



## **2016-17 Middle School Student Handbook District Information**

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Followed by: *Liberty Middle School Local Student Handbook*

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## **TRANSPORTATION**

### **ATTENDANCE:**

Regular attendance is essential to success in school. As permitted under the State Board of Education Rule 160-5-1-.10, the Georgia Compulsory Education Law O.C.G.A. § 20-2-690.1, and Forsyth County Board of Education policy, students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate 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. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A scheduled medical, dental, or eye examination of the student.
7. Registering to vote or voting.
8. Visiting with a parent or legal guardian who is in military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of five (5) days per school year.

Students shall be counted present when they are serving as a page in the Georgia General Assembly. Students who are in foster care are to be counted present at school when attending court proceedings related to their care and placement.

Non-school related activities and vacations are considered unexcused.

### **Absences:**

It is the responsibility of the parent(s)/ guardian(s) to contact the school office by 10:00 a.m. to report the student's absence. The parent/guardian should contact the school on the day of the student's absence and must submit a note, fax or email to the attendance clerk within five (5) school days for the absence to be considered excused. Attendance Fax Number: [678-513-3877](tel:678-513-3877) or Attendance email: [kbailey@forsythk12.org](mailto:kbailey@forsythk12.org). The note must include the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

In case of extended illness, hospitalization, or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student.

**Consequences:**

If a student has excessive absences, early check-outs, and/or late check-ins, the student and/or the parent may be referred to the School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory attendance law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

**Make-up Work:**

It is the student's responsibility to turn in make-up work when he/she is absent from school. Parents/guardians and students are encouraged to retrieve missed lessons and work from itslearning. The student has five (5) school days to make up work. The teacher has the discretion to grant a longer period to make up work if there are extenuating circumstances.

**Late Check-in or Early Check-out:**

An unexcused late check-in or early check-out is defined as any time a student arrives late to school or leaves school early for a reason other than those defined by the State Board of Education as an excused absence. A combination of three unexcused late check-ins and/or early check-outs will be considered one unexcused absence. Students who miss more than half of the time in any class will be considered absent for that class period. When possible, medical and dental appointments should be made outside of school hours. If a student is being checked in or checked out for a doctor's appointment, a parent note, physician's note, or appointment card is required within 5 school days to be considered excused. After the tenth late check-in or early check-out, a physician's note or appointment card is required within 5 school days to be considered excused.

Check-in: Parents must sign their child in upon late arrival.

Check-out: If it is necessary for a student to check out early due to illness, the student must be assessed by the school nurse and meet assessment criteria for the school to excuse the absence. Parents may submit a note to excuse an early check-out due to illness. Students who are frequently absent, tardy, or check out early from school may be required by the school administration to provide medical documentation to validate any absence, tardy or early check-out as excused.

**COMMUNICATION:**

Students and parents/guardians are encouraged to regularly check each of their itslearning courses for information such as lessons, assessments, important dates, etc. Within each course, the teacher maintains a Planner where this information can be found. Student grades and attendance are available in ParentPortal, <http://www.campus.forsyth.k12.ga.us>, which is also used for school and district newsletters distribution lists. The district invites you to stay connected by visiting its website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us), following on social media (@FCSchoolsGA on Twitter, @FCSchools on Facebook, and @ForsythCoSchoolsGA on Instagram), and to download the updated mobile app, Forsyth County Schools GA.

## **DISCRIMINATION/HARASSMENT REPORTING:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor. Equity coordinators for the school system are:

### **Title VI**

Todd Shirley (Students)  
Cindy Salloum (Personnel)

### **Title IX**

Todd Shirley (Students)  
Cindy Salloum (Personnel)

### **ADA and 504**

Sarah Taylor (Students)  
Cindy Salloum (Personnel)

### **Gender Equity**

Cindy Salloum (Students)

### **Community Based Work Programs**

Valery Lowe

Equity coordinators may be contacted at the Forsyth County Board of Education and Professional Development Center, 1120 Dahlonega Highway, Cumming, Georgia 30040, 770.887.2461. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Forsyth County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Gender Equity in Sports) is located in the school district policy manual that is available at [www.forsyth.k12.ga.us/boe](http://www.forsyth.k12.ga.us/boe) > policies and procedures.

## **EQUITY:**

FCS does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in any of its employment practices, educational programs, child feeding program or any other service or activity. It is the policy of the Forsyth County Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and all accompanying regulations. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated school system coordinator.

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) AND THE PROTECTION OF PUPIL RIGHTS**

### **AMENDMENT (PPRA):**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), parents/guardians have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is their child, or in the case of a student who is eighteen (18) years of age or

- older, or those who are emancipated, their own education records. Parents/guardians or eligible students should submit to their principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parent/guardian or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parent/guardian or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
  3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
  4. File with the United States Department of Education a complaint under 20 S.F.R. 99.64 concerning the alleged failures by the Forsyth County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**FERPA Directory Information Notice:**

FCS has designated the following information as directory information:

- Name,
- Photograph,
- Date of birth,
- Major field of study,
- Grade level,
- Enrollment status,
- Dates of attendance,
- Participation in officially recognized activities and sports,
- Weight and height of members of athletic teams,
- Degrees, honors and awards received, and
- The most recent educational agency or institution attended.

