

# SNELLVILLE MIDDLE SCHOOL

## STUDENT AGENDA HANDBOOK 2024-2025

**Dr. Calvin J. Watts /Superintendent  
Gwinnett County Public Schools**

Katise Taylor	Principal
Lesley Acree	Assistant Principal
Twanitta Martin	Assistant Principal
Celeste Morton-Poe	Assistant Principal
Alisa Wilson	Assistant Principal

3155 Pate Road  
Snellville, GA 30078  
(770) 972-1530  
[www.snellvillemiddle.org](http://www.snellvillemiddle.org)

School Mascot – Comets  
School Colors – Navy Blue, Gray and White Accent

School Hours: 9:20 a.m. – 4:00 p.m.  
**Students are not allowed to enter the building before 8:50 a.m. unless they have a signed agenda or pass.**

### **Cluster Elementary Schools:**

Britt Elementary  
2503 Skyland Drive  
Snellville, GA 30078

Magill Elementary  
3900 Brushy Fork Road  
Loganville, GA 30052

Norton Elementary  
3050 Xavier Ray Court  
Snellville, GA 30039

Rosebud Elementary  
4151 Rosebud Road  
Loganville, GA 30052

### **Cluster Middle Schools:**

Grace Snell Middle School  
3800 Brushy Fork Road  
Loganville, GA 30052

Snellville Middle School  
3155 Pate Road  
Snellville, GA 30078

### **Cluster High School:**

South Gwinnett High School  
2288 E. Main Street  
Snellville, GA 30078

Dear Snellville Middle School Students:

Welcome to the new school year! We are so excited to start this journey with you and look forward to all the fun and learning ahead.

As we begin the school year, it's very important that each of you read the Student Handbook. This book includes some of the rules, guidelines, and helpful information you need to know to start the year. Inside, you will find:

- Rules about attendance and being on time
- Dress code expectations
- Cell phone usage
- Arrival/Dismissal Information
- Positive Behavior Interventions and Support(PBIS)

Please take some time to go through the handbook with your parents and understand everything in it. Knowing these basic guidelines will help us all have a great and smooth year

Be sure to refer to it throughout the school year to help your year be a successful one.

If you have any questions or need help understanding something, feel free to ask your teachers or the school staff.

I can't wait to see all the amazing things you'll do this year!

Sincerely,

***Katise Taylor***

Katise Taylor  
Principal

## ATTENDANCE

Punctual and regular attendance for every student is required by GCPS Board of Education policy and is important to a student's success. A good attendance record has a direct effect on grades and attitude toward school. Excessive absences will necessitate contact with a parent or guardian by school personnel. See the GCPS Student/Parent Handbook for more detailed information.

## ARRIVAL/DISMISSAL

**Students should not arrive at school before 8:50 a.m. unless they have an appointment and a written pass by a teacher.** Students should enter the building at the designated door for their grade level, get breakfast and report directly to their homerooms. Students needing to go to other areas of the building must have their agenda or a pass, signed by the homeroom teacher. Homeroom teachers will be in their rooms at 8:50 a.m., available for supervision and guidance of their students. **Students are not permitted to "hang out" in the halls, sidewalk, courtyards, bathrooms or any other unsupervised area. Students are considered Absent Without Leave (AWOL) if this occurs and an administrative consequence will be given.**

Students must designate if they are a car rider, walker, or bus rider. Students are not permitted to change their designation without a prior written notice from their parent.

Car riders and walkers will be dismissed at 4:00 p.m. Walkers are expected to leave campus immediately. Car riders are expected to go directly to the car rider lane for pick up in the designated location. Bus riders should remain in their last period class until their bus load is called. Students who do not follow these procedures are considered AWOL and will receive administrative consequences.

## ARRIVING LATE

Punctuality is a part of the attendance record. A student is considered tardy if he/she does not arrive at school by the time homeroom ends at 9:20 a.m. When a student arrives at school after homeroom ends, a pass to class will be completed and signed in the front office before the student reports to his teacher.

