

Gwinnett County Public Schools

A Parent's Guide to Safer Transportation

School Year 2023 – 2024

Special Needs Transportation



ABC

TO REPORT A
STUDENT ABSENCE
CALL *DISPATCH*:

770.513.6686

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Dear Parents/Guardians,

Gwinnett County Public Schools Transportation has prepared this information booklet to acquaint you with the guidelines covering your student's transportation to and from school. We need your assistance and cooperation to maintain timely and reliable service. Your familiarization with, and adherence to these guidelines will aid considerably in transporting your student with maximum service and safety.

When your student has been assigned transportation, the bus driver will contact you by telephone to confirm the starting date of bus service. The bus manager will introduce herself/himself, advise you of the approximate time schedule, and review any pertinent medical information so that we will be prepared in the event of an emergency.

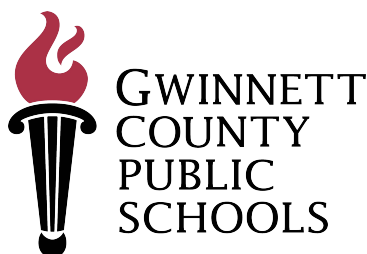
The employees of Gwinnett County Public Schools Transportation look forward to working with you and your student to achieve a safe, successful and enjoyable school experience.

GWINNETT COUNTY PUBLIC SCHOOL'S MISSION STATEMENT

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.

TRANSPORTATION'S MISSION STATEMENT

DEDICATED TO PROVIDING PROFESSIONAL, SAFE AND RELIABLE STUDENT TRANSPORTATION WITH EXCELLENCE RESULTING IN IMPROVED CUSTOMER SATISFACTION.



PARENT/ GUARDIAN RESPONSIBILITIES

The school bus is an important part of your student's day, and the bus driver is a vital link between home and school. Be sure to learn your bus driver's name, the route number and bus number. The parent/guardian is responsible for having the student ready and waiting for the bus five minutes prior to the estimated bus arrival time in the morning and for being at the drop off location (when required) to receive the student in the afternoon.

GCPS recommends preschool students, kindergarten students, and students with severe exceptionalities not be left at a home when no one is present to receive them. If you cannot be present to receive your student, please make arrangements to have a responsible person meet the bus. The name and telephone number of this person must be given to the school to be added to your student's transportation request. Receiving adults will have to show ID. The bus driver is not authorized to leave the student with anyone other than the person(s) designated **or** to deliver the student to another address. All designated persons' names must be on file with Transportation.

If no one is at the PM address to receive the student, the bus driver will be instructed to keep the student on the bus and proceed with the scheduled route. Transportation Dispatch will immediately notify the child's school of the existing problem. Every attempt will be made to contact the parent/guardian (or emergency contact person authorized to receive the student) by phone using the contact phone numbers you have provided. Upon completion of the scheduled route, the bus driver will return the student to his/her school to await parent/guardian pick up, **or** they will follow the dispatcher's directions. If possible when telephoning, the dispatcher will leave information on the student's location and how to make other inquiries.

Time schedules are provided for the parent/guardian and for school personnel to pre-plan their daily activities. Your bus driver will make every effort to maintain this schedule for the courtesy of all families on the bus route. Therefore, it is imperative that you follow your designated schedule.

Repeated difficulties in delivery of a student will be referred to the school and the resource officer for assistance. (See *Transportation Policy* and *Acknowledgment Form* on pages 4 & 5 for consequences for undeliverable students.)

If your student normally has a nurse that meets the bus in the afternoon and a replacement nurse is there, they must have a picture ID from the same nursing service in order for the driver to release the child to them.