Unless a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with the name, address, and telephone numbers unless parents/guardians have advised the school system that they do not

want their student's information disclosed without their prior written consent. Parents/guardians have the right to refuse to allow the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If parents/guardians wish to exercise this right (Opt-Out), they must notify the principal of the school, in writing, within 10 days of the first day of school or of their enrollment date.

Parents/guardians are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or some school activity or event; unless a parent/guardian objects in writing to their student being photographed, video taped or interviewed, to the principal of the school where their student is enrolled. Parents/guardians must notify the principal of their objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, parent/guardian submission of a written objection does not constitute a guarantee that their student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

**Protection of Pupil Rights Amendment (PPRA) Notice:**

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent/guardian of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent/guardian for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent/guardian of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent/guardian parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents/guardians shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent/guardian the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and

scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent/guardian of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent/guardian the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent/guardian for reasonable access to such instrument within a reasonable period of time after the request is received.

### **GRADING AND REPORTING:**

Students in grades six through eight receive grade reports on a quarterly basis throughout the school year. The interim reports are issued at the nine and 27 week points and the report cards are issued at 18 and 36 weeks. The reports include a numerical average for the grading period as well as a formative and summative grade breakdown. To formulate the average, the grades are weighted 80% summative and 20% formative. In addition, the reports include a three point rubric defining Work Habits that impact student achievement.

### **HARASSMENT:**

The school district forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal or the designated coordinator for the school system.

### **PARENT NOTICE OF TEACHER QUALIFICATIONS:**

Forsyth County Schools informs parents/guardians that they may request information about the professional qualifications of their student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If parents/guardians wish to request information concerning their child's teacher's qualification, contact the Human Resources Department at 770.887.2461 [Section 1111(h)(6)].

### **RESIDENCY REQUIREMENTS AND ADDRESS CHANGES:**

Proof of residence is required when a student initially enrolls in a school and whenever indication of a change of residence occurs. Change of Address forms are available at the school or at [www.forsyth.k12.ga.us/registration](http://www.forsyth.k12.ga.us/registration) .



In the event of an address change, the Registration Center staff, principal or principal's designee shall accept the following records as proof of residency:

1. A current utility bill (gas, electric, water, telephone, or cable) *and* a current and valid lease or rental agreement signed by the owner of the residence. Records must include the name and address of the parent/guardian.

OR

2. A current utility bill (gas, electric, water, telephone, or cable) *and* one of the following documents establishing home ownership – deed, closing statement, mortgage statement, or property tax statement. Records must include the name and address of the parent/guardian.

OR

3. A Forsyth County Schools Affidavit of Residency, if a parent/guardian is unable to provide the records listed above. The notarized affidavit shall be completed and signed by the parent/guardian, as well as the legal owner or landlord of the property where the student and parent/guardian reside. The affidavit will be in effect until the parent/guardian provides proof of residence as required by the Forsyth County Board of Education.

A school system representative may visit the address given by any parent/guardian to verify residency.

A family that rents a home in Forsyth County, while owning a home in another county or in a different school attendance zone within Forsyth County solely for the purpose of proving residence for their children to attend school in Forsyth County will be considered in violation of this policy. Students who are illegally enrolled shall be immediately withdrawn. Violations of this policy may be pursued in court.

In cases of separation or divorce, the student will be deemed a resident of the parent/guardian who is indicated in legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents, the student will be deemed to be a resident with the parent/guardian with whom the student resides overnight during the majority of the school week.

### **RESPONSIBLE USE GUIDELINES FOR FORSYTH COUNTY SCHOOLS' COMMUNITY:**

The mission of Forsyth County Schools (FCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of FCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's Learner Profile which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

I understand that using digital devices (whether personal or school owned) and the FCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

All members of Forsyth County Schools' community agree to follow the Forsyth County Schools Code of Conduct, school rules and commit to the following responsible use guidelines. I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

*\* Developed based on Responsible Use Procedures of Canyon County Schools and the Holy Spirit Roman Catholic Separate Regional Division.*

## **SAFETY AND HEALTH:**

**Campus Crime Stoppers:** Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to FCS' Crime Stoppers by one of three ways.

- ANONYMOUS TEXT message to "crimes" (274637) and begin your message with "FCSS."
- ANONYMOUS Web tip at [www.forsyth.k12.ga.us/crime](http://www.forsyth.k12.ga.us/crime)
- Call the ANONYMOUS tip line at 770-205-4625

Anonymous reports can also be made by calling the State of Georgia School Safety Hotline Number, 1-877-SAY-STOP (1-877-729-7867). Callers will not be asked to reveal their identity.

## **Discipline Records:**

Forsyth County Schools will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

## **Emergency Evacuation of Campus:**

In the event of a crisis situation that requires the evacuation of the school campus, students and staff will be transported to a safe, secured site. As soon as the safety and security of students is assured, traffic control is established and checkout preparations are made, parents/guardians will be notified regarding family reunification procedures.

## **Emergency Notification to Parents:**

Parents/guardians are requested to make arrangements in advance for taking care of their children when schools are closed for emergency reasons. The plans should include arrangements for school closings, delayed openings and early dismissals.

