creek. Otherwise, you won’t be able to open those files at school.

To transport files from home to school, we recommend saving to a USB drive. We cannot guarantee that emailed files will be transferred successfully.

MESSAGES TO STUDENTS
Messages are not to be delivered to students except in the case of emergencies.

PARKING
On-campus parking is available for eligible Seniors and Juniors. The cost to park on campus is $70.00. Parking on campus is a privilege. Therefore, certain rules and regulations must be followed for the student to maintain this privilege. At Mill Creek High School, a student must be in good academic, attendance, and disciplinary standing to keep a parking permit. Any time a student begins to exhibit inappropriate grades, attendance, and/or behavior, he or she will forfeit his or her parking privilege for a period of time up to the entire school year. No refunds will be issued.

Eligibility Criteria
Any Senior or Junior that meets all of the criteria is eligible to buy a parking pass.

Students must view a mandatory parking informational video and complete a parking application online. Viewing the informational video does not guarantee a parking space.

In addition, students must also meet the following criteria:

Semester 1
• All fees and fines must be paid in full.
• Pass all 6 classes 2nd semester of the prior school year. This includes electives not needed for graduation.

**Semester 2**
To remain eligible for parking through second semester, students must meet the following criteria:
• Pass all 6 classes of semester 1. This includes electives not needed for graduation.
• Out-of-school or in-school suspensions may prevent students from keeping parking privileges. Circumstances will be reviewed and decided at the discretion of the Administration.
• Using a vehicle to skip a class or school will revoke the parking pass.
**If parking is revoked, no refund will be given.**

**Student Groups & Eligibility**
Parking will be offered to seniors first and any remaining spaces will be opened up to juniors.

**Parking Lot Assignments**
Students must park in their assigned lot. Failure to do so will result in a parking violation and/or loss of parking privileges. Seniors get priority choice of parking lots.
Gravel Lot - Navy
Upper Stadium Lot – Gold – each car assigned to this lot must be moved out of the lot by 2:45 every day.
Lower Stadium Lot - Cardinal
Softball Lot – Green
Osborne Lot-White

**Parking Guidelines**
1. Drivers and passengers must leave their vehicles and the parking lot immediately upon arrival and report to their classrooms.
2. No one may enter the parking lot during the day (except those students who are scheduled to leave) without written permission from the Administration. A student’s vehicle will not be used as a locker.
3. The Administration has the right to search any vehicle as deemed necessary. Such searches may be conducted without notice, without student consent, and without a search warrant.
4. Buses and pedestrians always have the right of way.
5. Be courteous and cautious. Speed limit is 10 mph.
6. No loud mufflers, tire squealing, fast starts, “doughnuts,” reckless driving, or loud radios will be tolerated. A reckless driving ticket and/or criminal charges will be issued.
7. Students are not allowed to ride in the back of any pick-up truck.
8. Students are to park only in the student parking lots. Any reassignment of parking spaces can only be done by the Administration.
9. Each vehicle must occupy no more than one space.
10. Teachers cannot give permission to park on campus. Any special parking arrangements must be approved through the Administration or the 12th Grade Office.
11. Students are expected to comply with all State of Georgia Traffic Rules, Regulations, and Road Safety Rules while on school property.

**Security**
Efforts are made to ensure parking lot security. However, Mill Creek High School and Gwinnett County Public Schools assume no responsibility for damages, loss or theft. Students drive and
park on campus at their own risk. Students are not allowed in any parking area at any time without written permission of an administrator except when arriving on or leaving campus.

**Location of Decal**
Each student who drives an automobile to school must register the vehicle by purchasing a parking decal. The parking decal must be affixed to the lower inside of the window on the passenger side so that it is visible to the security guards driving down the aisles. In the event a student must drive a temporary vehicle to school, arrangements must be made through the 12th grade office. Personal notes left on the dash are not acceptable. Unauthorized vehicles will receive a parking ticket. Vehicles may also be booted or towed at the owner’s expense. Students are reminded that ALL school rules are in effect in the parking area before, during and after school.

**Decals lost, stolen, traded**
Parking permits may not be sold, traded, or transferred from one student to another. Any student who sells, trades, or gives their parking pass to another student will have his/her parking privileges permanently suspended. Any student using another person’s decal will be written up with a school referral. Replacement stickers are subject to a $15.00 fee. The original parking decal must be returned at the time of the replacement request.

**SAFETY & SECURITY**
Emergency procedures for evacuation are posted in classrooms throughout the campus.

Fire-drills, weather preparedness drills, and lockdown drills are conducted periodically with the intent to demonstrate real-life scenarios and establish effective responses from students, faculty and staff.

IN THE EVENT OF AN EMERGENCY, RESULTING IN CAMPUS EVACUATION TO ADJACENT FACILITIES, PARENTS ARE DIRECTED TO LOCAL RADIO AND TELEVISION STATIONS. INFORMATION ALSO WILL BE POSTED ON THE WEBSITE AT HTTP://WWW.GWINNETT.K12.GA.US and/or www.millcreekhs.com. WE WILL ALSO PUSH OUT INFORMATION AND UPDATES VIA THE MILL CREEK APP. PARENTS CAN BE ASSURED THAT PLANNING FOR SUCH AN EVENT HAS PREPARED BOTH FACULTY/STAFF AND STUDENTS FOR A SAFE RESPONSE.

**STUDENT CLASSIFICATIONS**
Students are assigned to grade levels based on the number of units attained by fall semester. The only adjustments made for Intervention assignments during the year are for graduating seniors.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Students entering 9th Grade and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>5 credits</td>
</tr>
<tr>
<td>11</td>
<td>11 credits</td>
</tr>
<tr>
<td>12</td>
<td>17 credits</td>
</tr>
<tr>
<td>Total units required</td>
<td>23 credits</td>
</tr>
</tbody>
</table>

**TITLE IX INFORMATION**
If you believe you are being mistreated by a school employee on the basis of your race, color, religion, gender, age, national origin or handicap, contact your local school Title IX coordinators, Dr. Chesley Cypert or Dr. Steven Hardegree. You may also contact the school system’s TITLE IX
If a student feels he or she has been disciplined in an unfair manner, the student does have a right to appeal through the administrative levels.

TRANSPORTATION/STUDENT DROP-OFF
Parents are directed to drop-off designated areas.
To maintain safety and efficiency we ask that parents and students follow signs/arrows and parking personnel along the curb, pulling all the way up in the drop-off lane. **Failure to abide may result in a fine and/or a police report.**

VISITORS
Any visitor with legitimate business on school grounds must sign in at the Front Office with a current and valid picture id and request a visitor’s pass. The visitor’s pass must be clearly visible the entire time the visitor is on campus and all visitors should sign out before exiting the building. **Students are not allowed to have visitors during the school day.** Parents and visitors are to make an appointment to see teachers, counselors, or to visit their children’s classes. **NO STUDENTS OR UNAUTHORIZED VISITORS MAY REMAIN IN THE SCHOOL BUILDING OR ON CAMPUS AFTER REGULAR SCHOOL HOURS WITHOUT SUPERVISION.**

WORK PERMITS
Work permits may be obtained from the front office, an employer, or the Department of Labor website. Fill in the personal information (section A) and print the data sheet to give the employer to complete section B. Return the completed form along with identification showing the student’s date of birth to the front office. Allow a minimum of 48 hours to process. **NOTE:** the form cannot be completed without the employer information, and if the information is written incorrectly by the employer, then the processing will be delayed.

SECTION III. ACADEMICS & INSTRUCTION
Mill Creek offers a strong academic program for students. A comprehensive set of learning objectives, Academic Knowledge and Skills (AKS), is being implemented in all subjects. The AKS provides a common foundation for teachers to use as they develop meaningful lessons. Teachers supplement the AKS with a variety of strategies to create an academically rigorous environment for students.