## PARENT DROP OFF / PICK UP BEFORE SCHOOL

1. Students arriving by car are to be dropped off in the lower parking lot in a single file line.
2. To ensure the safety of all students, parents should not pass other cars or park to let their children out of the car.
3. To facilitate bus arrivals, cars should not enter the front driveway between 8:30-9:25 a.m. and 3:30- 4:30 p.m.

## PARENT DROP OFF / PICK UP AFTER SCHOOL

1. Walkers must cross Pate Road only at the crossing guard location at the end of the sidewalk.
2. Students being picked up by car are to be picked up in the lower parking lot. After the buses leave, students still waiting for car pickup will be relocated to the front office. Parents must come inside and sign out their student.
3. **Parents should be prompt in picking up their students at the designated area.** Students who are picked up after 4:30 more than 3 times will be required to ride the bus. Parents will be notified by the principal regarding required changes in transportation.

## CHECKING OUT STUDENTS EARLY

Only persons authorized on a student's enrollment form will be allowed to check out a student. If a student must leave during the school day for any reason, the authorized person must sign the student out through the front office. A picture ID will be required to check out a student. Office personnel will only locate the student after a picture ID has been presented in person. When checking out students, parents should park in the front parking lot.

## Parents may not check out students after 3:30 p.m.

## BUS NOTES

As per directions from GCPS Transportation Department, students will not be allowed to ride a bus home with another student unless it is an emergency. In this case, a student must turn in, to the grade level office by 10:00 a.m., a note signed by a parent or guardian with a phone number for parent confirmation.

## **AFTER SCHOOL ACTIVITIES**

Student participation in after school activities is encouraged. However, written parental permission is required for participation. It is the parents' responsibility to pick up their child at the designated ending time set by school personnel. Transportation plans should be made in advance; students should not expect to use the school telephone to arrange for a ride after the activity ends. School personnel may prohibit student participation in extra-curricular activities if the student is not picked up on time. Once students are dismissed from a school activity, they should leave the building and not reenter. All Snellville Middle School and Gwinnett County Public School rules are enforced at all after school activities.

## **ATHLETIC ACTIVITIES**

A student participating in competitive interscholastic competition outside the school or school day in a school-sponsored activity is required to meet eligibility requirements. All individuals who participate in interscholastic competitive athletics in grades 6-8 must have an annual physical examination that indicates approval for participation. This examination must be signed by a licensed physician prior to participation in any tryout, practice, or conditioning. The physical examination form must include the date, (month, day, year) and the student's name. Parents should be prompt in picking up their students at the designated area at the conclusion of any extracurricular activities, including basketball games.

## **ABSENCES FROM SCHOOL**

After an absence from school, a student must present a written statement signed by a parent or guardian giving the reason for the absence. In compliance with state law, absences will be excused for the following reasons only: personal illness, death in the immediate family, religious holidays, or instances where attendance would be hazardous to health or safety of the student. A student must be present the majority of the school in order to receive credit for a full school day.

## **SCHOOL CANCELLATION / INCLEMENT WEATHER**

If it becomes necessary to close school due to inclement weather or other hazardous conditions, parents and students should listen to radio and television stations to obtain accurate information. The GCPS and SMS websites will have inclement weather messages.

## **BREAKFAST/LUNCH PROGRAM**

The primary goal of the School Food Services Program is to provide appetizing and well-balanced meals for the students. A service provided to parents and students is the opportunity to purchase meals in advance. Meals may also be purchased online at MyPaymentPlus.com. An assistance program is available through the lunchroom manager. Drinks brought from home cannot be in a glass container. Students can only go through the purchase line once for each meal. Students are expected to purchase breakfast items at their designated location.

## **OUTSIDE FOOD AND BEVERAGES**

Students are not permitted to bring beverage containers into the school( e.g.Starbucks coffee, tea). Beverages brought in for lunch must be sealed. Water is the only beverage allowed in classrooms and hallways. Food items may not be brought in and distributed to other students.

## **DELIVERIES**

The front office does not accept items for delivery. This includes PE clothes, athletic clothing/shoes, projects, cell phones, homework, instruments, books, cupcakes, balloons, flowers or any outside food. This is part of our PBIS Program - ***Be Ready, Be Respectful, Be Responsible*** and will limit the interruptions during academic time. Students will not be allowed to get on the bus with items that impede or distract the driver.