FCS closings will be announced on the local and metro media outlets, the school system website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us), social media ([www.facebook.com/FCSchools](https://www.facebook.com/FCSchools) and [www.twitter.com/FCSchoolsGA](https://www.twitter.com/FCSchoolsGA)), and on the automated voice service at (770) 887-2461.

Subscribers to Parent Portal and FCS newsletters will also receive an email notifying them on closings or delays. Please note that you should verify the information by checking two sources, especially when relying on social media for information. Fake social media accounts with school and/or the district names and logos violate copyright laws but unfortunately are common. FCS' official social media accounts have been in existence for many years and therefore have a long list of tweets and followers, while fake accounts have significantly less.

- **School Closing and Delayed Opening Information:** School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, breakfast is not served, lunch will be served and school will dismiss at the regular time.
- **Early Dismissal Information:** Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured.
- **Online Learning for School Closures:** In the event of a school closure, Forsyth County Schools will recover instructional time lost by utilizing asynchronous (not at the same time) online learning using itslearning. Each teacher will instruct students on where to find school closure activities in their itslearning course, and teachers will have lessons posted in itslearning no later than 9:00am on the day school is closed. Students should begin working on their lessons on the day school is closed when possible. If students have questions about their lessons, they may contact teachers during their posted office hours. Student work is due three school days upon returning to school.

#### **Emergency Response to Life Threatening Asthma or Allergic Reactions:**

FCS partners with District II Public Health to implement a program for the emergency response to life threatening asthma or systemic allergic reactions (anaphylaxis). School staff members are trained to assess the clinical signs, call 911 and administer the medications (benadryl, epinephrine injection or nebulized bronchodilator). The student must be transported to the nearest emergency room for evaluation and treatment.

#### **False Public Alarms:**

Bomb and other terroristic threats, fire alarms and prank 911 calls will not be tolerated. Consequences may include a parent/guardian conference, immediate suspension, referral to law enforcement, and referral to a disciplinary tribunal hearing. If found guilty by a tribunal, the student is also subject to expulsion, long term suspension and restitution. The tribunal will impose restitution for all expenses incurred for lost instructional time and the restoration of the instructional process. Restitution may include but will not be limited to costs for: salaries, transportation, food and water, care for the handicapped, phone and other communication, laboratory work and any other legitimate expense incurred in the restoration of the normal educational operation of the school and the school system.

#### **Fitness Assessment:**

As a component of Physical Education, a variety of fitness assessment activities and techniques will be used to measure different areas of health-related fitness. These may include but are not limited to 1. The PACER run or one mile run for cardiovascular fitness; 2. Push-Ups for upper body strength; 3. Curl-Ups for abdominal strength; 4. Back-Saver Sit and Reach for flexibility. Lifelong fitness and wellness may be promoted through exposure to modern technology tools such as fitness trackers and apps.

### **Gang Related Activity:**

Gang related activity will not be tolerated in FCS. Students engaging in gang related activities will be subject to disciplinary action as defined in the Forsyth County Board of Education Code of Conduct and Discipline Procedures. See the definitions of *Gang Member* and *Gang Related Activity* below.

In addition to those definitions, from time to time new types of gang communication methods or activities may be invented. In that event, the Principal is authorized to further define and prohibit those newly developed activities. Gang Member is defined as: A person who is part of an association of three or more people who form an allegiance for a common purpose and engage, individually or collectively in illegal behavior. Gang Related Activity is defined as: Any act or exhibition, individual or collective, which (1) communicates gang allegiance or affiliation; and / or (2) would be a criminal act if committed by an adult; and (3) is deemed to be gang related by the Principal. Gang related activity includes but is not limited to: communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme; jewelry, tattoos, gang symbols or graffiti on personal items; vandalism of public or private property, and acts of intimidation, threat, fighting and other forms of violence.

### **Hospital-Homebound Services:**

If a student should need to be absent from school for more than 10 consecutive school days because of serious illness or an accident, arrangements may be made to provide instruction at home. In accordance with state rule 160-4-2.31 Hospital/Homebound Services, students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic, and Statistical Manual (DSM), may be eligible for hospital-homebound instruction. It is the responsibility of the parent/guardian to request homebound instruction as soon as possible. An application for services supported by a doctor's recommendation will be required. The application and supporting documentation are submitted to the Principal of the school.

### **Infectious Disease:**

A child is not to return to school until fever, diarrhea and/or vomiting has stopped **for a full 24 hours**, without the aid of medication. Prescribed antibiotic medications for infectious diseases are to be given for 24 hours prior to return.

### **Medications:**

All medications (prescription and nonprescription) must be brought to school by the parent/guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given. Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states a time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment) to the nurse. It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication

(more than two weeks.) The term “physician” is used as defined in Article 2 of the Medical Practice Act of Georgia. The form may be brought to the school by the parent or faxed by the parent or physician. Due to the risk of Reye’s Syndrome in children under the age of 18, the school will require a physician’s signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol, and Excedrin. Due to the risk of choking, students may not bring cough drops. All medications, herbals, and supplements must be approved by the U.S. Food and Drug Administration and appear in the U.S. Pharmacopeia.