**MILL CREEK STUDENTS CONSISTENTLY ACHIEVE HIGH SCORES ON THE:**

1. Gateway Test
2. Milestone Tests
3. PSAT, SAT, and ACT
4. AP Exams (Administered in May)

**MILL CREEK HIGH SCHOOL CONSISTENTLY RANKS AMONG THE TOP IN THE STATE ON STANDARDIZED ASSESSMENTS AND NUMBER OF SCHOLARSHIPS AWARDED.**
ACADEMIC INTERVENTION SERVICES
RISE/Intervention
Mandatory and voluntary tutoring, called RISE, is available for all students during "A" lunch periods. Students can also receive voluntary tutoring in all subject areas before and after school. Students should contact their teacher to set up dates and times for help.

Standardized Tests
Students unsuccessful with the Gateway Test are offered intervention at various times during the school year. Contact the Testing Office at 678-714-5917 with questions. Test prep information can also be found on the school website under testing.

ACADEMIC LETTERS
Academic letters can be earned by Sophomores, Juniors, and Seniors. Students who have maintained at least a 90 average for each semester of the preceding year will be recognized at an official ceremony in the fall. The student will receive a letter of recognition for his/her first year and will receive an academic bar for each subsequent year of recognition. (Grades will not be rounded to the next highest number in order to achieve eligibility for this academic recognition. Ex: 89.6% is not rounded to 90%.) Students transferring from schools outside of Gwinnett County will be recognized for equivalent academic work earned at another school and will be eligible for a Mill Creek High School letter after one full year in attendance. Please note: Our student information system is the official grade of record, not the Parent Portal.

ADVANCED PLACEMENT
The College Board’s Advanced Placement Program enables students to pursue college-level studies while still in high school. Mill Creek offers 22 classes in various subject areas. AP classes are available to all students who are willing to accept the challenge of a rigorous curriculum.

Advanced Placement Classes are college courses taught in high school with college level content. A student may earn college credit as well as high school credit for the course if the student’s score(s) on national AP exams meets the college’s standards. Colleges and universities consider AP courses to be the gold standard for the test of rigor of schedule on a student’s transcript during the college application process.

ADVISEMENT
Advisement activities will be conducted weekly at the start of second period. During this time students will have teacher led lessons regarding character growth and leadership development as well as taking care of routine high school procedures, such as homecoming voting, student elections, etc.

CLASS RANK
Class rank is based on students’ cumulative grade point average. The student’s class rank is listed on the bottom of his/her transcript.

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>A</th>
<th>90 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above Average</td>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>74 – 79</td>
</tr>
<tr>
<td>Minimum</td>
<td>D</td>
<td>70 – 73</td>
</tr>
<tr>
<td>Failure to Achieve</td>
<td>F</td>
<td>below 70</td>
</tr>
</tbody>
</table>

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CONCURRENT ENROLLMENT IN A NON-GWINNETT COUNTY PUBLIC SCHOOL

Any student taking classes through non-Gwinnett County Public Schools programs are responsible for Milestone Tests required during first semester for Economics and Accelerated Geometry and the second semester of the following classes: Algebra 1, Biology, Geometry, U.S. History, 9th Grade Language Arts, 11th Grade Language Arts, and Physical Science. Contact your counselor or the testing office for more information.

If the non-Gwinnett County Public Schools program requires that the final exam be proctored locally, employees of Gwinnett County Public Schools cannot assume this responsibility.

COURSE AUDIT

Permission to audit a course is granted on a very limited basis and must be approved by the Curriculum Office.

CYBER DAYS

GCPS has two makeup days built into the calendar in the event school must be canceled for winter weather. If a third, or more, snow day is needed students will have "cyber learning days" in order to make up missed instructional time. Teachers will provide assignments and resources via their eClass pages and the work will be due within 5 days of returning to school.

DUAL ENROLLMENT/MOVE ON WHEN READY OPTION

Juniors and Seniors who wish to participate must be enrolled in a college or university to receive both high school graduation credit and college credit. For further information, please see a counselor in the counseling office.

EARNING CREDITS

Gwinnett County Public Schools offers several means by which students may retake courses that have been failed during the regular school year. These programs include: Mill Creek Credit Recovery and School Plus are our local school options, Gwinnett Online Campus, Summer School programs offered through Phoenix High School are options outside of Mill Creek. GCPS believes that providing ways for students to make-up credits through its school system will provide the best foundation for success in subsequent classes, standardized tests, and postsecondary education.

Counselors, teachers, and administrators can advise students as to the appropriate GCPS classes required for graduation but cannot recommend or offer advice regarding other programs outside of Gwinnett County Public Schools. However, if these alternative programs are utilized, it is the responsibility of the student and/or parent to communicate this intent to the appropriate counselor, investigate the accreditation status of the program, and have an official transcript with the grade and credit earned sent to the counseling office. Graduating seniors must have classes completed by May 1 and verified by an official transcript.

GIFTED EDUCATION PROGRAMS

Gifted Science, Math, Language Arts, and Spanish classes are available in grades 9-12. Gifted students may choose which gifted classes to take, but they should consider carefully the potential impact of lack of gifted or AP classes on their transcripts. The college admission process requires rigor of schedule (the most rigorous courses available in the school) in order to be fully competitive for selective colleges and universities. The only confirmation of gifted placement on transcripts is enrollment in gifted classes.

Quest Internship is an off-campus elective class in which gifted students in grades 11-12 work with a mentor in the business or professional world. Students leave campus the last period of the day and must be old enough to drive and provide their own transportation. Students also participate in resume preparation, career research, interviews, internship seminars, presentations, and final exams. Intern supervisors find placements for students in the metro area or local community. Students can also supply contact information of a willing professional whom they know. Qualifying for the Gifted Program:

The gifted program is funded by the State of Georgia and the program is governed by specific regulations required by the Georgia Department of Education. The procedures for identifying and
placing students in the gifted program are established by the Georgia Department of Education. Referrals to the gifted program may come from teachers, parents, students, or as a result of system-wide testing. Upon a review of previous test history, a referral team recommends the student for gifted evaluation. A gifted education teacher will schedule evaluations using four criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four categories. After providing a copy of previous gifted eligibility scores and then being placed in the GCPS gifted program, transfer students from gifted programs in other Georgia public schools receive an automatic transfer. Students must attend classes at MCHS before they can be referred and evaluated for the gifted program. Transfer students from other states or private schools must be evaluated according to Georgia eligibility criteria, even if they have previous gifted placement. Private evaluations from outside the school system cannot be substituted for test data generated at the local school. Our gifted coordinator is Mrs. Elizabeth Summerlin.

GRADUATION
The graduation ceremony is by invitation to students in good standing who have met all credit requirements. Students who have met all requirements except for passing all parts of the Gateway Test may walk but they will receive a certificate of attendance rather than a diploma. Appropriate behavior before and during ceremonies is expected. Students must also have returned all textbooks, library books, school issued items, and cleared all fines.

HOMEBOUND INSTRUCTION
Homebound instruction is available for students who have a serious illness or medical situation that will result in being absent at least 10 or more consecutive days. An application supported by a doctor’s recommendation is necessary for placement in this program. Instruction includes a homebound teacher and “teleclass” instruction. Contact the Counseling Office at 678-714-5864 for more information on this program.

HOMEWORK
The Board of Education strongly endorses the use of homework to promote student learning. Through quality homework, students have opportunities for enrichment, extension and remediation of instructional objectives, and practice of skills.

The teacher has the obligation to assign homework as necessary to meet instructional objectives and to use the homework to evaluate and monitor student progress. Through a strong home/school partnership, homework has the potential to increase learning time and student achievement.

Homework Requests
Students who have been or expect to be absent 3 or more consecutive days may request homework assignments through the attendance office (678-714-5870). Please allow twenty-four hours for teachers to respond to a request. Homework may be picked up in the front office from 7:00 am until 2:00 pm.

HONOR GRADUATES
Students who have earned a cumulative grade point average of 90 or higher at the end of their senior year will be recognized as honor graduates. Averages lower than 90 will not be rounded up for this recognition (Ex: 89.6% is not rounded to 90%). Please note: Our student information system is the official grade of record, not the Parent Portal.

