

Student Handbook

MILL CREEK HIGH SCHOOL

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

MILL CREEK HIGH SCHOOL STUDENT HANDBOOK

ADMINISTRATIVE TEAM

Jason Lane, Principal
Dr. Chesley Cypert, Associate Principal
Dr. Monica Cook, Assistant Principal
Dr. Steven Hardegree, Assistant Principal/Community School Director
Dr. Vicki Husby, Assistant Principal
Lacey Jakes, Assistant Principal
Elaine Orange, Assistant Principal
Adam Smith, Assistant Principal
Travis Techo, Athletics Director/Student Activities
Dr. Victoria Eidex, Community School Director

Contact Information:

Attendance	678-714-5870	Main Office	678-714-5850
Check In/Out	678-714-5902	Community School	678-714-5855
Clinic	678-714-5890	Curriculum	678-765-4889
Counseling Office	678-714-5864	Testing Office	678-714-5917
9 th /10 th Grade Office	678-765-4930	Athletics Office	678-714-5909
11 th /12 th Grade Office	678-714-5900	Cafeteria	678-714-5921
Registrar	678-714-5868	Bookkeeper	678-714-5856

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 for more information. We are looking forward to working with you throughout the school year.

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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.gcpsk12.org

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).

BELL SCHEDULE
Regular Bell Schedule

Period		Start	End
1 st Period		7:20	8:18
2 nd Period		8:24	9:16
3 rd Period		9:22	10:14
4 th Period		10:20	11:13
	4A	10:20	10:44
	4B	10:49	11:13
5 th Period		11:19	12:12
	5A	11:19	11:43
	5B	11:48	12:12
6 th Period		12:18	1:11
	6A	12:18	12:42
	6B	12:47	1:11
7 th Period		1:17	2:10

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.

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.

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 began 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 wingspan is 6 feet wide and was 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 to access information about an assessment or while taking an assessment 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 using technology, including but not limited to file sharing (submitting the same work with different header), copying files to and from disks and websites, use of AI programs of any kind, 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 re-search 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

E. 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

F. 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 desktop except for test materials.
4. Zip book bags closed. Make sure all books are closed. Put away any loose papers.
5. Take careful notes when doing research 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 Administrative warning to 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

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 that meets Georgia's requirements for students to obtain a driver's license. Students must have a learner's permit to participate. For additional information and registration forms please visit our [Community School web page](#).

DRIVER'S LAW

The DDS requires a notarized Certificate of Enrollment when students age 15-17 apply for a driver's license or permit. Certificates of Enrollment are available on MyPaymentsPlus under school fees 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.

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 on MyPaymentsPlus. Please allow 48 hours for processing.

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 entrées, 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 **\$2.75** (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 **\$1.75** (reduced price is **\$.30**) and is served from 6:45 am-7:20 am. A' la carte milk is **\$.40**. Dasani water is available for **\$1.25** and Smart Water is available for **\$1.75**.

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.

Clinic cards must be completed electronically via the link available on the [clinic page of our website](#). 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 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 six professional school counselors at Mill Creek High School who assist students through academic advisement, coordinate parent teacher conferences, 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 lessons.

EXAMPLES OF COUNSELING TOPICS:

▪ Academic Success	▪ Peer Issues	▪ Summer School
▪ Grief	▪ New Students	▪ Post-Secondary Planning (college, career, military, etc.)
▪ Divorce	▪ Anger Management	▪ Course Selection
▪ Study Skills	▪ Credit Recovery	▪ Crisis Intervention

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

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

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 tribunal and possible expulsion from school as well as SRO notification and action.

Counseling Appointments:

Students may schedule an appointment in the Counseling Office. Appointments are counted as instructional time and not considered a class absence.

COUNSELOR ASSIGNMENTS

A-C	Austin Wood	678-714-5841
D-H	TJ Nelson	678-714-5866
I-ME	Camile Irving	678-714-5912
Mi-R	Betsey McGuire	678-714-5867
S-Z	Jennifer Moore	678-765-4922
Dual Enrollment	Kelley Griffin	678-714-5834

The counseling department website has a variety of valuable resources for parents and students.

<https://www.gcpsk12.org/Page/8570>

College & Career Center Services:

The PAD, located in the counseling office, houses a wealth of information concerning occupations and post-secondary choices. Our college and career specialist 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 other-wise 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 our registrar 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, 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. **Food delivery services such as Door Dash, Grubhub, etc. are not allowed and deliveries will not be accepted.**

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.