**Vision, Hearing, Dental, and Scoliosis Screening:**

Vision, hearing and dental screening will be conducted in grade 8. Scoliosis screening will be conducted in grades 7 & 8.

**Possession of Weapon:**

It shall be unlawful for any person to carry or possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks. Board policy and state law require that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

**Sex/AIDS Education:**

Sex/AIDS education lessons are included as part of the health curriculum for grades 6-8. FCS uses the *Choosing the Best* program for sex/AIDS education lessons. *Choosing the Best* is an abstinence centered program that is correlated with the Georgia Performance Standards. The units of study include: the risks of STDs and HIV/AIDS; teen pregnancy; pressures to be sexually active; sex, love and healthy choices; avoiding unhealthy relationships; and setting boundaries. Health teachers may include human growth and development content within the sex/AIDS education lessons. Parents/guardians may schedule an appointment to review the sex/AIDS education curriculum resources used at their child’s school by contacting the lead health teacher of the school. If a parent/guardian does not wish for his/her child to participate in this portion of the course, notification must be made in writing to the health teacher prior to the beginning of the unit. Alternative assignments will be given and assessed for those students opting out of sex/AIDS education lessons.

**Student Searches:**

Student cars brought on campus, student book bags, and school lockers, desks and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. FCS reserves the right to use "walk-through" and "hand-held" metal detectors and "drug or weapon sniffing" dogs at school and during any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

**Teenage Driver Curfew:**

Georgia law (O.C.G.A. §40-5-24) prohibits Class D licensed drivers from driving on public roads, streets or highways between the hours of 12:00 Midnight and 6:00 a.m. It is the responsibility of individual students, to be informed as to the terms and conditions which currently exist or may be imposed upon driver’s licenses issued by the State of Georgia, and to comply with such terms and conditions. It is not the responsibility of the Forsyth County Board of Education, its board members, employees or agents to either inform students of such terms or conditions, or insure compliance with the laws of this State.

## **STUDENTS WITH DISABILITIES:**

A teacher, principal, counselor, or parent/guardian may recommend students for referral for student support team interventions, 504 accommodations, and/or for special education eligibility. If the student support team determines that an evaluation needs to be completed to consider additional services, an initial evaluation for special education services is administered only with written parental consent. After an evaluation is completed, a meeting (including parent/guardians, teachers, administrator and school psychologist) will determine the student's special education eligibility; and if appropriate, an Individual Education Plan (IEP) for special education services will be developed.

### **Section 504:**

The Student Support Team (SST) is the mechanism in FCS for identifying disabled students who are eligible for an individual accommodation plan under Section 504. A teacher, educator, or parent/guardian may refer a student to the Student Support Team to consider the appropriateness and eligibility of a student for a 504 individual accommodation plan. For questions regarding 504 eligibility/accommodation, or 504 procedural safeguards, contact the school level SST chair.

### **Notice of Rights of Students and Parents Under Section 504:**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the

evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Revised by GaDOE 2-13-12

## **Section 504 Procedural Safeguards:**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

**2. Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

**3. Mediation:** The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

#### **4. Hearing Procedures:**

a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily (34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

**5. Decision:** The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

**6. Review:** If not satisfied with the decision of the impartial review official, any party may



pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **Georgia Special Needs Scholarship:**

Parents/guardians of students who receive special education services in FCS have the option to exercise public and private school choice. Under a State law passed by the Georgia State Legislature in 2007, parents/guardians of students who receive special education may choose to transfer their child to another public school or private school in Georgia. Parents/guardians must be current residents of Georgia and have been residents for one year.

### **Special Needs Public School Choice Options:**

A parent/guardian can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program (IEP). If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the school.

The parent/guardian may request a transfer to a school in another school system if there is available space and the system and school have a program with the services agreed to in the student's existing individualized education program. **Note:** It is allowable for a school system to have a policy not to accept students that reside out of the school system. If a school system accepts the child, then the parent/guardian shall be responsible for transportation to the school in that system. If a school system approves an out of system transfer request, it can charge a parent/guardian for the costs of educating a student; also known as out of district tuition. **Note:** Funds received through the Georgia Special Needs Scholarship Program cannot be used to offset the costs of out of district tuition.

The parent/guardian may also request a transfer to one of the State schools for the deaf and /or blind operated by the State Board of Education. Acceptance into a State school will depend on whether or not that setting is appropriate for the student's needs. If the parent/guardian chooses this option, then the parent/guardian shall be responsible for transportation to the State school. Please contact the Georgia Department of Education for more information about transferring to a State school.

### **Special Needs Private School Choice Option:**

Parents/guardians interested in transferring their child to a private school in Georgia may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, visit the Georgia Department of Education's website at <http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>

## **STUDENT MEALS:**

### **Automated Meal Account:**

Each school has an automated system that is able to track the payment and purchasing activity of each individual student's account. Meals may be pre-paid for the week, month, or even the year by cash, check, or by using the on-line payment system (see below for details). Prepayment is encouraged because it eliminates the daily handling of money for the child, and reduces the time the student must stand in line waiting, providing them more time to enjoy their meal.