Valedictorian and Salutatorian
The Valedictorian and Salutatorian for the graduating class are selected based on class rank at the end of first semester of the senior year. The Valedictorian will be the member of the senior class with the highest numerical cumulative average of those students receiving a diploma. The Saluta-
torian will be the graduating senior with the second highest average of those seniors receiving a diploma. The Valedictorian and the Salutatorian must be enrolled at Mill Creek High School for both semesters of the senior year and must have passed all sections of the Gateway Exam.

**PHOENIX HIGH SCHOOL**

Phoenix High School exists to serve the needs of high school students who prefer a nontraditional setting or who need to retake failed classes. The academic year at Phoenix is divided into four nine-week mini-semesters. Students may take classes after the regular school day for a fee or attend full time at no charge. The curriculum is structured to provide for students' individual needs. Phoenix High School is accredited by the Southern Association of Colleges and Schools.

Students who have withdrawn from their home school in order to attend Phoenix High School on a full-time basis may not participate in the graduation ceremony of their home school. Phoenix High School students will be able to participate in the Phoenix High School graduation ceremony upon completion of the high school course requirements. In order for a student enrolled full-time at Phoenix High School to graduate from his/her home school, the student must withdraw from Phoenix and enroll in his/her home school for his/her entire final semester of high school.

**PROGRESS REPORTS/REPORT CARDS**

Progress reports are issued after the completion of the 6th and 12th week of each semester. The report card, issued at the end of each semester, is a record of the student's final grade and credit for each class. Report cards for first semester are distributed to students in January and second semester report cards are mailed home the second week of June.

**SCHEDULE CHANGES**

Schedules will be changed only for acceptable reasons, which includes failure of a prerequisite course or previous receipt of credit for a course.

Level changes (going up a level or dropping down) will be considered between semesters only. A teacher/parent/student conference must be held first.

**TECHNICAL PROGRAMS**

Grayson High School

Program offers technical classes in 3-hour blocks of time. **TRANSPORTATION IS NOT PROVIDED.** Interested students should see their counselor.

Maxwell School of Technology

Program offers technical classes in 3-hour blocks of time. Morning and afternoon classes are available. Bus transportation between Mill Creek and Maxwell is provided. Afternoon students who ride the bus will have lunch during 4A and then depart campus at 10:45. Students who drive to Maxwell are permitted to leave campus after third period. Interested students should see their counselor.

**TESTING DATES, RESOURCES**

Tentative dates, test descriptions, and preparation resources available are provided below:

<table>
<thead>
<tr>
<th>TEST</th>
<th>REGISTRATION DEADLINE</th>
<th>TEST DATE</th>
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<tbody>
<tr>
<td>SAT</td>
<td>Go to <a href="http://www.collegeboard.org">www.collegeboard.org</a> for registration deadlines for the S.A.T.</td>
<td>August 24</td>
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<td>October 5</td>
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<td>November 2</td>
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<td>December 7</td>
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<td>May 2</td>
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<td>June 6</td>
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</tbody>
</table>
ACT  Go to www.act.org for September 14 registration and deadlines for the ACT test
     October 26
     December 14
     February 8
     April 4
     June 13

TESTING PREP RESOURCES
SAT collegereadiness.collegeboard.org/sat/practice
     www.gacollege411.org
HOMEWORK www.qwinnettpl.org
SAT PREP CLASS Mill Creek Community School
TUTORING National Honor Society
     Beta Club
     Spanish National Honor Society

Georgia Milestone Tests
December: For Economics and Accelerated Geometry students only.
Milestone Tests are administered at all high schools in the state of Georgia. A Milestone will be
required for the following courses: Algebra I, Geometry, 9th Grade Literature and Composition,
11th grade American Literature and Composition, Biology, Physical Science, United States History,
and Economics. The Milestone Test accounts for 20% of a student’s final grade. A student
must take the Milestone Test for the courses listed above in order to receive credit for that class.

Final Exams
December 17-20, 2019 & May 15, 18-20, 2020
Cumulative exams will be given the last three days of each semester. We ask that you avoid
scheduling appointments during the final days of the semester because of review for and admin-
istration of final exams.
Exams will not be given early. Students will not be permitted to check out during an exam period. If
a student misses an exam due to an excused reason, the exam can be taken on the announced
make-up day. Students may not use pre-arranged absences on exam days. Vacation and travel-
ing outside of the county are not excused absences.

Final Exam Exemption:
GCPS Policy states: High school seniors who have an overall “A” average, 90% or greater, will be
exempt from taking local semester examinations for the second semester except when Milestone
tests are required. High school seniors who have an “A” average, 90% or greater, in a specific
course may be exempt from taking a local second semester examination on a course by course
basis.

Academics
Eligible students must complete and turn in an exam exemption form signed by their parent.

Behavior
Seniors who have been suspended in or out of school during their final semester will NOT be eligi-
ble to exempt exams. Seniors may exempt all exams for which they qualify. Seniors who are eligi-
bly to exempt an exam must turn in textbooks prior to the exam day.
Students must have clearance from the Media Center that they have no books outstanding.
Seniors who are eligible to exempt an exam may choose to take the exam without the risk of lower-
ing the final average. The exam can improve the average, but cannot lower it.
Gateway Tests  
March 23-March 26, 2020
In addition to the State mandated Milestone test, Gwinnett County Public Schools requires students to pass a Science/Language Arts and a Social Studies/Language Arts Gateway Assessment. The Gateway measures a student’s ability to write effectively about 9th and 10th grade Science topics and 11th grade Social Studies topics. The assessment will be administered in the spring of the 10th & 11th grade year. Students have several opportunities to retake the assessment if they are not successful the first time.

PSAT
The Preliminary Scholastic Assessment Test (PSAT) will be given at Mill Creek on Wednesday, October 16, 2019. This test is excellent preparation for the required college entrance exams, particularly the SAT. All 10th graders take the PSAT for free because GCPS pays the fee and all other grade levels will have to pay a registration fee. Eleventh grade students who wish to qualify for a National Merit Scholarship are required to take the PSAT. We recommend that 9th graders take the PSAT in order to improve standardized testing skills. Registration information will be available in early September. Please note that there is no make-up testing for the PSAT. Additionally, no refunds will be given once registration is complete and tests are ordered. Any test that is ordered must be paid for, even if the student is absent from school on the day of the test.

Testing Questions?
Milestones, Gateway, District Developed Assessments – Terry May 678-714-5877

TEXTBOOKS
Students will be responsible for reimbursement to the school for lost or damaged books. Students must turn in or pay for the textbooks issued to them in order to take exams on the regularly scheduled day. Students who have lost a book for a class should see the teacher of that class for the replacement cost of the textbook. The student can pay for the lost book on MyPaymentsPlus.com. According to Gwinnett County School Board procedure, lost or damaged textbooks need to be purchased through the school for the full, current price. The purchasing of textbooks via other markets (on-line, book stores) are not options.

Students failing to settle lost or damaged book issues may result in the loss of privileges such as participation in an extracurricular activity, loss of school privileges and/or the withholding of grade reports, diplomas, or certificates of progress.

TRANSFER CREDIT
Grades transferred to Gwinnett County Public Schools from home school or non-accredited public/private schools for courses required for graduation in Gwinnett County Public Schools will be accepted upon the students’ passing a locally developed examination for each course for which credit is requested.

If a student scores 70% or better on the exam or exams then the grade will be recorded as pass and credit will be awarded; however, these courses will not be calculated in a student’s grade point
If a student scores less than 70% on the locally developed test or Milestone Test, no credit will be awarded for the course.

If the student passes the course assessment then they will be given a “pass” grade for that course and awarded the appropriate units of credit.

Students who attend or plan to attend a non-SACS accredited school or a home school and subsequently request credit for the experience from a Gwinnett County Public High School should check with local school personnel for information on how Gwinnett County Public Schools credit is awarded.

WORK-BASED LEARNING PROGRAMS

The Work-Based Learning program is open to juniors and seniors. The program provides students an opportunity to learn job-related skills through an approved job. Students leave school either one or two periods early.

School credit is earned and students are paid by the employers for their work. Students do not need a job to enter the program – they have the first 2 weeks of the semester to get an approved job.