Special Needs – Undeliverable Students Transportation and Policy Acknowledgment

Policy

- Definition:** An undeliverable student is any student that cannot be delivered at their normal delivery time to their normal drop-off location.
- Example:** A parent or guardian is not present to meet the student and no authorization has been provided to Transportation allowing the student to be dropped off alone. Transportation has been authorized to drop the student off without having a parent or guardian present but the student is unable to gain access to their home due to the door being locked and not having a key.
- Procedure:** If the student is undeliverable, the bus manager will be instructed to keep the student on the bus and proceed with the scheduled route. Transportation dispatch will immediately notify the local school of the existing problem. Every attempt will be made to contact the parents, guardians, or emergency contact person to receive the student using the telephone number provided on the transportation request. Upon completion of the scheduled route, the bus manager will return the student to their school to wait for parent/guardian pick up or follow the dispatcher’s directions.
- In the event that transportation is suspended, it will be the parent's/guardian’s responsibility to transport the student to and from school during the suspension days.

Consequences Acknowledgement

First Time: The first time your student cannot be delivered, you will be given a copy of this document by the bus manager advising you of the future consequences should your student become undeliverable again. Driver will maintain a signed copy of this form.

(Parent/Guardian) Signature: _____ Date: _____

Second Time: The second time your student becomes undeliverable, within 90 calendar days of the last incident, transportation services will be suspended for **three school days**.

(Parent/Guardian) Signature: _____ Date: _____

Third Time: The third time your student becomes undeliverable, within 90 calendar days of the second incident, transportation services will be suspended for **five school days** and the information will be turned over to the Department of Family and Children Services. (DFACS)

(Parent/Guardian) Signature: _____ Date: _____

Bus #: _____ School: _____ Student Name: _____

Bus Manager Signature: _____ Date: _____



Normas Sobre el Transporte de Estudiantes con Necesidades Especiales Que No son Recibidos por Un Adulto o Que No Pueden Entrar su Casa al Final del Día

Normas

Definición: Un estudiante que no se puede recibir significa un estudiante que no se encuentra con la persona asignada para recogerlo en su parada de autobús normal ala hora normal.

Ejemplos: Los padres o tutor no están presentes para recibir al estudiante y el departamento de transporte no ha recibido la autorización para permitir que el estudiante se quede solo. Se le ha dado autorización al departamento de transporte para que deje al estudiante solo sin que el padre/madre o tutor estén presentes, pero el estudiante no puede entrar a su casa porque la puerta está cerrada o porque el estudiante no tiene la llave.

Procedimiento: Si no se puede dejar solo al estudiante o éste no puede entrar a su casa, se le pedirá al conductor del autobús escolar que mantenga al estudiante en el autobús y que prosiga con la ruta que ha sido programada. El sistema de envío de autobuses escolares notificará a la escuela sobre la situación inmediatamente. Haremos lo posible por comunicarnos con los padres o el tutor, o con la persona que usted haya designado para ser llamada en caso de emergencia, para que uno de ellos reciba al estudiante. Cuando acabe la ruta programada, el conductor del autobús regresará a la escuela con el estudiante para que espere a que sus padres o tutor lo recojan, o para seguir las instrucciones del sistema de envío de autobuses.

Si el servicio de transporte escolar se suspende para el estudiante, los padres o el tutor tendrán la responsabilidad de llevar al estudiante a la escuela y de recogerlo al final del día escolar, durante el periodo de suspensión.

Aceptación y Reconocimiento de las Consecuencias

Primera vez La primera vez que no se pueda dejar a un estudiante en su casa, los padres o tutor recibirán unacopia de este documento por parte del conductor del autobús escolar y serán informados de las consecuencias si el mismo incidente ocurre nuevamente. El conductor del autobús guardará la copia firmada de este formulario.

Firma de unos de los padres/Tutor: _____ Fecha: _____

Segunda vez Si el mismo incidente ocurre nuevamente dentro de un periodo de 90 días, los servicios de transporte para dicho estudiante serán suspendidos por tres días escolares.