Students may purchase meals and extra foods sold through the School Nutrition Program with funds debited from their meal account. **If parents/guardians wish to limit the use of their**

**child's account to meals only, each school year parents/guardians must send a written note to the school's cafeteria manager stating that their child will not be allowed to purchase extra items off of their meal account. If this restriction is applied to the account, all extra items selected will require cash at the time of purchase.**

Parents/guardians or siblings having lunch with a student may not use the funds on the student meal account to pay for guest meals. Guests may cover their purchases with a check or cash.

**Pre-payment by Debit or Credit Card via the Internet:**

To prepay for a child's meals online using a valid credit/check card, parents/guardians must use the student identification number and school name to register and place money on their child's account. If parents/guardians do not know their child's student ID, contact the school's front office. To learn more about paying on-line, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com).

**Meal Charge Policy:**

Students are allowed to charge school meals based on their grade levels. Elementary students may charge up to five meals. Middle and high school students are allowed only one meal charge. Ala carte items or extra meal portions may not be charged. Students without funds may be offered a snack such as a sandwich or crackers and milk. To assist parents, student account balances can be monitored any time via [www.mypaymentsplus.com](http://www.mypaymentsplus.com) regardless of the payment method you use. If you notice that your child's account is low on funds, please consider sending cash or check for the day as an on-line payment may not post to your child's account in time for meal service.

**Returned Check Policy:**

The Food and Nutrition Services Program will accept checks for exact payment of meals or prepayments to the student's debit account. The program will not cash personal checks or give change back when a check is received for payment.

FCS uses a check company to collect checks that are returned unpaid. Without further notice, they will attempt to collect on the check electronically if it is returned unpaid by your bank for any reason. If a check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from the parent's account when the money is available. If a parent writes a check to the district, they are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned unpaid by the banking institution to the recovery company. After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

**Meal Prices:**

Our breakfast meal offers a choice of a breakfast entrée, a milk and up to two choices of fruit. At lunch we offer an entrée, a milk and up to three fruit or vegetable choices at the elementary and middle school. Students may decline the milk but must include at least one serving of fruit or vegetable on their tray. Students may request a cup of water as an alternate beverage choice. Additional beverage selections, including bottled water, are available for purchase.

The meal prices at each school level are listed below. Students may purchase additional portions of the meal at an extra cost. We also provide Smart Snack compliant snacks and treats that can be purchased at an additional cost.

**Breakfast**

**Lunch**

**Elementary**

|                     |        |        |
|---------------------|--------|--------|
| Reduced-priced meal | \$0.30 | \$0.40 |
| Full-paid meal      | \$1.40 | \$2.50 |

**Middle School**

|                     |        |        |
|---------------------|--------|--------|
| Reduced-priced meal | \$0.30 | \$0.40 |
| Full-price meal     | \$1.50 | \$2.60 |

**High School**

|                     |        |        |
|---------------------|--------|--------|
| Reduced-priced meal | \$0.30 | \$0.40 |
| Full-price meal     | \$1.60 | \$2.60 |

**Cash payments at register:**

Cash is gladly accepted at the cafeteria register for meal and a la carte item purchases, and to add funds on the student's account; however, cashiers do not have adequate funds to make change for customers with bills larger than \$20. Bills larger than \$20.00 will only be accepted for meal payment if the entire amount is deposited into their meal account.

**Free and Reduced Priced Meals Availability:**

The Free and Reduced Priced Meal Program is available to assist families during times of financial hardship. **The School Nutrition Program accepts free and reduced meal applications throughout the school year.** Students approved for free or reduced priced meals may eat both **breakfast and lunch** free or at a reduced cost. Parents can rest assured the information supplied on the form is strictly confidential and student identification is protected with the computer software used at the cashier's station.

- A current year 2016-2017 application must be submitted. Prior year application forms cannot be accepted. The current school year application is available at each school, in the Registration Office at the Hill Center and on the system's website, [www.forsyth.k12.ga.us](http://www.forsyth.k12.ga.us).
- On-line applications make it faster and easier for families to apply for free or reduced priced meals. Visit the food and nutrition website at [www.forsyth.k12.ga.us/nutrition](http://www.forsyth.k12.ga.us/nutrition) for further information.
- **OR** you may complete and sign an application and submit it via one of the following methods:
  - scanned and emailed to [jsanders@forsyth.k12.ga.us](mailto:jsanders@forsyth.k12.ga.us)
  - faxed to 770-888-3464
  - sent via US mail to: Food & Nutrition Services, 1140 Dahlenega Hwy, Cumming GA 30040
  - submitted to any school cafeteria.
- Applications will be processed within 10 school days of receipt at the central office. Eligibility for those approved for free or reduced benefits will be effective within an hour of being processed at the central office. Written notification of eligibility/denial will be sent to the household address via US mail the day the application is processed.
- Eligibility for Free or Reduced price meals is **not retroactive**, therefore the parent or guardian is responsible for payment of school meals until the F&R application is approved.

**TRANSPORTATION (BOARD POLICY EDC):**

FCS provides school bus transportation for all eligible FCS students based on the student's residence and school of enrollment, and in compliance with federal, state and/or local laws, rules, regulations and/or procedures. The Transportation Department is authorized to develop a framework and procedures that provide transportation services to eligible FCS students.