To be Eligible:

Students must have good attendance, no severe discipline issues, and must have reliable transportation to and from work. See Mr. Kutter for an application.

SECTION IV. ATTENDANCE

Student attendance is critical to the attainment of high academic achievements and efficient use of instructional time. School attendance is the responsibility of both parents and students.

Excused Policy

State law requires school attendance for students age 6 to 16. Gwinnett County Board of Education Policy states that students will be excused from school under the following circumstances:

1. Personal illness or attendance in school endangers a student’s health or the health of others.
2. A serious illness or death in a student’s family necessitating absence from school.
3. 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.
4. Celebrating religious holidays necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. 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.

Absences for medical or court appointments will be classified as unexcused until the proper documentation is received from the physician or office of the court. Please contact the attendance office regarding pre-existing medical conditions.

Unexcused Policy

Absences are unexcused for all other reasons, including but not limited to:

- Missing Bus
- Family Visits
- Oversleeping
- Power Outage
- Vacations
- Babysitting
- Running Errands and/or Skipping School

Returning to School After An Absence

“SENIOR SKIP DAYS”
The student must bring a parent/guardian or doctor’s note to the front lobby attendance desk within 5 days of returning to school. The note should include the date, reason, parent/guardian signature, and phone number for verification. After 10 parent notes, medical documentation is required to excuse subsequent absences. The front lobby attendance clerk will classify the absence Excused or Unexcused.

**AWOL**

Once a student arrives on campus, the student is considered to be at school and must obtain permission to leave campus for any reason by checking out at the front lobby attendance desk, even if classes have not yet begun. A student is considered AWOL and subject to behavior consequences, including temporary or permanent revocation of campus parking privileges if they:

- Leave campus without checking out
- Are absent from school without parent permission
- Skip a portion of a class, a full class, or several classes
- Are out of class without a pass from your teacher
- Go to your vehicle without permission

**Check-Out Policy**

Any student needing to leave campus during the day for any reason must provide a parent note to the front lobby attendance clerk. Contact with parent or guardian will be required before a student is released from school.

**STUDENTS ARE NOT ALLOWED TO CHECK OUT DURING A FINAL EXAM PERIOD.**

On days prior to school holidays or special events, a student’s parent/guardian may be required to come to school to check their student out. After 10 excused checkouts (per semester), medical documentation may be required to excuse subsequent check-outs.

Check-out for medical or court appointments will be classified as unexcused until proper documentation is received from the physician or office of the court. Students are not allowed to check themselves in or out when they reach the age of 18 unless the student has an approved emancipated student document on file with the Counseling Office.

**Procedure for Check-Out:**

- The student needs to take his/her check-out note to the front lobby attendance clerk before 7:15 a.m. The note must include date, reason, parent signature, and parent’s telephone number.
- The Check-Out staff will call to verify the note and prepare a pass for the student to pick up prior to leaving.
- Students should not use their cell phone to call parents when they are ill. Instead, the student should get permission from their teacher to report to the clinic. Clinic staff will contact parent and, if necessary, check the student out. If this process is not followed, the student’s check-out may be classified as unexcused.
- Students who check-out for medical or court appointments must bring the written documentation of the appointment to the front lobby attendance clerk when they return to school in order to excuse the check-out.
- Students will not be permitted to check-out after 1:30 pm. Please schedule appointments accordingly.

**Excessive Absences Policy**

- Chronic absenteeism affects a student’s ability to learn and succeed in school.
- School approved field trips / activities, medically documented absences and suspensions will NOT count toward excessive absences.
• If a student has a serious medical or legal problem, the student’s parent/guardian should notify the attendance administrator and the student’s counselor.

**Compulsory Attendance**

Attendance in a public school, private school, or home school program is required for children between their sixth and sixteenth birthdays. Every parent, guardian, or other person residing in this state having control or charge of any child between their sixth and sixteenth birthdays shall be responsible for enrolling and sending such child to a public school, private school, or home school program. Attendance in a public school, private school, or a home school program is required regardless of the fact that a child has been suspended or expelled from school by the local board of education.

**Make-Up Work Policy**

The following specifically pertains to excused absences and school related absences:

All pre-assigned work, including tests and quizzes, will be due on the day of a student’s return from an absence.

All incomplete work carried over into a new grading period should be completed no later than the tenth day of the following period.

Suspended students shall make up tests and assignments that the teacher determines will have impact on the student’s final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student’s final grade.

**Pre-arranged Absence Policy**

Up to five days of prearranged absences per year may be granted when students must miss school for legitimate reasons, i.e. college visits, out of town travel, social security/DMV/immigration appointments, etc. If a student has excessive absences, a prearranged absence may not be approved. If the prearranged absence is approved, the absence will be classified as unexcused but the student will be allowed to make up missed work. The completed form must be returned to the front lobby attendance desk 2 school days PRIOR to the first day absent.

Prearranged absences are not granted on Exam days.

**Procedure**

The required prearranged absence form should be obtained from the front lobby attendance desk. The student must complete the form following each step, 1-3 as shown below:

Step 1 Parent/ Guardian Signature
Step 2 Teacher Approval/ Signature
Step 3 Return completed form to front lobby attendance desk

All pre-assigned work will be due on the day of a student’s return from an absence.

**Tardiness To School Policy**

All students are expected to be in school and/or class on time. Students are considered tardy after the first period tardy bell sounds (7:20 a.m). Tardies to school are classified as excused or unexcused according to the state guidelines for absences. Consequences will be issued when a student is late to school or class. After 10 excused tardies, medical documentation may be required to excuse subsequent tardies. Tardiness to school for medical or court appointments will be classified as unexcused until proper documentation is received from the physician or office of the court.

**Procedure**

Students arriving late to school must present a note from a parent/guardian stating the date, reason for the late arrival, parent signature, and parent phone number for verification or the tardy will be classified unexcused. Students who do not check in and report straight to class are not following
directions and will receive a discipline consequence. **Excused notes should be brought in within 5 days of the tardy.**

**Arrival Time:** Report Directly To:
- 7:20 – 7:30: Any grade level office
- 7:30 – 1:30: Front lobby attendance clerk

**Tardiness To Class Policy**

All students are expected to be in class on time as listed on the bell schedules. There is adequate time between classes and before school for students to arrive on time. Students should be in the classroom or gym when the tardy bell rings. Tardiness to class may only be excused by school personnel. All other tardies are considered unexcused.

**Procedure**

Students who are not in class on time will be required to report to the closest grade level office. An Administrator will process the student and assign consequences when needed. A late permit will be given for admission to class. Students who arrive at the Attendance Office more than 5 minutes after the bell may be considered AWOL.

Students should have a hall pass and student I.D. card when arriving at any administrative office.

**SECTION V. STUDENT CONDUCT**

**STUDENT BEHAVIOR**

The Gwinnett Board of Education Discipline Handbook contains Board-adopted policies that are related to discipline in Gwinnett County Public Schools. The publication provides detailed information about these policies and the current procedures for implementation, including consequences for student misconduct.

It is the student’s responsibility to be familiar with these policies and exhibit acceptable behavior.

Local school administrators have broad discretion to determine consequences for most student misconduct at the local school level.

The range of consequences for misconduct that can be assigned by a local school administrator may include but are not limited to:

- Student Conference
- Parent Conference
- Lunch Detention
- Before or After School Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension up to ten days (per occurrence)
- Referral to a Student Disciplinary Panel Hearing which may result in long-term suspension or expulsion.

Depending upon the severity of the offense, the School Resource Officer (SRO) may be contacted for referral to law enforcement officials.

All rule violations handled by an administrator are cumulative over a student’s Gwinnett County career.

**DISCIPLINARY ACTIONS**

For Selected Student Misconduct

**ADMINISTRATOR:**
The specified actions in this section are typically what will result following infractions described. However, deviations from these guidelines may occur if the administrator determines that the individual circumstances warrant it.

**Teacher Consequences for Minor Classroom Disruptions**
Penalty assigned at teacher's discretion for example, 30 minute teacher detention or administrative referral.