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.

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 have access to their student ID on StudentVUE. They are also provided with a photo ID within the first 2 months of the school year. Students will need to access their ID on campus for lunch charges, checking in to school (tardies), checking out books in the Mill Creek library, school dances and other activities.

LOCKERS

- ❖ Students are provided a locker 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 grade level office. 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.** 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 of the 9th/10th grade office for a ***limited*** period of time. Items may be claimed before or after school.

MILL CREEK LIBRARY

The Mill Creek Library 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 Mill Creek Library 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 Mill Creek Library before and after school. Students may come to the Mill Creek Library during the school day with a class, or independently on a pass. During lunches the Mill Creek Library is a designated academic area. Students may read or work quietly independently or in small groups.

Printing:

Free for copies needed for schoolwork
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 Mill Creek Library 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.

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 list below per semester is eligible to buy a parking pass. Students must view a mandatory parking informational video and complete a parking application. The video can be found on the Mill Creek website (www.millcreekhs.com) under Student Parking. Viewing the informational video does not guarantee a parking space.

Eligibility Criteria for Semester 1

- All fees and fines must be paid in full.
- Pass all 6 classes 2nd semester of the prior school year. This includes all classes such as electives not needed for graduation, dual enrollment classes, and online classes.

Eligibility Criteria for 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 may 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 via lottery.

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 – Silver

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.
3. A student's vehicle will not be used as a locker.
4. 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.
5. Buses and pedestrians always have the right of way.
6. Be courteous and cautious. Speed limit is 10 mph.
7. 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.
8. Students are not allowed to ride in the back of any pick-up truck.
9. Students are to park only in the student parking lots. Any reassignment of parking spaces can only be done by the Administration.
10. Each vehicle must occupy no more than one space.
11. Teachers cannot give permission to park on campus. Any special parking arrangements must be approved through the Administration or the 11th & 12th Grade Office.
12. 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. If a car accident occurs on campus, it is up to the individuals involved to report the accident to school officials and the police to settle damages.

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 11th & 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, duplicated 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 www.gcpsk12.org and/or www.millcreekhs.com.

Parents can be assured that planning for such an event has prepared both faculty/staff and students for a safe response.

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. Monica Cook.

You may also contact the school system’s TITLE IX COORDINATOR for assistance by writing or calling:

Office of the Chief of Staff
GWINNETT COUNTY PUBLIC SCHOOLS
437 Old Peachtree Rd. NW
Suwanee, GA 30024-2978 (678-301-6011)

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.

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.

Grade	Students entering 9th Grade and beyond
10	5 credits
11	11 credits
12	17 credits
Total units required	23 credits

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. District Assessments
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

Students can receive voluntary tutoring in all subject areas before and after school. Students should contact their teacher to set up dates and times for help.

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 20+ 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 are conducted weekly. 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.

Grading Scale

Excellent	A	=	90 and above
Above Average	B	=	80 – 89
Average	C	=	70 – 79
Failure to Achieve	F	=	below 70

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 of the following classes: Algebra 1, Biology, U.S. History, and 11th Grade Language Arts. 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.

DIGITAL LEARNING DAYS (DLD)

GCPS has days built into the calendar. Teachers will provide assignments and resources via their eClass on these days.

DUAL ENROLLMENT/MOVE ON WHEN READY OPTION

Students 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, French, and Spanish classes are available in grades 9-12. Gifted students may choose which gifted classes to take, but they should carefully consider 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. 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 "digital" 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 by contacting their teachers.

HONOR GRADUATES

Students who have earned a cumulative grade point average of 90 or higher at the end of the first semester 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 Salutatorian 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 GCPS graduation requirements.

PROGRESS REPORTS/TRANSCRIPTS

Progress reports are emailed after the completion of the 6th and 12th week of each semester.

Student transcripts, issued at the end of each semester, are a record of the student's final grade and credit for each class. Transcripts for first semester are mailed to students in January and second semester transcripts are mailed home the second week of June. Students may also access their official transcripts in StudentVue under "documents."

SCHEDULE CHANGES

Schedules will only be changed due to 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.

Schedules changes are NOT permitted for the following reasons:

- The class could impact my overall GPA.
- The class is too difficult.
- I no longer need the class.
- I don't like my teacher.
- I don't like my lunch period.

TECHNICAL PROGRAMS

Grayson High School

Program offers technical classes in 3-hour blocks of time. *TRANSPORTATION IS ONLY PROVIDED FOR THE MORNING SESSION.* 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

Go to www.collegeboard.org for testing dates, registration information and registration deadlines for the SAT.