Firma de unos de los padres/Tutor: _____ Fecha: _____

Tercera vez Si el incidente ocurre por tercera vez dentro de un periodo de 90 días desde que ocurrió el segundo incidente, los servicios de transporte serán suspendidos por cinco días escolares y se enviará la información al Departamento de Servicios para Familias y Niños (conocido en inglés como *Department of Family and Children Services – DFACS*)

Firma de unos de los padres/Tutor: _____ Fecha: _____

Bus # _____ Student Name: _____ School: _____

Bus Manager Signature: _____ Date: _____

Attendance

Notify the bus manager when your student is unable to attend school by calling Dispatch @770-513-6686 prompt #1. If the bus driver has not been contacted after the third day (3 consecutive days) bus service will be discontinued. You must contact your child's school for service to be reinstated. Please allow up to five (5) working days for bus service to resume.

Early Release Days/ Inclement Weather

Arrangements should be made to receive your student on early release days (teacher/parent conferences). These days are listed on your school calendar. For inclement weather resulting in school closings, notification will be broadcast via local television stations, WSB 750 AM radio station, and the GCPS website.

Late Start Days Due to Inclement Weather

If GCPS decides to have a delayed school opening, the following transportation services would be cancelled for that day.

- **Modified Day Students** (requiring any modification during morning hours) would be cancelled.
- **STRIVE Students** and the **STRIVE Program** would be cancelled.
- **Homeless Education Program (HEP) Students** that receive special transportation outside of Gwinnett County would not receive transportation in the morning.

Items That Can Be Transported

Books, book bags, band instruments, and other school-related items should be of a size that is manageable by the student without taking up seating space on the bus. All such items should be labeled with proper identification. Do not allow your child to take expensive jewelry or large sums of money to school. The bus driver is not responsible for personal belongings.

Items That Cannot Be Transported

Items which may cause injury will not be permitted on the bus. Such items include breakable or sharp objects, large items, knives, pins, matches, balloons, animals or insects. Food, drinks or special items for your student's class cannot be transported. Please make arrangements to transport the items in your personal vehicle.

Ridership

Parents/Guardians are required to submit to your child's school current phone numbers (home, work and emergency contact) immediately upon changes. This enables Transportation to notify you in case of emergency. Only students assigned to the bus may ride. Bus drivers are not permitted to transport the student's brothers, sisters, or friends to and from school.

AM Pick-Up

The bus driver is not allowed to wait past the scheduled pick-up time for your student. Bus drivers/monitors are not permitted to use the vehicle horn, make calls from their cell phone or leave their vehicle to announce their arrival.

PM Drop-Off

Bus drivers are not permitted to leave a student unattended. If a student must be met in the PM, an authorized person must come to the bus to receive the student. However, if you believe your student does not require someone to receive him or her, you must notify the school verifying your consent and a new request should be completed. Information given at the school on the Transportation Request Form should be downloaded to Transportation within 24 hours. In order for a student to be left unattended - even with permission from the parent, they must be able to enter the residence. If this is not possible, the child will be returned to school. Special Needs Transportation policy states that a bus driver will not drop off a student at any location other than the student's designated stop, unless in extreme emergency situations (e.g. parent/guardian involved in accident, in the hospital, or death in the family). Emergency arrangements must be made through the Special Needs Transportation Customer Service Department at 770-513-6881 (After 9:00 AM).

STUDENT PICK-UP AND DROP-OFF PROCEDURES

Aggressive or unsafe student behavior - If a student's behavior becomes aggressive or unsafe prior to the bus arrival or during the loading process, the parent/guardian or school staff should prepare an alternate method of transportation other than the school bus. The bus driver is responsible for the safety of all students. Therefore, students displaying aggressive behavior will not be transported. If a student becomes disruptive during the route, the bus driver will contact Transportation Dispatch for guidance.

Bus Stops -The location of individual bus stops must be determined by safety factors, available space for bus turn around, and the student's exceptionalities. Buses may be unable to come into some apartment complexes, driveways, daycare facilities, or dead-end streets. Buses cannot back or pull into car parking spaces to turn around.