The Forsyth County Board of Education encourages supervision appropriate to the age and/or maturity level(s) of students at bus stops by parents or guardians.

The code of conduct applies on the school bus and at the bus stop as each is considered an extension of the school and classroom. As such, behaviors are expected to be safe, orderly and respectful at the stop and on and around the school bus.

It is the responsibility of the parent/guardian to become familiar with transportation practices and procedures specific to our service. You may find those at [www.forsyth.k12.ga.us/transportation](http://www.forsyth.k12.ga.us/transportation) or you may request clarification and/or assistance from the appropriate staff member found at the “Who Should I Call” link on the department web page.



### ***Liberty Middle School***

**7465 Wallace Tatum Road** Cumming, GA  
30028

Phone: 770-781-4889 Fax:  
678-513-3877

Cheryl Riddle, Principal

[criddle@forsyth.k12.ga.us](mailto:criddle@forsyth.k12.ga.us)

Ronnie McNeese, Asst. Principal

[rmcneese@forsyth.k12.ga.us](mailto:rmcneese@forsyth.k12.ga.us)

Jimmy Pagel, Asst. Principal

[japagel@forsyth.k12.ga.us](mailto:japagel@forsyth.k12.ga.us)

Janine Hampton, Grad Coach

[jhampton@forsyth.k12.ga.us](mailto:jhampton@forsyth.k12.ga.us)

Brandy Mann, Sp Ed Administrator

[bmenn@forsyth.k12.ga.us](mailto:bmenn@forsyth.k12.ga.us)

### **Accidents/Injuries:**

We pride ourselves in taking the necessary precautions to ensure the safety of all our students at all times. Any student who is injured during school or at a school event will be assisted by a staff member. The staff member may provide reasonable care as needed or refer your child to the school clinic. Parents will be notified regarding any significant injury. An accident report will be completed by the supervising staff member.

Insurance forms that offer 24-hour or school-day accident coverage for students are available in the main office. The Forsyth County School System cannot reimburse parents for costs incurred due to injuries occurring at school or school sponsored events.

### **Arrival Procedures:**

**BUS RIDERS:** Bus riders arrive at LMS between 8:30-8:50am and report to the gym. Bus riders will be released to homeroom at 8:45am. Bus riders wanting to purchase a breakfast will be permitted to go to the cafeteria at 8:20 once the announcement is made that breakfast is served. Bus riders who leave the gym for purposes other than eating breakfast should have a teacher pass for such purposes. **CAR RIDERS:** Parents may drop-off and pick-up their child at the main entrance only. In order to have the most effective procedure, please pull as far forward as possible before stopping and allowing your student to exit or enter the vehicle. Students should not enter or exit vehicles beyond the sidewalk.

**For supervisory reasons, students should not be dropped off prior to 7:45 AM.**

**In the afternoon, students may be picked up in the same manner. Please enter and exit this lot via the elementary entrance. Do not enter the bus entrance. Students are released to the car line at 4:15. For supervisory reasons all students must be picked at or before 4:30 PM.** Thank you for your support and cooperation with these procedures to ensure the safe-keeping of all students.

**MORNING RECOVERY:** Students attending morning study sessions must have a pass from the teacher, or wait for the teacher to open her classroom for students by placing a star on the board provided outside the cafeteria in the hall way. The star lets the staff and students know when a teacher is accepting students in their classroom for recovery sessions. If a student does not have a pass, they will be returned to their assigned area of morning supervision. **Athletics**

Students are required to dress out when participating in physical education classes. The dress code should consist of a t-shirt with shorts in LMS colors. Physical education uniforms are available for purchase through the physical education department. Tennis shoes are required for student participation in physical education. A \$5 yearly fee is charged for use of lockers in the P.E. locker room. **Athletic**

### **Teams**

The following interscholastic team sports are offered for seventh and eighth grade students:

- Football
- Football Cheerleading
- Track
- Basketball
- Basketball Cheerleading
- Golf

In order to try out for and participate in interscholastic activities a current physical examination, parent permission and insurance waiver must be on file for each participant. Eligibility is determined by state board policy.

All students have the opportunity to participate in clubs and intramurals. To be eligible to participate in sports, a student must pass five out of seven classes.

### **Care of personal items:**

As a service, a locker will be provided for each student for a fee of **\$5.00**. All lockers are individually checked prior to the start of each school year and locker combinations are changed annually. Problems with a locker should be reported immediately to the student's teacher who assigned their locker. Abuse of a locker or using other students' lockers can lead to having locker privileges revoked and will require payment for repairs. Student personal bags, school lockers, desks, and other school property shall be subject to inspection and search by school authorities at all times without further notice to students or parents. The Forsyth County School System reserves the right to use "walk-through" and "hand-held"

metal detectors and “drug-sniffing” dogs at any school function, including activities which occur outside normal school hours off the school campus. Students are notified that these metal detectors will be used at the discretion of school administrator.

PE lockers are provided in the locker rooms. Students may rent a combination lock each quarter but cannot bring their own lock from home. Students must adhere to the same policies as outlined above. Failure to do so will result in locker privileges being revoked and/or will require payment for lost combination locks and/or repairs.