Go to www.act.org for registration and deadlines for the ACT test.

TESTING PREP RESOURCES

SAT	collegereadiness.collegeboard.org/sat/practice or http://www.gacollege411.org
SAT Prep Class	Mill Creek Community School
Homework	www.gwinnettpl.org
Tutoring	https://www.gcpsk12.org/Page/8813

Georgia Milestone Tests

Milestone Tests are administered at all high schools in the state of Georgia. A Milestone will be required for the following courses: Algebra: Concepts & Connections, 11th grade American Literature and Composition, Biology, and United States History. **The Milestone Test accounts for a percentage of a student's final grade as dictated by GaDOE and GCPS.**

Final Exams

Cumulative exams will be given the last four days of each semester. We ask that you avoid scheduling appointments during the final days of the semester because of review for and administration 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.

Final Exam Exemption:

GCPS Policy states: High school graduating seniors who have an overall "A" average, 90% or greater, will be exempt from taking local semester final examinations for the second semester except when an EOC Assessment is required. High school graduating 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.

- Honor graduates are exempt from taking local semester final examinations for the second semester except when an EOC or District Assessment is required.
- Eligible students must complete and turn in an exam exemption form signed by their parent.
- Seniors who are eligible to exempt an exam must turn in textbooks prior to the exam day.

Students must have clearance from the Mill Creek Library that they have no books outstanding. Seniors who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. The exam can improve the average, but cannot lower it.

PSAT

The **Preliminary Scholastic Assessment Test (PSAT)** will be given at Mill Creek in October each year. 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, Gwinnett Writes, ACCESS, District Assessments: 678-714-5929

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 average.
- 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-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, two, or three 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
Unspecified Family Emergency
Oversleeping
Power Outage
Car Trouble
Vacations/Trips
Babysitting
Running Errands and/or Skipping School
"SENIOR SKIP DAYS"

Returning to School After An Absence

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 may be requested 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.

After 10 excused checkouts (per semester), medical documentation may be requested to excuse subsequent checkouts.

Checkout 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.
- 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.

IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS TO COMPLETE MAKEUP WORK WITHIN FIVE (5) DAYS UPON RETURN TO SCHOOL.

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 for an excused reason should present a note from a parent/guardian stating the date, reason for the late arrival, parent signature, and parent phone number for verification. Otherwise, the tardy will be classified unexcused. Students who do not check in and report straight to class are considered AWOL and will receive a discipline consequence. **Excuse 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.

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](#).

STUDENT DISCIPLINE OVERVIEW

1. A principal, or other personnel designated to perform the duties normally performed by the principal, may suspend a student for violation of school rules or for any other act of misconduct or insubordination for a period not exceeding ten (10) school days. Oral notice and an opportunity to discuss the matter with the principal or an assistant principal must be given to the student as soon as is practicable, and written notice (disciplinary referral) stating the reason for suspension shall be given to parents or guardians within a reasonable time, not to exceed one school day.
2. Students under short-term suspension (1–10 days), long-term suspension (10 or more days), or expulsion are not allowed on any Gwinnett County school campus or to attend any school activity, function, or event. Students assigned to in-school suspension are not allowed to participate in extracurricular activities on the date of their ISS assignment.
3. All dangerous weapons, instruments, or controlled substances confiscated by school authorities are to be turned in to Safety and Security.
4. A student is considered to be in possession of an illegal and/or banned item(s) or substance(s) when such item(s) or substance(s) is found on the person of the student, in their possession, in their locker, in a student’s vehicle on school property, or in any vehicle a student brought on school property, on property being used by the school, at any school function or activity, or any school event held away from the school.
5. Students are prohibited from engaging in gang/hate group or hazing related activities in school.
6. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, including, but not limited to, their possessions, lockers, and vehicles when on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school if it is established there is reasonable suspicion that the search will reveal a violation of the law, the Student Conduct Behavior Code, or local school rules.
7. A student may be considered a party to a violation of the Student Conduct Behavior Code and disciplined for the underlying offense where the student: (1) Directly violates the Student Conduct Behavior Code; (2) Intentionally causes some other person to commit a violation of the Student Conduct Behavior Code; (3) Intentionally aids or abets another in a violation of the Student Conduct Behavior Code; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit a violation of the Student Conduct Behavior Code. A student may be considered a party to a violation of the Student Conduct Behavior Code even where the underlying actors are not students subject to the Code.
8. Certain violations of the Student Conduct Behavior Code may also be violations of state law and juvenile authorities, or other law enforcement agencies may address the student’s misconduct in accordance with state laws, in addition to the school system’s administrative procedures and regulations.
9. Students are to notify an administrator or staff member when suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle illegal, dangerous, banned, or unidentified items.
10. Students who are under suspension or expulsion through spring semester will not be allowed to participate in any school-sponsored activities, including the prom, graduation exercises, or baccalaureate ceremonies.
11. Students should recognize their responsibility to know the contents of this student discipline handbook information and to ask the local school administration or staff for any clarification. All students, regardless of age, are subject to the rules and regulations of the Gwinnett County Public Schools. Each local school will review the contents of this handbook information with its students.
12. State law requires that certain criminal offenses committed by a student while on school property or at a school-sponsored activity, function, or event be reported to the principal, school superintendent, appropriate law enforcement authority, and the District Attorney. (O.C.G.A. § 20-2-1184).
13. Georgia law makes it unlawful for any person to manufacture, distribute, disperse, or possess with the intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary

education. Any person who violates or conspires to violate this code section shall be guilty of a felony. (O.C.G.A. § 16-13-32.4)

14. Students coming from DJJ (Department of Juvenile Justice) placement-or incarceration for longer than 30 school days will be remanded to transition through the GIVE Centers as a first step back toward their local school. The Office of Student Discipline shall determine the length of the transition.
15. During the regular school year, students who are on long-term suspension from their regular school and who are currently enrolled at the GIVE Centers are allowed to enroll in online courses, with approval of the GIVE Centers' administration. Students not enrolled at the GIVE Centers will not be allowed to enroll. GIVE students must pay for online classes taken during summer school.
16. After a disciplinary tribunal has been held, textbooks, materials, or equipment belonging to the local school must be returned to a school administrator at their local school.
17. The Unsafe School Choice Option provides students at schools classified as "persistently dangerous" with the option of transferring to another school. Major offenses, including, but not limited to, drug and weapon offenses, can lead to a school being named "persistently dangerous" or unsafe pursuant to State Board of Education Rule 160-4-8-.16.

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.

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 Tribunal 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.

Teacher Consequences for Minor Classroom Disruptions

Penalty assigned at teacher's discretion for example, 30 minute teacher detention or administrative referral.

Lunch – Loss of Privileges

Students may lose their 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.

UNEXCUSED FAILURE TO SERVE ADMINISTRATIVE CONSEQUENCES

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.

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. The delivery of fast food is prohibited during the school day.
8. Students are not allowed in the hallways without a pass during 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.
10. Students are expected to attend Homeroom each day. Failure to do so will result in a referral for AWOL.
11. Students are expected to have headphones on while listening to devices. Bluetooth speakers should not be used during the school day.

DRESS CODE

Mill Creek High School strives for a standard of excellence in all we do. In an effort to maintain this standard, we encourage students to present themselves in a way that promotes excellence in dress. The guidelines below have been created to help students make informed decisions when deciding what to wear to school. The clothing that students select to wear should not diminish our daily academic focus. Our instructional environment is disrupted when a student has to be referred to an administrator for dress that does not promote excellence and pride. If a student is dressed in a style that does not follow the guidelines below, based on the discretion of a school administrator, the student will be asked to correct the situation and change. Failure to comply will result in a discipline consequence. (*Special Circumstances must be submitted in writing to the Principal.*)

Clothing that does NOT promote an image of excellence is an outfit that:

1. Shows cleavage
2. Shows midriff
3. Shows bottom/backside
4. Shows upper thighs
5. Shows undergarments
6. Includes head covering such as hoodies or hats (unless approved for religious purposes)
7. Includes inappropriate pictures or text
8. Includes clothing that is considered pajamas or sleepwear

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

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 backpacks, 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.

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 guidelines will result in a *minimum* of a level I consequence as defined in the GCPS Student Conduct 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 constitute criminal offenses punishable by law.

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 ~~ten~~ 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 create an account on <https://gwinnettcountryschools.rankone.com/New/NewInstructionsPage.aspx> and complete all the required information for athletic participation. A link to the instructions and physical form are located on the [athletics website](#).

Field Trips

A student must obtain each of his/her teachers' signatures. 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 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

Detailed information on eligibility, practice/meeting schedules and who to contact for information is provided in this section and on our school web site.

[Athletics Homepage](#)

[Club and Activities Page](#)