Gated Communities - The bus driver or monitor is not permitted to get off the bus and enter access codes to open the gates or take students to the home or day care door. Transportation will provide service to your student's home or apartment -- if allowed by complex management and the bus can safely enter. If the gate is normally open during route time and the bus arrives to find the gate shut, the driver cannot wait or call for someone to open the gate. Transportation cannot accept remotes, cards, or access codes. It will be the responsibility of the parent/guardian to ensure that the gates are open during student pick up and drop off times. Students who are physically capable of walking should come to the end of the complex driveway.

Pick up and drop off locations - Your student's pick-up and drop-off location may be different. The location must be in the same general proximity, **no more than three (3) miles** from the student's home address or to the student's assigned school, based on our routing system. The same pick-up and drop-off address must be used each day of the week. Approved requests should be implemented within ten (10) working days. The parent/guardian is responsible for transporting the student to and from a temporary address.

Bus arrival time - Your bus schedule and/or bus driver may change throughout the year as new students are added or dropped from the bus route. Your bus driver will notify you if the pick-up or delivery time changes. Please be prepared to adjust your schedule if it becomes necessary. After an initial adjustment period, schedules should be consistent within fifteen (15) minutes. Bad weather and traffic may cause your bus to be late. If the bus is more than fifteen (15) minutes late, contact Transportation Dispatch at 770-513-6686, prompt # 3.

WHEELCHAIR LIFT

Buses transporting students in wheelchairs are equipped with hydraulic lifts and four or six-point tie-down systems which can secure most types of wheelchairs to the bus. All wheelchairs must be transported forward facing.

- Students may not be transported in chairs which will not fit on the lift or which cannot be properly secured through the use of the tie-down system.
- If a student's wheelchair is unsafe or needs repair (i.e. brakes, tires flat, loose wheel or footrest), Transportation will not provide bus service until the wheelchair has been repaired and meets safety requirements.
- Power wheelchairs can be transported only if powered by gel electrolyte batteries, since acid batteries are dangerous in the event of leakage. No wheelchair with acid batteries will be transported.
- Each chair must be equipped with a belt for securing the student in the chair and with properly functioning brakes. Chairs which do not have these features create a danger to the student as well as other passengers and will not be transported.
- For the safety of your child during transportation, we highly recommend that you purchase a wheelchair that meets WC-19 standards. Before purchasing a wheelchair, consult with the manufacturer and Special Needs Transportation to ensure the chair will safely fit on a standard lift and that it meets WC-19 recommended standards for bus safety.
- Consult with Transportation or the school system's physical therapist to determine if additional equipment is necessary for safe transportation.

MEDICAL INFORMATION

It is imperative that you provide complete medical and student information for your child's own safety (i.e. behavior, medical, and seizure plans). It is necessary to complete the medical information at your student's school each year because of changes that may occur. Please list all medications and be sure to notify your student's teacher when medications change. All information will be kept confidential and collected from the bus drivers by GCPS Transportation at the end of the school year.

Medications – The parent/guardian should give all medications directly to school personnel, not the bus driver, unless it is physically impossible. In extreme cases, when the parent/guardian has no alternative, the bus driver may be given permission to deliver the medication to the designated school personnel. If the bus driver is transporting medication, it must be in a sealed package (taped or stapled), and have the student's name and specific instructions written clearly on the package regarding administration. Medication should be given directly to the bus driver by the parent/guardian, not by the student. The parent/guardian should contact school personnel in advance to ensure that the school official is prepared to meet the bus upon arrival to receive the medication. The driver must stay on the bus to assure that he/she can proceed to the next scheduled route without delay. Eyeglasses, hearing aids, and other personal health appliances should be labeled with proper identification.

Transportation personnel do not administer medication on the school bus except for an epinephrine auto injector.



Medical Equipment - If your student has medical equipment (suction machine, respirator, oxygen tank, etc.) which requires special training for proper use by school staff and must be transported with the student, it is essential that you inform Special Needs Transportation before service begins. A student with a tracheotomy who ride a GCPS bus must be accompanied by a nurse.