**The school does not assume responsibility for lost personal items.** Valuables and large amounts of money should not be brought to school. In addition, cameras, radios, games, toys, trading/playing cards, electronic devices, skateboards, etc. should not be brought to school unless specifically approved by a teacher for a special event/purpose. Items such as those just listed will be confiscated and kept in the front office. The school assumes no responsibility for the “safe keeping” of confiscated items.

Confiscated items will be returned to a parent upon

signing the discipline referral. A parent may come to the school any time during normal operating hours (8:00am-5:00pm) to claim any of his/her child’s confiscated item(s).

In the event that a parent is unable to visit the school during the regular school day, the item may be claimed by the student on the last two days of the school year. Items not claimed one week after the last day of school will be discarded or donated to a charitable organization. Weapons, tobacco, and other drug products and similar items (or items promoting such products) will not be returned to a parent or student.

### **Classroom Observation by Parents:**

The LMS staff values the concept of parents as partners in education and understands that each student’s education extends beyond the four walls of the class. Parent and community support and assistance are vital in all facets of the school program. It is therefore essential that parents be informed and involved in their child’s education.

Parents and community members have opportunities for observing students in the academic and extracurricular setting through a number of established activities and events which showcase our students’ academic, athletic, and artistic talents and endeavors. If a parent of a LMS student or a prospective student wishes to set up a classroom or school visit, then he will be afforded every opportunity to make that visit. The following guidelines shall be used in setting up parent visits.

### **CLASSROOM OBSERVATION BY PARENTS OF A LMS STUDENT:**

The Parent Should:

- Make the request to the principal at least **1 school day** prior to the requested time.
- State the purpose of the visit.
- Sign in at the front office and receive a visitor’s badge prior to being escorted to the class.
- Sign the Confidentiality Agreement.
- Stay no more than one class period, unless previously authorized by the principal.
- Refrain from engaging the attention of the teacher or students through conversation or other means. **Clubs**

Clubs and activities are offered before and during school for Liberty Middle School students. Clubs may include: 4-H, Environmental Recycling, and Fellowship of Christian Athletes, Robotics, Science Olympiad, and Technology Student Association(TSA). Students are required to have written permission prior to participation in a club.

## **Counseling**

Counselors assist students in their social, emotional and academic growth through individual, group and classroom guidance activities. The guidance curriculum is a planned effort to provide each student with a set of skills and experiences to promote self-understanding, decision-making, problem solving, skillful communication, and career planning.

Counselors offer small group counseling on topics such as divorce, grief, self-esteem, anger management and friendship. If parents do not wish for their child to participate in-group or individual counseling, the school counselor must be notified. Small group and individual counseling can be made through student, parent, and/or teacher referral. Counselors also coordinate transition activities to ensure a smooth transition for entering sixth graders and rising ninth graders.

## **Course Offerings**

Language Arts, Math, Science, and Social Studies are considered core courses. Band, Chorus, Creative Study, Drama, Art, Diversified Technology, Music Tech, Health and Physical Education are considered

connection courses. Students will participate in the core courses for the entire school year. Students will be assigned to connection classes for a nine-week period.

There are many ways to become part of the band program at Liberty Middle School. We have band classes for 6th, 7th, and 8th grades that meet during the school day. We have an auditioned group of 8th graders (the concert ensemble), a group of 7th and 8th graders (the concert band), and our 6th grade band. Band classes are offered during the connections block on a student's schedule. Extra-Curricular groups include the Pep Band, Jazz Band, and Percussion Ensemble. These groups meet and perform throughout the school year at various times.

There are four chorus levels offered to LMS students. These are Sixth Grade Chorus, Seventh Grade Chorus, Eighth Grade Chorus and Honors Chorus. Students who participate in a grade level chorus attend chorus all year long during one of their connections classes. There are four mandatory evening performances throughout the school year. These concerts are usually less than one hour in length. Other optional events include All-State Chorus, District 9 Honor Chorus, ACDA National Honor Chorus, and Forsyth County Honor Chorus. Students do not have to audition in order to participate in a gradelevel chorus. Honors Chorus is an extra-curricular activity which meets on Tuesday and Thursday mornings from 8:00 – 8:45. It is open to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students and students must audition in order to participate. The Honors Chorus presents a Broadway show in the fall, participates in a festival at Six Flags in the spring and also performs at other events throughout the school year.

In P.E. we offer team sports, recreational games, outdoor games, fitness concepts, and introduce weight training. Most students will have P.E. more than once a year.

Health at Liberty Middle covers nutrition, the dangers of drugs, tobacco, and alcohol; the body systems, choosing the best, life skills, decision making, goal setting, hygiene, and first aid just to name a few.

#### **Dances:**

At least four dances are anticipated for the upcoming school year. Those dates will be announced as they approach. Dances are held after school from 4:30pm- 6:00pm and students are required to have a signed parent permission slip to attend each dance. A nominal admission is charged for each dance, and refreshments are sold at the concession stand. High expectations are held for appropriate student behavior and dress. Dances are for LMS students only. Students in ISS or OSS on the day of a dance are not allowed to attend. **Deliveries at School**

Students are not allowed to receive deliveries of flowers, balloons, candy or other items while at school. Such deliveries create a disruption to instruction and the learning process. Students will not be allowed to take any delivered items to class or on the bus. Parents will be required to retrieve any delivered items from the front office.