**GWINNETT COUNTY PUBLIC SCHOOLS**
THE PURPOSE OF THE STUDENT CONDUCT BEHAVIOR CODE IS AS FOLLOWS:

- To ensure an environment for teaching and learning which is safe and protected from disruption and harassment.
- To provide information to students and parents about rules and regulations (expected student conduct) of the school system and possible penalties for violations of these rules and regulations.
- To provide uniform administrative and disciplinary procedures in the local schools.
- To provide for enforcement of school disciplinary rules when the student is:
  - on school property or on the way to or from school;
  - in attendance at school;
  - at any school sponsored activity;
  - engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools and/or the learning environment.

“Application of the Gwinnett County Board of Education student conduct behavior code” may be found in the student/parent handbook.

**GCPS STUDENT CONDUCT BEHAVIOR CODE**

**RULE 1**  
DISRUPTION AND INTERFERENCE WITH SCHOOL

**RULE 2**  
DAMAGE, DESTRUCTION OR MISUSE OF SCHOOL PROPERTY OR EQUIPMENT

**RULE 3**  
DAMAGE, DESTRUCTION OR MISUSE OF PRIVATE PROPERTY

**RULE 4**  
ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE (Included but not limited to teacher, bus driver, administrator, substitute, paraprofessional, etc. O. C. G. A. 20-2-751.4)

**RULE 5**  
ABUSE, THREATS, INTIMIDATION, ASSAULT OR BATTERY BY A STUDENT ON ANOTHER STUDENT OR TO ANY OTHER PERSON NOT EMPLOYED BY THE SCHOOL

**RULE 6**  
WEAPONS, DANGEROUS INSTRUMENTS AND EXPLOSIVE, OR IMPLOSIVE DEVICES

**RULE 7**  
DRUGS, ALCOHOL AND TOBACCO

**RULE 8**  
DISREGARD OF DIRECTIONS OR COMMANDS

**RULE 9**  

SEXUAL MISCONDUCT/INDECENCY
RULE 10

UNEXCUSED ABSENCES
RULE 11

OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER
RULE 12

REPEATED VIOLATIONS/MISBEHAVIOR/CHRONIC DISCIPLINARY PROBLEM STUDENTS
RULE 13

SCHOOL BUS INFRACTIONS

IMPORTANT NOTICE:

GWINNETT COUNTY PUBLIC SCHOOLS
Student Conduct Behavior Code Rules 1-13 above is provided as a summary only. Refer to the GCPS Student Parent Handbook for complete Rule Violations and Consequence Information.

LOCAL SCHOOL RULES
1. Students are expected to conduct themselves as mature young adults while on the MCHS Campus.
2. Students are expected to comply with reasonable requests of staff, including identifying themselves by name when asked.
3. Loud and boisterous behavior is not allowed.
4. Do not block hallways. Do not congregate in groups in the hallways. Move in an orderly manner to class. Be courteous in the hallways.
5. Students must exit the building by 2:25 in the afternoons unless at a school sponsored activity supervised by a teacher or coach.
6. When students arrive on campus they are to report to a supervised area. Students are not to loiter in the restrooms, stairwells or outside the building.
7. No food or drinks are allowed in the classrooms.
8. Students are not allowed in the hallways without a pass during lunch. Students have 7 minutes to get to the commons area for lunch.
9. Students are to leave the commons area when the 7:14 a.m. bell rings for 1st period. Students must remain seated in the commons area in the mornings and at lunch.

DRESS CODE
The dress code is designed to reduce the likelihood of distraction or disruption to the daily academic focus. Mill Creek High School should be considered a work place and students should dress accordingly. Instruction is interrupted when a student is referred to an administrator for inappropriate dress. If in the judgment of the administration or staff a student is dressed inappropriately, the student will be required to change clothing. (Special Circumstances are addressed in writing to the Principal.)

Dress Code
1. Headgear
   Headgear is prohibited and must be kept out of sight in the building (hats should not be carried or worn in the building). This includes, but is not limited to, hoods, bandannas, wave caps, sweatbands, sunglasses, or any other head wearing. No combs, rakes, curlers, or picks may be worn in the hair.
2. **Shirts/Blouses/Tops/T-shirts**

   Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, or bare shoulder tops of any type will be allowed). Blouses/shirts that expose any portion of the waist, hips, or midriff, are not allowed. (If you raise your arms to shoulder level and the stomach shows, the top is unacceptable.) Other blouses/shirts that are not appropriate for school include, but are not limited to, low-cut, see through, backless, or tube tops. Rips or holes are not allowed in shirts/tops. Boys are not to wear sleeveless shirts (except in P.E.). Boys must wear shirts in P.E.

3. **Shorts/Skirts/Pants**

   All dresses, shorts, and skirts must be no shorter than mid-thigh. The waistline of the shorts/skirts/pants must be on or above the waist. No excessively short dresses, skirts, or shorts.

4. **Pants**

   There should be no slits, rips, or holes that reveal inappropriate areas of the body. All pants should be worn at the waist and should not expose or reveal undergarments at any time.

5. **Trench Coats/Long Coats**

   Students may not wear trench coats to school.

6. **Shoes**

   Health regulations and safety factors require that shoes be worn at all times at school.

7. **Pajamas and sleepwear**

   No pajamas or sleepwear that is considered inappropriate for the school setting.

8. **Leggings or Spandex tights**

   No spandex pants, see-through tights, or leggings worn alone or without an appropriate outer garment to cover.

9. **Overalls**

   Overalls and suspenders must fit and be fastened appropriately. A shirt of proper length and style must be worn under the overalls at all times.

10. **Wording/Symbols**

    Student clothing should not display words, symbols, or designs that are inflammatory, derogatory, insulting to other students, or in reference to gangs. Articles of clothing, which have words or designs that are suggestive, obscene, gang related, or relate to alcohol/drugs/violence/weapons are prohibited.

11. **Spikes, chains or other items** worn as jewelry or accessories which might be considered weapons are prohibited.

12. **Dress Code requirements apply to all school days.**

13. **Any student dress/appearance not specifically stated which school administration deems inappropriate will not be permitted.**

   It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of dress, instilling dignity and pride.

**ELECTRONIC DEVICE POLICY**

To maintain an educational focus in the classroom and in other instructional settings, electronic devices are to be limited in their use. Electronic devices, including, but not limited to cell phones, iPods, MP3 players, tablets, eReader, may be used during the school day before or after class. **Electronic devices are to be**
turned off during class except when approved by the teacher for use during a lesson. Students should keep these items hidden from view in their back-packs, pockets, or purses. This privilege may be revoked at any time at the discretion of the principal. Students may be required to leave electronic devices with the teacher during testing. Any violations of this policy may result in consequences, including receiving calls or texts from parents. Students may request to use a school phone in any of the administrative offices. Violations caused by electronic devices will result in consequences such as loss of privileges up to in-school suspension and/or out of school suspension.

THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OR THEFT OF ELECTRONIC DEVICES.

EXTRA-CURRICULAR ACTIVITY CONSEQUENCE
If a student attends any extra-curricular activity possessing or under the influence of alcohol or illegal drugs, he/she will be suspended from all extra-curricular activities for a time period of six (6) school calendar weeks. The student(s) will also receive consequences outlined in Gwinnett County Student Disciplinary Policies. Gwinnett County Public Schools has instituted an Athlete Code of Conduct beginning in 2011-12. All of our athletic teams already have team rules in place. The county policy is a minimum standard. Local schools and coaches can make rules that are more stringent than the county minimums. Any student in violation will also be reported to the School Resource Officer (SRO). A student disciplinary hearing decision will supersede the above.

FIGHTING
Any student involved in a fight will be subject to the consequences outlined in the Gwinnett County Student Discipline Handbook. In addition, students involved in a fight may face criminal charges.

FOOD AND DRINK
Eating and drinking in classrooms and hallways are prohibited. Students are allowed to consume food and beverages in the commons area and other designated areas. Food and beverage items that students bring for lunch should be kept in their lockers. The delivery of fast food is prohibited during the school day; food will be confiscated if found.