Sick Child at School - When your student becomes ill at school and is unable to remain in the classroom, the parent/guardian must pick up the child. This will prevent further spreading of germs to others on the bus.

Communicable Diseases - A student who has a communicable disease (including head lice) may be denied transportation until there is certification from their doctor or the Department of Health that proper precautions have been instituted to prevent the disease from spreading to other occupants of the bus. Parents must tell Transportation when their child contracts a communicable disease.

Personal Hygiene - For those students still in the process of being toilet trained or who must wear special undergarments, please be sure to toilet the student prior to bus arrival time. For students who soil their undergarments, the parents (if at home) or school personnel (if at school) will be responsible for changing clothing before they place the student on the bus.



Change of Address

Change of Address Procedure

In order to provide the safest environment for your student, we will no longer accept “pickup and drop off change of address” over the telephone. The parent/guardian must go to the school and have the teacher or administrative personnel complete a new Special Needs Transportation Request form. The form should be downloaded to Transportation by the school within 24 hours. You must have a picture ID to present to the school in order to make this change. Allow up to 10 working days for the change to go into effect. (Parents must provide their own transportation until then.)

Modified Day

When the IEP team makes a decision to modify a student’s day due to medical reasons, it should be between the hours of 9:30 AM-1:00 PM. Transportation can only be modified one way.

CELLULAR PHONE USAGE



GEORGIA TRAFFIC LAW CODE 40-6-165

The law prohibits the use of cell phones while students are on board. This shall include all cell phones, including hands free devices and cellular two way radios.

The school bus driver shall not use or operate a cellular telephone while the bus is in motion.

TEXTING



GEORGIA TRAFFIC LAW 360

No person shall operate a motor vehicle on any public road or highway of this state while using a wireless telecommunications device to write, send, or read any text based communication, including but not limited to a text message, instant message, electronic mail, or internet data.

CONTACTING YOUR BUS DRIVER

If you need to contact your driver, please ask them to call you once they have completed all routes for the day. Also, if your student is not riding the bus, please call into our Dispatch office @ 770-513-6686, prompt #1, and they will inform the driver.

SCHOOL BUS SAFETY

Bus Inspection - All school buses are inspected daily by the bus driver and monthly by Transportation maintenance personnel. In addition, the Georgia Department of Public Safety inspects each vehicle annually to certify that it meets all safety regulations and laws relating to pupil transportation in the State of Georgia.

Child Safety Restraint System - All preschool students who weigh less than 50 pounds must be transported in a CSRS (Child Safety Restraint System) which meets Federal DOT specifications. Fragile or extremely small students, regardless of age, may be placed in a CSRS for their own protection.

Safety Vests - Students who fail to remain seated or cause safety problems on the bus may be placed in a safety vest to insure safe transportation for themselves as well as others on the bus.

Student Equipment - If your child uses a walker, oxygen tank, crutches, or other devices, these must be secured on the bus during transportation. Please notify Special Needs Transportation of the need to transport this equipment before bus service begins.

Loading/Unloading: Students should, if able, use the handrail when loading and unloading the school bus.

School Bus Safety Rules are printed in all school handbooks.



BUS EMERGENCY EVACUATION DRILLS AND EMERGENCY CONDITIONS

It is a Federal recommendation that emergency evacuation instructions be provided on all school buses. On Special Needs buses, great discretion is used when conducting the simulated emergency evacuation process. Students with severe physical exceptionalities, but who are capable of understanding evacuation procedures, will receive verbal instructions. Students who may be confused or upset by the evacuation procedures will be included in the written plan prepared by the bus driver and monitor. The written emergency evacuation plan will consider all students and their individual capabilities and needs.

The general objective of GCPS Transportation is to have an evacuation plan with instructions in preparation for bus emergencies. A monthly or a 1 review is performed to enhance the safety of students being transported. Students will be evacuated from a bus only when they are in more danger inside the bus than they would be outside the bus.