## **Dress Code**

Part of a student's experience at LMS is to learn those behaviors that will ensure a successful future. In fact, learning to dress appropriately for school is part of learning work-readiness skills. Dress that may be acceptable outside of the school day may be inappropriate in a learning environment. Clothes that fit in the fall may not fit appropriately in the spring because students go through periodic growth spurts. Students are expected to show proper attention to personal cleanliness and neatness, and maintain appropriate standards in dress and appearance.

***See the 2014-2015 Code of Conduct and Discipline Procedures for Forsyth County's dress code policy.***

Common Violations include holes above the knee of pants, running shorts, leggings, clothes exposing excessive skin. The school administration is authorized to determine what constitutes inappropriate dress for the school setting. Questions about the dress code should be addressed with the administration. Penalties may include warning, parent contact, securing appropriate clothing, detention, ISS, OSS or tribunal.

#### **Extracurricular Activities:**

Extracurricular activities are defined as any school-sponsored program for which some or all of the activities occur outside the regular school day. Examples include all individual and team sports, cheerleading, clubs, academic bowls, and fund raising activities. This definition does not include field trips, homework, or occasional work required outside the school day for a scheduled class.

Extracurricular eligibility is determined by state board policy and applies to competitive school activities that occur after school hours. In order to compete, a student must have passed a minimum of 5 of 7 subjects during the previous semester. Ineligible students cannot try out for a team even if the team will not be in operation until the next school year. **Students who have ISS or OSS may not participate in extracurricular activities on the days of the suspension. Field Trips:**

LMS students are provided with opportunities to attend interesting educational events and functions. Traditionally, all three grade levels make arrangements to take A field trip during the year to enhance and enrich student learning. Students will receive information regarding the cost for each of these trips and tentative dates. Refunds are not given due to Code of Conduct infractions. When possible, refunds will be given to students with excused absences.

No student will be denied an opportunity to participate in a field trip because of financial hardship. Priority is given to students in the free/reduced lunch program. Parents must notify their child's teachers or a counselor of the necessity for financial aid. **Insurance Coverage**

Since Forsyth County School System cannot reimburse parents for cost incurred due to injuries occurring at school or school sponsored events, insurance that offers 24 hour or school day accident coverage for students is available. Forms are available in the school office.

## **Money Procedure**

Money sent to school for the purpose of field trips, lunch prepayments, lockers, etc. should be sent in an envelope with the student's name, amount enclosed and purpose of the money. Please send a check or exact amount for each purpose since the teachers are unable to make change.

The Forsyth County School District uses a check company to collect checks that are returned unpaid. If your check is returned unpaid, the face amount and a state-authorized fee will be collected electronically from your account when the money is available. If you write a check to us, you are consenting to allow the check recovery company to electronically collect the face amount and the fee if the check is returned uncollectible by your banking institution to the recovery company.

After the Board of Education, or any entity thereof, has received two (2) checks returned by a financial institution due to insufficient funds or closed accounts, all financial transactions thereafter will be on a cash only basis.

## **Infinite Campus –Parent Portal**

Parents may receive information such as grades and attendance by logging onto the Forsyth County School System web page and linking to Infinite Campus-Parent Portal. To receive your password for Infinite Campus, please contact the school office.

## **Parent-Teacher Conferences**

Consistent contact between school and home enhances the student's opportunities for success. Early release days are scheduled in the fall and spring of each school year for the purpose of conducting parent conferences. Parents are encouraged to attend these conferences. If a parent desires a conference at any other time during the year, the parent may contact their child's teacher.

Fall Conferences are Student Led Conferences. Parents are highly encouraged to attend the conferences. Teachers will contact parents to set the appointment times.

## **Reporting Student Progress**

Interim progress reports are sent home at 4 ½ week intervals and report cards are sent home at the end of each 9-week period. Parents are encouraged to review these reports with their child and to contact their child's teacher with any concerns that they may have about their child's progress.

Parents are highly encouraged to sign up for Campus Portal in order to stay abreast of their child's academic progress on a daily basis. Registration forms for Campus Portal is available in the LMS front office or at the Board of Education office on Dahlonega Highway.

**ACADEMIC GRADING SCALE: A: 90-100 B: 80-89 C: 70-79 F: 0-69**

## **Change of Address/Phone Numbers**

Please access Campus Portal to make changes in names, addresses, phone numbers, or emergency information that may occur during the school year. This will enable us to contact a parent in case of an emergency. Students will only be allowed to check out of school to the people listed on Campus Portal. It is the parent responsibility to keep Campus Portal current.

**Textbooks**

All textbooks are on loan to the student; therefore, the student is responsible for any textbook issued. Payment for a lost or damaged book is expected.



## **Visitors**

All visitors must report to the school office upon arriving on campus to check in and to receive a badge. The badge indicates to students and staff that the visitor has been cleared through the office. Visitors not wearing a badge will be asked by a staff member to report to the office for proper check in.

## **Volunteers**

Parents are vital to the success of Liberty. Parent volunteers welcome at anytime. Please contact your child's teacher or the office to let them know the hours you are available to volunteer.