HARASSMENT/BULLYING
Harassment and/or bullying are not tolerated. If a student feels that he/she is being harassed or bullied by another student, it should be reported immediately to a teacher, counselor, or administrator. Bullying and verbal threats are against school rules and should be reported to an administrator or by calling 770-822-6513. NOTE: Bullying violations may result in a disciplinary panel and possible expulsion from school as well as SRO notification and action.

INTERVENTION
▪ Students are required to be engaged in academic activities for the duration of Intervention.
▪ Students are to complete homework and study.
▪ Core subject area teachers will be available to assist students during this time.
▪ Failure to bring proper materials will result in a discipline referral.
▪ Failure to report to Intervention as assigned or follow directions in Intervention will result in a disciplinary referral.
Consequences can be adjusted as the Administrator deems appropriate.

PUBLIC DISPLAY OF AFFECTION
This behavior is not appropriate and not acceptable. Disciplinary consequences may result.

RESTRICTED LUNCH/LOSS OF PRIVILEGE
Students who violate school rules may be assigned to a restricted lunch arrangement. In an effort to instill appropriate behaviors during the school day, a system has been employed to enable stu-
dents to reflect on their conduct and promote a positive change in their behavior. Should it be the
judgment of a school administrator, a student will lose the privilege of eating in the cafeteria and
will eat lunch in a controlled environment with a teacher.

TECHNOLOGY
Acceptable Use of Electronic Media for Students at Mill Creek High School
Failure to follow the guidelines established in school policy and the Gwinnett County Public
Schools Student Conduct Behavior Code will result in disciplinary action that may include restricted
or denied access to school computers and other instructional technology tools.
The following guidelines are in addition to the Acceptable Use of Electronic Media for Students
Procedure published in the GCPS Student Discipline Handbook.
1. Failure to follow GCPS and Mill Creek High School acceptable use of electronic media guide-
lines will result in a minimum of a level I consequence as defined in the GCPS Student Con-
duct Behavior Code.
2. Any student who intentionally damages and/or vandalizes any hardware or software will receive
an administrative referral for school property abuse in accordance with GCPS Rule 2A.
Disciplinary consequences will be assigned at level II or III as deemed appropriate by the
administrator.
3. Students will observe software copyright laws and fair use guidelines. They will not be
permitted to copy school software or bring software from home to install on the school
machines. Students who violate this policy will receive an administrative referral with
consequences assigned at the level deemed appropriate by the administrator.
4. Students will be held responsible for information viewed, received, and sent when using
their Mill Creek Google account and the Internet. The use of online services and school
issued Google accounts will be restricted to school-related projects. Information and graphics
downloaded must be directly related to assigned class activities. Downloading of games,
screen savers and other program files with extensions such as .bat, .exe, .cmd, .zip and MP3
is strictly prohibited. Students in violation of this policy will receive an administrative referral,
and disciplinary consequences will be assigned at level II or III as deemed appropriate by
the administrator.
5. Students will not attempt to access personal data or e-mail of others, including peers, teachers
and administrators. Students will not share passwords to their files or accounts or try to
break desktop, network, or wireless security on any machine in the school. Students will not
delete any files or folders that are not in their home directory. Students will not send broadcast
messages across the GCPS Network or via Mill Creek Google accounts. Students who violate
this policy will receive an administrative referral, and disciplinary consequences will be
assigned at level II or III as deemed appropriate by the administrator.
6. Students must adhere to school policy regarding the use of all personal electronic devices on
campus. Before bringing any personally-owned Internet-capable devices on campus, students
must submit a Bring Your Own Device (BYOD) Release Form as specified in GCPS and
school policies.
Students should be aware that conduct violations related to technology use may also con-
stitute criminal offenses punishable by law.
TOBACCO PRODUCTS
Tobacco products include, but are not limited to, cigarettes, electronic cigarettes (any type), dip, snuff, cigars, liquid nicotine (regardless of biological source), electronic cigarette vapors (with or without nicotine).

1st Offense
■ 2 days in-school suspension for use

2nd Offense
■ 3 or more days of suspension as determined by administrator

UNEXCUSED FAILURE TO SERVE ADMINISTRATIVE DETENTION
If a student is scheduled for an Administrative Detention and fails to serve, he/she will be scheduled for ISS. Administrative Detentions may not be rescheduled except for medical emergencies. Late students are not permitted and will receive consequences for failure to serve.

UNEXCUSED FAILURE TO SERVE SATURDAY SCHOOL
Students who fail to serve the assigned day will be seen by an administrator and assigned ISS or OSS suspension. Late students are not permitted and will receive consequences for failure to serve.

SECTION VI. STUDENT ACTIVITIES
Mill Creek offers many extracurricular activities for all levels of student involvement. We believe that many opportunities for growth and enrichment can be found through student participation in athletics, academic clubs, service organizations and career-focused activities.

Attendance
Students must attend school at least three full class periods to be eligible to participate in extracurricular activities for that day. Students who are serving In-School Suspension or Out-Of-School Suspension are not allowed to participate in practice or games on the date of the suspension.

Eligibility Requirements
Mill Creek High School offers the opportunity for students to participate on various athletic teams and in academic activities. Athletic team membership is subject to tryouts and Georgia High School Association regulations. In order to be eligible to compete in athletic and/or academic competitions, students must have passed at least five subjects the preceding semester and be on track for graduation. To be on track, Sophomores must have accrued five units, Juniors must have eleven units and Seniors must have seventeen units. A student must meet the residency requirement for athletics. Prior to a student participating in any conditioning or tryouts he/she must have a Mill Creek Athletic Participation Form on file in our Athletic office. This form requires a current physical; insurance information; parental consent; and concussion form. Participation forms may be downloaded from our web site or picked up in our athletic office.

Field Trips
A student must obtain each of his/her teachers’ signatures confirming their grade in class. The student is responsible for making up any work missed during his/her absence. Parents and students should give careful consideration to participating in an off campus activity if the student does not have a passing grade in all his/her classes. Students who are not passing all classes may not be allowed to participate in an off campus activity. Lack of attendance and/or discipline history may also affect eligibility for participation. Parents and students should be aware that there is no guarantee of refunds for deposits on prepaid trips.
Athletic and Extracurricular Participation Code of Conduct
We expect every student athlete in our athletic program to abide by all rules and regulations developed for each individual extracurricular team, and also all rules and regulations approved by the Gwinnett County Board of Education and contained in the system and school handbook. For any violation of the Code of Conduct or any other rule or regulation of the Board of Education, student athletes may be subject to discipline, including but not limited to, exclusion from extracurricular activities, suspension and/or expulsion consistent with law, regulation and/or board policy.

Athletic Summary and Club/Organizations
The following is a summary of Athletic and Club/Organization Activities for 2018-2019. Detailed information on eligibility, practice/meeting schedules and who to contact for information is provided in this section and on our school web site.

Clubs & Organizations School Sponsored:

- Academic Clubs
- Career-Focused
- Communications
- Fine Arts
- Foreign Language
- Language Arts
- Leadership
- Publications
- Science
- Service (Community, School)
- Social Studies
- World Cultures

Also, check the school website for additional information, changes, updates and more clubs!

Athletics – Fall, Winter and Spring Sports

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Spirit Cheerleading</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Competition Cheerleading</td>
<td>Competition Cheerleading</td>
</tr>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Swimming &amp; Diving</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Tennis</td>
<td>Tennis</td>
</tr>
<tr>
<td>Baseball</td>
<td>Softball</td>
</tr>
<tr>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td>Golf</td>
<td>Golf</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Lacrosse</td>
</tr>
</tbody>
</table>
BOYS ATHLETICS

FALL
CHEERLEADING
Competition
Tryouts are held during the spring semester prior to participation.
Contact Coach Katie_Fowler@gwinnett.k12.ga.us for information.

CROSS COUNTRY
Cross country is open to all boys. Conditioning starts the Wednesday after Memorial Day.
Contact Coach Andy_Christie@gwinnett.k12.ga.us for information.