TO REACH DISPATCH CALL: 770-513-6686

PROMPT 1: TO REPORT YOUR STUDENT'S ABSENCE (DISPATCH WILL NOTIFY THE DRIVER)

PROMPT 3: WHEN YOUR BUS IS LATE IN ARRIVING OR YOUR CHILD HAS NOT ARRIVED



HELPFUL INFORMATION

Parent/Guardian Information

(For your convenience, fill in the information and use as needed.)

School Name: _____

School Phone Number: _____

Teacher's Name: _____

Bus Driver's Name: _____

Bus Number: _____

SPECIAL NEEDS SCHOOL BUS SAFETY RULES

1. Students will follow the directions of the driver.
2. Students should be prepared for the school day five (5) minutes prior to the bus arrival time.
3. Students will be seated immediately when boarding the bus.
4. Students will remain seated while the bus is in motion or temporarily delayed on the roadside.
5. Students will keep arms and legs out of the aisle and away from other passengers.
6. Students will not throw objects out of the bus window. Inappropriate gestures or remarks to the bus driver, bus monitor, passing motorists or pedestrians will not be permitted.
7. Students will not exit the bus between pick-up and drop-off locations.
8. Students will not eat, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, hazardous materials, or weapons onto the bus. Students may carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend hands, legs, arms, or head out of the bus window at any time.
12. Students will be totally silent at railroad crossings.
13. Students will not operate or tamper with the bus service door, two-way radio, or any bus emergency equipment.
14. Students must have signed verification forms on file to be left unattended at the drop off location.
15. Students will help keep their bus clean and in good, safe condition.



REGLAMENTOS DE SEGURIDAD A SEGUIR EN EL AUTOBÚS ESCOLAR PARA ALUMNOS DE EDUCACIÓN ESPECIAL

1. Los estudiantes seguirán las instrucciones del conductor del autobús.
2. Los estudiantes llegarán a la parada preparados para el día escolar y cinco (5) minutos antes de que llegue el autobús.
3. Al entrar al autobús, los estudiantes irán directamente al asiento asignado.
4. Los alumnos se quedarán sentados mientras el autobús está en camino o mientras se encuentre estacionado en la calle temporalmente.
5. Los estudiantes mantendrán sus brazos y piernas alejados de los pasillos y de otros pasajeros.
6. Los estudiantes no tirarán objetos fuera de la ventana del autobús. No se permitirán gestos, ademanes o comentarios inapropiados dirigidos al conductor del autobús, al monitor del autobús, a los motoristas que pasen, o a peatones.
7. Los alumnos no se bajarán del autobús en otra parada que no sea la parada asignada para recogerlos y dejarlos.
8. Los estudiantes no comerán, ni masticarán goma de mascar o chicle en el autobús, ni traerán tabaco, licor, drogas o cualquier otra sustancia regulada al autobús.
9. Los estudiantes no cargarán animales, objetos de cristal o vidrio, materiales peligrosos, o armas en el autobús. Los alumnos solamente pueden llevar objetos que se puedan cargar sobre sus piernas.
10. Los alumnos no alzarán la voz, ni utilizarán palabras indecentes y/o gestos o ademanes obscenos, y respetarán los derechos y seguridad de otros.
11. En ningún momento, los alumnos deben extender las manos, piernas, brazos o cabeza fuera de la ventana del autobús.
12. Los alumnos guardarán silencio completamente cuando el autobús pase por un cruce de ferrocarril.
13. Los estudiantes no deben operar ni interferir con la puerta de servicio del autobús, el radio emisor y receptor, o cualquier otro equipo de emergencia del autobús.
14. Para permitir que se les deje en la parada del autobús sin que una persona esté presente para recibirlos, los alumnos deben tener en sus expedientes, un formulario de verificación firmado.
15. Los alumnos mantendrán su autobús limpio, seguro y en buena condición.



GENERAL INFORMATION

To better service your needs, all questions and concerns should first be referred to the Zone Supervisor for prompt attention. If the problem cannot be resolved at this level, then the Transportation Manager will assist you. The following is a list of the Zone Supervisors, their schools, and office phone numbers.