## **BUYING / SELLING OF ITEMS**

Students **are not allowed** to buy or sell any non-approved items at school or on the bus. This includes gum, candy, or fundraiser items not associated with the school.

## **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all school property. This includes books, furniture, band instruments, chromebooks and any other equipment belonging to the school. Students responsible for destruction or damage, including vandalism, to any school property will be expected to pay for any necessary repair or replacement. Administrative consequences will also be given

## **PERSONAL PROPERTY**

The following articles should never be brought to school: non-instructional electronic items, laser pointers, games, large sums of money, expensive jewelry, expensive articles of clothing, or any other non-school related items. **The school staff will not be responsible for the security of such items.**

## CELL PHONES & EAR BUDS

The Gwinnett County Board of Education permits students to have in their possession a cell phone. Cell phones are not to be used during the school day for personal communication. Our students follow the Away for the Day cell phone school policy. Cell phones should be on mute or turned off and placed in a bookbag during school hours unless otherwise directed by staff. Snellville Middle School and GCPS are not responsible for any maintenance, damage, theft, usage or usage charges, or loss of this non-school-district equipment. **Parents should not expect students to check cell phones for messages during the school day.** Use of cell phones without school authorization may result in disciplinary consequences. **Students are to have a pass signed by a teacher to call home. Calls must be made from the grade level offices. No use of cell phones for personal reasons during school hours** Earbuds should not be worn nor visible during the school day unless for classroom instructional use.

## DANCES AND EXTRACURRICULAR ACTIVITIES

School dances will be held immediately after school and will end at 6:00 p.m. **Parents should be prompt in picking up their students at the designated area. School personnel may prohibit student attendance at events if the student is not picked up on time.** All school rules, including dress code, are enforced at school activities. To make sure only SMS students attend the event, a record is kept of student names and ticket numbers at the time of purchase. When students arrive, an adult checks them in at the door. This means that tickets may not be resold or given to other students. Only current SMS students may attend school dances. Tickets are limited in number because of space restrictions. They are sold on a first come, first serve basis. Dates, times, and locations for purchasing dance tickets are always announced in advance. Proceeds from the events usually go to charities, school clubs or extracurricular activities. Students may NOT leave and return to the event. While students are encouraged to dance, they are expected to use proper judgment in how they dance. Students who dance inappropriately, as observed by chaperones and/or staff members, will be corrected and may receive consequences if necessary.

## RETESTING POLICY

Snellville Middle School is committed to having all students strive for academic excellence, by providing additional opportunities to demonstrate mastery of curriculum content.

## HELP DAY

Every week there will be an opportunity for additional tutorials with the students' teachers. More information regarding the times and places will be posted on the school and teacher websites.

## HALLWAY

When out of the classroom, students must have their agenda book or a designated pass, signed by a teacher in their possession at all times. **Students without a signed agenda or pass are considered AWOL and will receive administrative consequences.**

## MEDIA CENTER

The Media Center is the center of information services at Snellville Middle School. It supports all phases of the instructional program, provides materials, equipment, and instruction. Students are encouraged to visit the media center to conduct research, read, study, or for any other instructional purpose. Students will be admitted to the media center during school hours with an agenda or pass signed by the teacher. All students must sign in when entering the media center unless a whole class is entering together. Students may check out up to 2 books at a time for a two-week period.

## MEDICINES

**No member of the school staff will furnish a student with medicine, including non-prescription medications. Students should never keep any medications in their possession while attending school. All medications, prescription or nonprescription (i.e., aspirin, Tylenol, inhalers, etc.) must be kept in the clinic. Should a student need to take medication during the school day, he/she must report to the school clinic. Should students need to keep their inhaler with them during the day at school, a note from a physician indicating this need should be turned in to the clinic.**

## PRESCRIPTION MEDICATION

The medication and an Administration of Medication Request form signed by the parent or guardian **MUST BE DELIVERED TO THE SCHOOL CLINIC BY THE PARENT** before the child will be permitted to take prescription medication. This form indicates the prescription number, the name of the medication, the reason for the medication, the prescribed dosage, and the doctor's name and telephone number. **The medication must be in its original container.**