FOOTBALL
Varsity, JV, 9th
Spring/Summer training activities are ongoing.
Contact Coach Josh_Lovelady@gwinnett.k12.ga.us for information.

WINTER
BASKETBALL
Varsity, JV, 9th
Basketball tryouts are held in October. Contact Coach David_Allen@gwinnett.k12.ga.us for information.

SWIMMING & DIVING
Registration is held in September. Contact Coach Rick_Creed@gwinnett.k12.ga.us for information.

WRESTLING
Varsity, JV, 9th
Wrestling is open to all students with or without experience. Registration is held in September.
Contact Coach Nathan_White@gwinnett.k12.ga.us for information.

SPRING
BASEBALL
Varsity, JV, 9th
Baseball is on a tryout basis. Tryouts are held in January. Contact Coach Doug_Jones@gwinnett.k12.ga.us for information.

GOLF
Tryouts for golf are held in February. Contact Coach Jeremy_York@gwinnett.k12.ga.us for information.

LACROSSE
Varsity, JV
Lacrosse is on a tryout basis. All interested need to attend an informational meeting in September. Tryouts are held in January. Contact Coach Alan_Tallman@gwinnett.k12.ga.us for information.

SOCCER
Varsity, JV
Soccer is on a tryout basis. All interested need to attend an informational meeting in September. Tryouts are held in January. Contact Coach Stephen_George@gwinnett.k12.ga.us for information.

TENNIS
Tryouts are held in January. Contact Coach Tim_Schroer@gwinnett.k12.ga.us for information.

TRACK
Varsity, JV, 9th
Track is open to all boys. Practice begins in January. Contact Coach Rik_Moore@gwinnett.k12.ga.us for information.
GIRLS ATHLETICS

FALL
CHEERLEADING
Varsity, JV, 9th Football
Tryouts are held during the spring semester prior to participation.
Contact Coach Kari_Corbin@gwinnett.k12.ga.us for information.
CHEERLEADING
Competition
Tryouts are held during the spring semester prior to participation.
Contact Coach Katie_Fowler@gwinnett.k12.ga.us for information.
GIRLS CROSS COUNTRY
Cross Country is open to all girls. Summer conditioning begins in May.
Contact Coach Michael_Sexton@gwinnett.k12.ga.us for information.

SOFTBALL
Varsity, JV, 9th
Tryouts are held in May. Contact Coach Paul_Pierce@gwinnett.k12.ga.us for information.

VOLLEYBALL
Varsity, JV, 9th
Tryouts are held in July. Contact Coach Brian_Williamson@gwinnett.k12.ga.us for information.

WINTER
BASKETBALL
Varsity, JV, 9th
Tryouts are held in October. Contact Coach Jeremy_Huckaby@gwinnett.k12.ga.us or Trisha_Collier@gwinnett.k12.ga.us for information.

CHEERLEADING
Varsity, JV, 9th
Tryouts are held in the spring semester prior to participation.
Contact Coach Brenda_Petty@gwinnett.k12.ga.us for information.

SWIMMING & DIVING
Registration is held in September. Contact Coach Rick_Creed@gwinnett.k12.ga.us for information.

SPRING
TRACK & FIELD
Varsity, JV, 9th
Track is open to all girls. Practice begins in January. Contact Coach Jed_Hodges@gwinnett.k12.ga.us for information.

GOLF
Tryouts for golf are held in February. Contact Coach David_Allen@gwinnett.k12.ga.us for information.

LACROSSE
Varsity, JV, 9th
Lacrosse is on a tryout basis. All interested need to attend an informational meeting in September. Tryouts are held in January. Contact Coach Brian_Williamson@gwinnett.k12.ga.us for information.

SOCCER
Varsity, JV
Soccer is on a tryout basis. All interested need to attend an informational meeting in September. Tryouts are held in January. Contact Coach Vince_Hayes@gwinnett.k12.ga.us for information.

TENNIS
Tryouts are held in January. Contact Coach Tim_Schroer@gwinnett.k12.ga.us for information.
SCHOOL SPONSORED CLUB

Art Club - Holly_Adams@gwinnett.k12.ga.us
This club allows students the opportunity to explore different art mediums.

Best Buddies Club (BBC) - Emily_Jones@gwinnett.k12.ga.us
The purpose of this club is to create one-on-one friendships and leadership opportunities for students with disabilities and without disabilities.

Beta Club – Jessica_deBeer@gwinnett.k12.ga.us, Ashley_Procter@gwinnett.k12.ga.us
Beta Club is a national organization that is committed to achieving academic excellence and providing service for others.

Book Club - Melody_Price@gwinnett.k12.ga.us, Nora_Neff@gwinnett.k12.ga.us
The purpose of the Book Club is to promote reading and conversation about great Young Adult Books.

Debate Club - Linda_Waddell@gwinnett.k12.ga.us
The purpose of this club is to practice and prepare students to participate in debates.

DECA - Faith_Davenport@gwinnett.k12.ga.us
The purpose of this club is for students interested in marketing to participate in professional marketing activities.

Environmental Club - Rhonda_Zambo@gwinnett.k12.ga.us
The mission of this club is to protect, conserve, and improve the environment by taking action on local environmental issues.

FBLA - Ruth_Page@gwinnett.k12.ga.us
(Future Business Leaders of America) Students in FBLA are given the opportunity to develop strong leadership qualities and civic responsibilities through participation in competitive events and projects.

FCCLA - Courtney_Tiger@gwinnett.k12.ga.us
(Family, Career and Community Leaders of America) Students in FCCLA are given the opportunity to develop strong leadership qualities and civic responsibilities through participation in competitive events and projects.

Film Club - Tom_Kutter@gwinnett.k12.ga.us
This club is for students interested in film.

FIRST Robotics - Kelly_Dyer@gwinnett.k12.ga.us
The purpose of this club is to promote French Language and French Culture.

French National Honor Society – Meghan_Primm@gwinnett.k12.ga.us
Students must be selected for membership. The chapter provides a vehicle for focusing activities around French language, literature, and culture.

German Club - Sylvia_Holagh@gwinnett.k12.ga.us
This Club is open to any student with an interest in German culture.

German National Honor Society - Sylvia_Holagh@gwinnett.k12.ga.us
Students must be selected for membership. The purpose of this organization is to recognize high school scholastic achievement in the study of German and to promote interest in the study of German language, literature and civilization.
GSLT- Shannon_Jarvis@gwinnett.k12.ga.us
(Gwinnett Student Leadership Team) This activity is a two-year student leadership program that provides opportunities for high school juniors and seniors in GCPS to develop personal and organizational leadership skills and an awareness of community issues.

HOPE- Raquel_Smith@gwinnett.k12.ga.us
(Hispanic Organization Promoting Education)

HOSA- Faith_Davenport@gwinnett.k12.ga.us
(Heath Occupation Students of America)

iLead Freshman Mentor Program- Tawanna_Mintz@gwinnett.k12.ga.us
The purpose of this program is to teach leadership skills to and mentor 9th grade students.

Interact Club- Jennifer_Cox@gwinnett.k12.ga.us
Interact is a Rotary-sponsored service club for young people. Interact gives students the opportunity to participate in fun, meaningful service projects.

International Thespian Society - Sarah_Lindahl@gwinnett.k12.ga.us
The purpose of this society is to honor excellence among students of theatre.

Key Club – Crystal_Love@gwinnett.k12.ga.us, Meghan_Martin@gwinnett.k12.ga.us
Key Club is a community service organization that is focused on helping students contribute to their school and community and is part of Kiwanis International.

Latin Club - Troy_Webster@gwinnett.k12.ga.us
The Latin Club is dedicated to the appreciation of Rome's contributions to us. Students who are in Latin or have had Latin for two years may join.

Math Honor Society - Sabrina_Hancock@gwinnett.k12.ga.us
Math Club- Dottie_Wilson@gwinnett.k12.ga.us

Microbiology Club– Tim_Harbin@gwinnett.k12.ga.us
This club's purpose is to explore microbiology news around the world and how it relates to them. It also gives students information about careers in Microbiology.