ZONE SUPERVISOR	TELEPHONE	SCHOOLS
EAST		
Glenda Elko	770-513-6822	Central & Collins Hill Area Schools/Rock Springs ES/ Taylor ES/Give East/AASD/GSD
Richard Wolfe	770-554-7034	Brookwood & Grayson Area Schools
Homa Razmavar	678-344-3852	South Gwinnett/Head ES/Centerville ES
Darlene Cortiss-McGonagle	678-226-7989	Dacula & Archer Area Schools
Mandi Herrington	678-407-8924	Seckinger, Mill Creek & Mtn View Area Schools
Nereida Cottman	678-482-1045	North Gwinnett & Lanier Area Schools/Harmony ES/ Ivy Creek ES/Patrick ES/Jones MS
Christopher Long	770-513-6881	Transportation Manager
WEST		
Debbie Moore	678-344-5970	Parkview & Shiloh Area Schools
Deana Simonton	770-806-7894	Berkmar Area Schools
Brittany Guffey	770-326-8704	Norcross Area Schools/Berkley Lake ES/Chesney ES/Give West/Grave ES
Teresa Crane	770-232-3285	Duluth & Peachtree Ridge Area Schools/The Bridge
Dranda Chatham	770-381-4259	Meadowcreek Area Schools
Carol Buscarino	770-381-4260	Discovery Area Schools/Gwin Oaks ES/Moore MS/ Five Forks MS/Knight ES
Tammy Ketchum	770-513-6881	Transportation Manager

Gwinnett County Public Schools – FINAL 2023-24 SCHOOL YEAR CALENDAR

4 Independence Day (Systemwide Holiday) 19 Administrative Staff Meeting 24-28 Required Pre-planning/ Staff Development [#1-5] 31 Required Pre-planning/ Staff Development [#6]	JULY 2023						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
30	31						

1 Winter Break (School Holidays) 2,3 Teacher Planning/Staff Development [#8-9] (Student Holiday) 4 Begin 2nd Semester [Day 90] 15 MLK Jr. Day (Systemwide Holiday)	JANUARY 2024						
	S	M	T	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

1 Required Pre-planning/ Staff Development [#7] 2 First Day of School	AUGUST 2023						
	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

2 Digital Learning Day #3 15-19 Student/Teacher Holidays (School Holidays)	FEBRUARY 2024						
	S	M	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		

4 Labor Day (Systemwide Holiday) 15 Digital Learning Day #1	SEPTEMBER 2023						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

6-7 Early Release Elementary and Middle School 15 Digital Learning Day #4	MARCH 2024						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
31							

5-9 Fall Break (School Holidays) 18-19 Early Release Elementary and Middle School	OCTOBER 2023						
	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

1-5 Spring Break (School Holidays)	APRIL 2024						
	S	M	T	W	Th	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

3 Digital Learning Day #2 20-24 Thanksgiving Break (School Holidays)	NOVEMBER 2023						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

20-22 Early Release for High School Exams 22 Last Day of School [Day 180] 23 Teacher Post-planning/ Staff Development [#10] 27 Memorial Day (Systemwide Holiday) <small>Note: GCPS will make up any inclement weather days by using Digital Learning Days, and/or extending the school day or year.</small>	MAY 2024						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

13-15 Early Release for High School Exams 15 End 1st Semester [Day 89] 18-29 Winter Break (School Holidays)	DECEMBER 2023						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
31							

12-Month Employee Holidays 2023-24 July 4 Independence Day Sept. 4 Labor Day Nov. 23-24 Thanksgiving Dec. 22-29 Winter Break Jan. 1 Winter Break Jan. 15 MLK Jr. Day April 5 Spring Holiday May 27 Memorial Day June 19 Juneteenth	JUNE 2024						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
30							

Teacher Planning/Staff Development/Student Holiday

Student/Teacher Holiday

Digital Learning Day