## NON-PRESCRIPTION MEDICATIONS

If a parent or legal guardian requests that an over-the-counter medication be administered on a long term basis (more than one week) or on an on-demand basis, then a doctor's statement and the Administration of Medication Request form needs to be provided to the school's clinic explaining the necessity for the medication. **Any Non-Prescription Medications must be delivered to school by parent or legal guardian with signed form.**

## STUDENT ILLNESS / INJURY

Students who become ill during the school day should report to the clinic with their agenda book signed by a teacher. Clinic personnel will determine the appropriate steps that should be taken to insure the health and safety of each student. If a student is too ill to remain in class, parents will be called and are expected to make arrangements for the child to be picked up immediately. In the event of an accident, the student's parents will be notified immediately. Every effort will be made to administer any necessary emergency treatment. It is very important that we have on file an updated telephone number and emergency contact numbers for each student.

## PHYSICAL EDUCATION

All students are expected to participate in physical education classes unless the student is excused by a doctor's note. "Dressing out" each day is an expectation for physical education in gray and/or blue athletic attire or the P.E. uniform available for purchase. Students are expected to wear clothing and shoes suitable for exercise and physical activity. If students do not "dress out", they are still expected to participate in the physical education program. Students are encouraged to bring a lock from home to secure personal belongings in the locker room. All locks should be removed after each P.E. class. Snellville Middle School is not responsible for missing items.

## TEXTBOOKS

Snellville Middle School provides class sets of textbooks for each class; most textbooks are available online through the student portal. Parents of students who have a documented educational or medical need for a second set of textbooks should contact the office of the curriculum assistant principal. Students' second semester report card will not be mailed home at the end of the school year if monies are owed for lost or damaged textbooks.

## FINES

Students are subject to fines for damaged or lost library books, cafeteria items, and clothing issued by the school.

## DRESS CODE

Students at Snellville Middle School are expected to dress in a manner that supports a positive learning environment free of distractions and disruptions. Students will be expected to observe modes of dress, styles of hair, and personal grooming that support the learning environment.

The following are specific guidelines for student attire:

Clothing shall fit appropriately. Pants and shorts must be worn at the waist at all times and not be so large that the crotch sags to the knees and/or underwear shows. Pants, shorts, or skirts should not expose skin above the knees. Undergarments should not be visible. If students raise their arms to shoulder level and the stomach or waist area shows, the top is unacceptable.

- Shirt straps should be at least two inches wide. Shirts should completely cover midriffs and backs.
- Clothing and jewelry shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or art work. This includes, but is not limited to, offensive words and designs, violence (blood, death, and weapons), sex, hate groups, tobacco products, drugs, and alcohol.
- Hats, bandannas, headgear with a bandanna print, doo-rags, sweatbands, visors and sunglasses are not to be worn or carried around by students on campus or on the bus. Hoods on sweatshirts or jackets should not be worn on the head when in the building. No combs, rakes, curlers, or picks can be worn in the hair. Metal picks are not allowed at school and will be confiscated and not returned to student.
- Bedroom shoes/slippers, slides, pajama bottoms or lounge pants are not allowed to be worn at school.

- Any article of clothing, including footwear, perceived to be a threat or safety hazard to the student or the school community will not be allowed.

Due to safety concerns, no glass containers or scented sprays are allowed.

Any form of dress or appearance, which is distracting or disruptive to the educational process, will not be permitted.

Parents are asked to assist the school by regularly monitoring their student's dress.

Students who do not comply with these dress standards may be asked to change clothes and may have an administrative conference. Parents may be contacted to provide a change of clothes during the school day. Students who then fail to comply after an administrative conference will receive progressive consequences.

#### **SCHOOL REGULATIONS AND DISCIPLINARY ACTION**

*While at Snellville Middle School and while in route to and from school, students are expected to behave in an appropriate manner and follow all rules and regulations. Teachers will manage their classroom under the guidelines of the school-wide discipline plan. Teachers will discuss this plan with their students. Please carefully read the Gwinnett County Student Conduct Behavior Code (Policy JCD) located in your GCPS Student/Parent Handbook. A student in violation of the Gwinnett County Student Conduct Behavior Code will receive disciplinary action*