Mock Trial- Ramona_Avery@gwinnett.k12.ga.us

MVP – Men of Vision & Purpose – Bernard_Taylor@gwinnett.k12.ga.us

National Art Honor Society - Mike_Lasseter@gwinnett.k12.ga.us or Carissa_Griffin@gwinnett.k12.ga.us
National Art Honor Society is a program specifically for high school students, for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. It is a community service based organization open to students grade 10-12 and enrolled in an advanced art class.

National Dance Honor Society- Suzanne_Muck@gwinnett.k12.ga.us
The purpose of this honor society is to recognize outstanding artists, merit leadership and academic achievement in dance.

National English Honor Society - Donna_Fitzgerald@gwinnett.k12.ga.us
NEHS is an outreach from Sigma Tau Delta, the International English Honor Society. The goals of NEHS are: to recognize students on the national level who, on the basis of academic grades and performance, merit special note for past and current accomplishments; nurture these persons in such ways that they are encouraged to develop further their abilities in the various fields of English; and encourage members to use their talents in the service of others.

National Honor Society – Shannon_Sanderson@gwinnett.k12.ga.us or Donna_Fitzgerald@gwinnett.k12.ga.us
The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Membership requirements.
National Latin Honor Society - Troy_Webster@gwinnett.k12.ga.us
The National Latin Honor Society is for students who have maintained an A in every Latin class taken. The student must be in third year or higher. The student may wear the purple cord at graduation.

National Science Honor Society - Jennifer_Palmer@gwinnett.k12.ga.us
This honor society is for students with a passion for or plans to have a career in the natural sciences. Membership requirements include taking part in the INTEL International Science Fair.

Orchestra Leadership Council- Dana_Ballard@gwinnett.k12.ga.us, Tori_Brown@gwinnett.k12.ga.us
Photography Club- Nora_Neff@gwinnett.k12.ga.us
President's Club- Jason_Lane@gwinnett.k12.ga.us
Quill & Scroll- Nora_Neff@gwinnett.k12.ga.us
This club is for students who want to explore the role of journalists in the community.

Science Innovation Club - James_Holden@gwinnett.k12.ga.us
This club is for students interested in science.

Science Olympiad – Jonathan_Harper@gwinnett.k12.ga.us, Scott_Mitchell@gwinnett.k12.ga.us
Science Olympiad is an academic science competition consisting of approximately 24 events. These events encompass Biology, Chemistry, Physics, Earth/Space Science, and Engineering. Each student works with a partner and performs in approximately four events.

SkillsUSA – Tom_Kutter@gwinnett.k12.ga.us
This is a career and technical education organization where students are taught leadership and employability skills. There are opportunities for competitions in areas related to courses taught in CTE.

Spanish Club – Leah_Hester@gwinnett.k12.ga.us, Cailee_Fraser@gwinnett.k12.ga.us
Club membership is by application and only open for current and former students of Spanish or native Spanish speakers. If you are taking a Spanish class, think that Spanish is an awesome language, and foreign culture interests you, you would enjoy Spanish Club!

Spanish National Honor Society – Gillian_Bradley@gwinnett.k12.ga.us, Suzanne_McPhee@gwinnett.k12.ga.us
This is an honor society for high school students enrolled in Spanish and Portuguese and is sponsored by the American Association of Teachers of Spanish and Portuguese. The purpose of the society is to recognize high achievement of high school students in the Spanish and Portuguese languages and to promote a continuing interest in Hispanic and Portuguese studies.

STEM Gems- Shannon_Sanderson@gwinnett.k12.ga.us or Kelly_Dyer@gwinnett.k12.ga.us
Stock Exchange Club (SEC) - Aron_Maroto@gwinnett.k12.ga.us
This club is for students interested in stocks.

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Student Council - Megan_Ivester@gwinnett.k12.ga.us, Kari_Corbin@gwinnett.k12.ga.us
Student Council is responsible for numerous school-wide and community–wide events throughout the year such as Homecoming, a fall and spring blood drive and Teacher Appreciation Week. Student council members also participate in leadership activities. Officials are elected by the student body in the spring.

TALON Shannon_Jarvis@gwinnett.k12.ga.us
TALON stands for Teaching Advanced Leadership and Opening Networks. As Mill Creek’s premiere leadership club, TALON focuses on creating leaders ready to engage and influence their peers to better our school and community. TALON is student-led and student-taught by members of GSLT.

Tri-M - Melissa_Espy@gwinnett.k12.ga.us
Tri-M is the MENC-sponsored National Music Honor Society for high school musicians enrolled in either band, chorus or orchestra (pianists also included).

TSA - Glenn_Burrows@gwinnett.k12.ga.us, Alex_Reed@gwinnett.k12.ga.us
The Technology Student Association (TSA) is the oldest student organization dedicated exclusively to students enrolled in technology education classes grades K-12.

The Mill Creek TSA is open to all students who are currently or have been enrolled in an Engineering Technology Education classes.

Young Authors Association - Nora_Neff@gwinnett.k12.ga.us
This club helps to foster student writing and learning about writing careers.
<table>
<thead>
<tr>
<th>GRAMMAR TIPS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN-CORRECT</strong></td>
<td><strong>CORRECT</strong></td>
</tr>
<tr>
<td>Do like I say</td>
<td>Do as I say</td>
</tr>
<tr>
<td><em>In the Great Gatsby it tells</em></td>
<td><em>The Great Gatsby tells</em></td>
</tr>
<tr>
<td>Fred and me went</td>
<td>Fred and I went</td>
</tr>
<tr>
<td>My answer is different than yours</td>
<td>My answer is different from yours</td>
</tr>
<tr>
<td>Where are you at?</td>
<td>Where are you?</td>
</tr>
<tr>
<td>The reason is because</td>
<td>The reason is that</td>
</tr>
<tr>
<td>Between you and I</td>
<td>Between you and me</td>
</tr>
<tr>
<td>If I was you</td>
<td>If I were you</td>
</tr>
<tr>
<td><em>Being that</em> it’s snowing</td>
<td><em>Because</em> it’s snowing</td>
</tr>
<tr>
<td>Katie skates good</td>
<td>Katie skates well</td>
</tr>
<tr>
<td>Us girls are dancing</td>
<td>We girls are dancing</td>
</tr>
<tr>
<td>I don’t know if I can go</td>
<td>I don’t know whether I can go</td>
</tr>
<tr>
<td>Each of these books are</td>
<td>Each of these books is</td>
</tr>
<tr>
<td>It was a real good novel</td>
<td>It was a really good novel</td>
</tr>
<tr>
<td>I would of gone</td>
<td>I would have gone</td>
</tr>
<tr>
<td>Never except your shortcomings</td>
<td>Always accept them</td>
</tr>
<tr>
<td>There sad that they’re car is over their</td>
<td><em>They’re</em> sad that <em>their</em> car is over <em>there</em></td>
</tr>
<tr>
<td>Correct</td>
<td>Incorrect</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>The dog bit its tail</td>
<td>The dog bit it's tail</td>
</tr>
<tr>
<td>I'm not sure where the books are at.</td>
<td>I'm not sure where the books are.</td>
</tr>
<tr>
<td>I dislike the fact that people aren't nice.</td>
<td>I dislike that people aren’t nice.</td>
</tr>
<tr>
<td>I feel badly -- unless you have problems feeling</td>
<td>I feel bad -- if you feel melancholy</td>
</tr>
<tr>
<td>Tom went with Fred and I.</td>
<td>Tom went with Fred and me.</td>
</tr>
</tbody>
</table>

Possessive pronouns don’t use apostrophes. (hers, its, ours, yours, etc.).

A simple sentence has one independent clause

When you begin a sentence with a dependent clause, you must use a comma.

When you begin a sentence with a subordinate clause, you must use a comma.

An appositive, a noun that renames/clarifies a noun, is usually set off with commas.

Place “Quotes” on titles of short things: “short stories,” “poems,” “songs,” “episodes of TV shows,” etc.

Underline (or italicize) the titles of long things: **Movies, Novels, Plays, Newspapers, Magazines**